Travel Guideline and Expense Procedure

So that the Accounts Payable Department can provide your reimbursement in a timely matter, the following guidelines must be followed. Please ensure the attached checklist has been completed and with your expense reimbursement.

Failure to do so will result in Accounts Payable returning your documentation, delaying your reimbursement.

**ALL ORIGINAL RECEIPTS REQUIRED:**

1. Airfare itinerary showing to and from locations as well as price and payment
2. Itemized hotel bills (allowance for domestic travel is $275.00 per night including taxes for foreign travel and Washington DC only, $325.00 per night including taxes.
3. Valid taxi receipts showing date, fare etc.
4. $86.00 per day meal claims must have valid receipts with vendor names imprinted on them, dates and amounts must be legible
5. $46.00 per day meal claims require no receipts
6. E-Z pass claims must have actual receipts or a copy of the monthly statement highlighting the information being claimed (dates and amount)
7. To claim baggage you must produce the actual baggage pass with the amount imprinted on it
8. If claiming mileage on your own personal vehicle please, supply a printout of the actual mileage map showing to and from locations.
9. If a foreign travel, please provide a conversion of each expense using the date of the actual expense to calculate. (You can use the OWANDA site to calculate). You can also provide the actual charges on your credit card to get the exact expenses paid. Foreign transaction fees on credit card can also be claimed.
10. All claims for departmental meetings, lab meetings etc., must include a meeting agenda and a listing of the attendees
11. All meals being claimed for taking out speakers, visitors, etc. must include a flyer, email conversation or some sort of correspondence showing that that person actually was here.
12. Car rentals on trips can be claimed as well as the gas purchased for said vehicle. You must submit the actual final bill showing payment amount and the actual gas receipts showing the dates of purchase and amount

COMPLETION OF THE EMPLOYEE/STUDENT REIMBURSEMENT REQUEST FORMS:

1. The form must be completed in its entirety: Banner#, Name, Home Address, Payee Signature, Administrator or Dept Head Signature, Index and Account codes. (Note: the payee and the approver cannot be one and the same).

2. List one item on each of the lines provided. Airfare and baggage on one line, hotel on another (only the room and taxes should be included on this line), total meals for traveler on another (whether on actual restaurant receipts or on the hotel bill), total taxi receipts on another, etc. Any additional charges on the hotel bill, if allowed by policy, should be claimed on its own line.

3. Attach all small receipts to ONE SIDE of an 8 x 11 paper. Tape only the top and bottom of the receipts and do not tape over any of the imprinted information. Use as many 8 x 11 papers necessary. (The reason for this is that this entire package will ultimately be scanned to the share drive).

4. When the form is completed, make a copy of the complete package for your records and forward the original with the original backup to the accounts payable department for processing.