Faculty/Staff Reimbursement Request

Return to Amanda Jackson
Latrobe 205
ajack110@jhu.edu

You must complete all fields marked with *

*Name:__________________________________________

*Business Description/Purpose of Expenses:

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*Budget Name to Charge:__________________________

*Budget Number to Charge:________________________

*Type of Expense:

☐ Sponsored Domestic Travel (actual expenses**)
☐ Sponsored Foreign Travel (actual expenses or per diem**)
☐ Non-sponsored Domestic Travel (actual expenses)
☐ Non-sponsored Foreign Travel (actual expenses or per diem)
☐ Non-travel related expense

*Meals (if applicable):

Do you have alcohol charges?   No / Yes
If yes, highlight all alcohol charges.

Did you pay for others?      No / Yes
If yes, list attendees with each receipt.

**unless the funding source requires the use of per diem for M&IE

*Faculty/Staff Signature:__________________________________________

*Date:________________________________

PAPER CLIP your receipt(s) to this form. DO NOT STAPLE/TAPE.

Please take care of your receipts while you are on a business trip. Try to keep them in an envelope or folder of some sort. Torn or worn receipts are extremely difficult to read and may pose a problem in trying to obtain the reimbursement.

If you are missing ANY receipts greater than $75, you must fill out a Missing Receipt Affidavit form. You will need to fill out an MRA for each missing receipt.

**HOTEL:**

It is mandatory that you provide a hotel receipt. Your receipt must include a daily breakdown of charges.

**AIRLINE:**

An airline receipt is mandatory and must include document number, flights, airline, and total cost.

**RESTAURANT:**

I ALWAYS need the receipt that shows the breakdown of what you ordered. I need to see individual meals, drinks, etc. and the receipt that shows how much you gave as a tip.

**INTERNATIONAL TRAVEL:**

If you travel internationally and have charges in foreign currency, it is strongly recommended that you provide your credit card statement with trip expenses highlighted in addition to your receipts so that we can be sure you are being reimbursed for the full cost incurred.

**PER DIEM:**

If you choose to be reimbursed via per diem, you must list out each meal that was provided to you and the date. The first and last travel day will only receive 75% of the total allowable daily per diem. JHU encourages the use of per diem for foreign travel.

STAFF ONLY: $100 or less will be paid by Petty Cash of which you will be notified by email