

## **Reimbursement Guidelines**

The University reimburses faculty, staff and students for approved, necessary and reasonable travel and business expenses incurred while conducting business for the University. Individuals who request reimbursement are responsible for obtaining approval for their trip prior to departure and must make a full accounting to the University. The traveler should use the Travel and Business Expense Reimbursement Report and submit it within 90 days after the end of the trip or purchase.

### **Documentation Requirements for Expenses**

The University needs the following documentation to substantiate business expenses:

- Business expenses for meals and entertainment must follow the documentation rules for each activity:
  - Date and amount
  - Name of everyone present (first and last name)
  - Business relationship of each person (position title and company)
  - Location of the activity and
  - Business purpose - a description of the University business conducted
- Air/Rail - air or rail ticket (itinerary or electronic tickets showing the invoice has been paid or charged to a credit card, copy of the air or rail ticket with copy of the credit card statement).
- Hotel - itemized hotel bill showing proof of payment.
- Car Rental - car rental agreement receipt showing proof of payment
- Personal Car Usage - mileage as shown in paper or electronic standard highway mileage guides (e.g. map quest)
- Receipts for tolls and parking
- Meals/Entertainment - credit card receipt or cash register receipt with detail of items purchased. If traveling internationally, the federally approved per diem rate should be used for meals and incidentals instead of receipts.
- On-line transactions - request for reimbursement for on-line transactions must clearly show proof of payments.
- Missing Receipts/Receipt Photocopies are accepted only with a Missing Receipt Affidavit Form (MRA) which requires the payees signature (if available) and authorized signer or two authorized signatures with a complete explanation of the expense if a copy of the receipt is unobtainable. The Missing Receipt Affidavit is not to be used in lieu of waiting for the appropriate receipt or not wanting to submit the original receipt.
- Copies of cancelled checks may be used to support reimbursement of expenses paid from a personal checking account.

### **Payment of the Travel Reimbursement**

The Travel and Business Expense Reimbursement is reviewed and approved by the Accounts Payable Shared Services Travel Unit. Accounts Payable Shared Services will process the reimbursement if the University owes money to the traveler. NOTE: All payments will be by electronic funds transfer and will be deposited into the traveler's designated bank account; the bank account used for payroll direct deposit is the default bank account. It is the traveler's responsibility to

verify banking information with HR/Payroll Shared Services. If the traveler does not have a checking account a check will be issued.