

Before You Go

- Make moderately priced travel arrangements.
- You must obtain the Dean's approval before booking a Business Class or First Class flight.
- If you are traveling Business Class or First Class you must obtain a quote for the economy fare to include with your Travel Expense Statement.
- Direct payments to vendors via check requests are allowed only for registration fees.
- If you have incurred out-of-pocket expenses prior to the trip you can seek reimbursement via a Travel Advance at any time prior to the trip.
- If you anticipate the need for significant cash expense while traveling, you may request a Travel Advance no more than 14 days prior to the trip.

On The Trip

- Additional insurance including collision damage waiver coverage should be declined when renting an automobile and will not be reimbursable when traveling for University business within the United States, Canada, or a U.S. possession. When renting/leasing vehicles outside the United States, Canada, or U.S. possession, collision and liability insurance should be purchased.
- Save your receipts. Original supporting documentation is required for all reimbursable expense.
- If paying for a group dinner of 12 or less, record the names of attendees, their relationship to the University, and purpose of social expense. For groups larger than 12, record the number of attendees and the purpose of the social expense

After You Return

- Travel Report Statement must be filed within 15 days of the trip. Travel reports submitted more than 60 days after the completion of the trip require a Dean's level exception approval.
- All expense including those paid via Check Requests, Procard, Amex Business Travel Account, and Travel Advance must be included on the Travel Expense Statement
- The itinerary invoice, regardless of payment method, should be attached to the travel expense statement and should include the agency used to make the reservation, if applicable, date(s), and price of flight(s).
- Automobile expenses will be reimbursed at the current Internal Revenue Service (IRS) mileage rate, when a personal automobile is used. Reimbursement based upon actual expenses is not allowed.
- Signature of traveler and department manager, Dean or Dean's designee is required on all travel expense statements.
- Missing receipts should be noted on the Travel Expense Statement in the "Remarks" section and a description of the expense should be included. The exception must be approved by the Dean or Dean's designee.
- Tips for meals should be included with the meal. The "Gratuities" section of the Travel Expense Statement is for miscellaneous tips such as bellhops, room service or other cash tips where a receipt is not available.
- Alcoholic drinks must be broken out from meals and coded to budget 36-87 (unallowable expense).
- Receipts in a foreign language for hotel, rental car, airfare, etc. should be labeled as such in English.
- For all foreign travel, the website www.oanda.com should be used to obtain the average exchange rate for the applicable time period of the trip. A screen print copy with the exchange rate must be included with the travel expense statement. Documentation of the exchange rate such as credit card statement is also acceptable.
- An itemized hotel bill is required. Telephone, room service, & parking should be separated from the Hotel Room & Tax on the travel report.

