

**Traveler's Responsibility**

The person due the reimbursement for travel costs incurred is responsible for:

Submitting travel claims within 10 days from the return of the trip.

Providing the business purpose and inclusive dates of each trip.

Certifying he/she:

Received authorization to travel.

Traveled on official business.

Actually spent the amount for listed expenses.

Has verified that the amount due is accurate.

Has not and will not seek reimbursement for (1) a duplicate claim or (2) from any other source.

Returning to the University within 30 days, any reimbursement or payment issued by the University which subsequently results in a refund to the individual.

Any expenditure greater than \$25 requires a receipt.

**Approving Authority Responsibility**

The approving authority designated to approve travel claims ensures all expenses are reasonable in terms of price, purpose, and necessity.

The approving authority is responsible for:

Ensuring expenses charged to his/her accounts are supported by sufficient funds and ensuring appropriateness of use of funds.

Ensuring expenses requested are ordinary, reasonable, not extravagant, necessary, and supported by a business purpose or justification, as appropriate.

Validating, to the extent possible, that the expenses listed were actually incurred by the employee and that appropriate supporting documentation is attached.

Reviewing and approving the business purpose and ensuring the request is in compliance with any applicable sponsored project/grant requirements.

Approving/denying payment of the travel claim in a timely manner.

Denying expenses not directly related to official University business.

**Receipts/Substantiation**

United States Travel: Any individual expense for more than \$25 must be substantiated by a receipt, this includes meals related purchases.

International Travel: Any individual expense for more than \$25 must be substantiated by a receipt, except for meals. Meals expenditures do not require receipts. However, meals and incidental costs must not exceed the amounts on federal per diem website. See the bottom of the travel claim form for the federal per diem website.

**Miscellaneous Travel Expenses**

Miscellaneous expenses are reimbursable when they are ordinary and necessary to accomplish the official business purpose of a trip. The Travel Expense Claim must include an explanation of why such expenditures are being claimed. Following is a non-exhaustive list of reimbursable and non-reimbursable travel related expenses. Any individual expenditures greater than \$25 require a receipt.

**Tips**

The University will reimburse reasonable and customary gratuities (generally up to 20% of the total bill) for items such as shuttle driver tips. Meal tips are reimbursed as part of the meal expense; taxi tips are reimbursed as part of the taxi expense; valet tips (if exception is granted) are reimbursed as part of the parking fee.

Tips and gratuities for extended travel or travel outside the continental U.S. that are over and above tips reimbursed as part of the per diem are reimbursable if reasonable and incurred while traveling on official University business.

**Business Related Expenses**

**Form Tips**

Please note that there are comments embedded into numerous fields on the enclosed form. A colored dot in the top right corner of a cell indicates that there is a comment with useful information embedded. To access these comments, allow the cursor to hover over the cell and a dialogue box will appear.

When looking up per diem rates using the enclosed links to federal websites, if your exact destination is not listed, then select the "other" category for the general destination.



**Travel Reimbursement Rates for Travel that Includes an Overnight Stay**

	<b>Rates of Reimbursement</b>
<u>United States Travel</u>	
Daily M&IE .....	Actual meals expenses up to \$55/day + \$7/day incidentals allowance Receipts required for any individual expenses of \$25 or more
Lodging	Traveler will be reimbursed for actual lodging expenses, receipts required
<u>International</u>	
Daily Meals and Incidental Expenses	Published Federal Government Per Diem for specific location. No receipts required
Lodging	Traveler will be reimbursed for actual lodging expenses up to the Published Federal Government Per Diem for specific location
<u>Non-Commercial Facility</u>	
Daily Lodging Expenses	Actual expenses up to 100% of Published Federal Government Per Diem for specific location Receipts required for expenses of \$25 or more

Federal Per Diem rates for all location [http://aoprals.state.gov/web920/per\\_diem.asp](http://aoprals.state.gov/web920/per_diem.asp)

