

Basic Procedures for Completing the Foundation Travel Reimbursement Form

A REQUEST FOR REIMBURSEMENT OF TRAVEL EXPENSES must be completed by the traveler upon completion of the trip and submitted to the Chief Academic Office no later than **30** days after the travel is complete. This form is in EXCEL format. The formulas for calculation are locked.

1. Department: Enter the name of the department where the traveler works.
2. Date Submitted: Enter the date the request is prepared.
3. Traveler's Name: Enter the name of the traveler.
4. Departure Date and Time: Enter the date and time of Departure. (The time is used to determine the allowable meals – see Section 3-2 and 3-3)
5. Traveler's Address: Enter the address of the traveler.
6. Return Date and Time: Enter the date and time of Return. (The time is used to determine the allowable meals – see Section 3-2 and 3-3)
7. Travel Purpose: Enter the purpose of the trip.

Completing the EXCEL spreadsheet:

- Each day of the trip will be reported in its own column. For each day complete the date, city visited, transportation, subsistence and other sections of the form.
Note: The number of miles times the rate is not a calculated figure. Traveler must calculate cost and enter it into the proper column. **PLEASE ENTER THE NUMBER OF MILES ON THE SPREADSHEET NEXT TO THE PROPER RATE.**

Note: Gratuity includes baggage handling tips. **It does not include tips for meals** (these are included in the meal allowance).
- The spreadsheet will automatically subtotal each category and total each day. In addition, the spreadsheet will carry the grand totals for each category to the summary portion of the request.
- The traveler should fill in the amounts received for any prepayments (registration fees, airfare) or advances.
- Once the advances/prepayments are entered, the spreadsheet will calculate the amount of reimbursement.
- The total cost, advances/prepayments, and reimbursement amounts will be automatically entered into the box on the bottom left side of the request.
- If the travel advance/prepayments are more than the total cost of the trip, the traveler must attach a check to the form for the amount due. **DO NOT SEND CASH.** Make the check payable to **NC School of the Arts Foundation, Inc.**
- The claimant and his/her supervisor must sign the request form.
- The completed form and required receipts must be sent to the Chief Academic Office.
- **FUNDS MUST BE AVAILABLE IN THE APPROPRIATE TRAVEL ACCOUNT(S) IN ORDER FOR REIMBURSEMENT TO TAKE PLACE.**