



**Travel and Conference Expense Reimbursement Form:**

- ❖ Meant to reimburse costs incurred by employees or students who travel (airplane, hotel, car rental, meals...).
- ❖ Must be submitted within fifteen days of return from trip.
- ❖ Advances must be cleared on the form for the trip or they will be added to employee's income via W-2.
- ❖ To receive payment, submit the F-3 (staff) or F-34 (student) Form with all receipts.
- ❖ Ensure the following important information is included on the form: Mailing address (Box number), preference for reimbursement via direct deposit or check, individual's contact phone number in case Finance has questions, Ledger number to be charged to and justification for the expense, and signature.
- ❖ To better ensure the form is completed accurately and completely, refer to the Instructions tab of the Excel File.
- ❖ Reimbursement process is within ten business days. Detail of what reimbursements have been entered for the individual and the status can be viewed in HRMS by navigating to *Self Service > Travel and Expense > Travel and Expense Inquiry*.

**Mileage:**

- ❖ A traveler may wish to use his or her own automobile, an allowance of 56 cents per mile as of 1/1/14.
- ❖ Tolls and charges for parking at off-campus meeting sites and stopovers are reimbursed in addition to the mileage allowance.

**Rental Vehicle:**

- ❖ When using a rental vehicle, choose the least costly available vehicle and use preferred agencies with which the University has negotiated corporate rates. Domestic Travelers on University business are protected by special travel insurance and thus should not buy the extra accident or the collision insurance offered by rental companies.

**Travel Reservations:**

- ❖ It is strongly suggested that reservations be made and tickets obtained from the University's contracted travel agencies: Travel Team 1-800-338-8898 and Town & Country (585) 381-2850.

**Foreign Travel:**

- ❖ All travel should be on an American Airline per the "Fly America Act". Be aware some US Carriers are operated by foreign carriers which would be unallowable. Few exceptions may apply.
- ❖ NSF now allows the use of the Open Skies agreements as an exception to the Fly America Act. Currently the US has Open Skies agreements with the European Union, Switzerland and Australia. Under these agreements, flag carriers of the represented countries may transport passengers and cargo on flights using federal funds from a point in the US to any point in an agreement country.

**Hotel Bills:**

- ❖ Remove all personal items (I.E. Movies).
- ❖ Breakout all items on the hotel bill: employee meals, parking, Internet, phone etc. on your reimbursement form.

**Meals and Business Entertainment:**

- ❖ Original detailed receipts must be retained not just the charge card receipt.
- ❖ Exclude all costs for Alcoholic purchases.
- ❖ University policy requires the separate itemization of each meal if the total for all meals on a particular day is in excess of \$25.

**Receipt Policy:**

- ❖ All receipts are required and mandated for expenses exceeding \$25.
- ❖ If a required receipt is lost or unavailable, a written explanation of the circumstances must accompany the reimbursement request.

**Foreign Currency:**

- ❖ Individual receipts will reflect the currencies in which purchases are made, but the credit card bill will convert those to U.S. dollars. The Travel and Conference Report should request reimbursement in U. S. dollars at the exchange rate that applied to the actual payment by the traveler.