

Physics Department
TRAVEL REIMBURSEMENT REQUEST

PLEASE USE THIS FORM AS A GUIDELINE WHEN PREPARING TRAVEL RECEIPTS TO BE SUBMITTED FOR TRAVEL REIMBURSEMENT

***** COMPLETE ONLY WHAT IS APPLICABLE*****

NAME: _____

DEPARTING FROM: _____ TO: _____

DEPARTING DATE: _____ TIME: _____

RETURN DATE: _____ TIME: _____

PURPOSE OF TRAVEL (please include title of presentation if applicable):

ACCOUNT NUMBER: _____ P.I. _____

TRIP RELATED EXPENSES: Indicate all charges that are applicable.

(See reverse side for required documentation)

Airfare: \$ _____

Travel Agent fee _____

Private vehicle mileage _____

Parking Fee: (w/receipt) _____

Taxi/Shuttle: (w/receipt) _____

Rental Car: (w/receipt) _____

Gasoline/Other: (associated w/rental car/receipt) _____

LODGING: (w/receipt) _____

TELEPHONE/OTHER _____

REGISTRATION: (w/receipt) _____

PLEASE INDICATE NUMBER OF MEALS THAT YOU WANT TO BE REIMBURSED

BREAKFAST _____ LUNCH _____ DINNER _____

(Standard Per Diem rate will be reimbursed unless otherwise indicated (you can claim less but not more))

DID YOU REQUEST A TRAVEL ADVANCE: YES _____ NO _____

INCLUDE ALL REQUIRED RECEIPTS FOR PROMPT REIMBURSEMENT

Rev. 07/07

TRAVEL REIMBURSEMENT REQUIREMENTS

To process your travel reimbursement the University Auditing Department requires receipts and certain proof of payment as follows:

1. **Lodging** – Commercial lodging receipt is required. The receipt should be itemized with proof of payment and a zero balance. If the receipt is not zeroed out then proof of payment can be in the form of a cash receipt, canceled check or credit card receipt/confirmation.
2. **Per Diem Meal Reimbursement** – No receipt required (\$36.25 per day for out of state (Breakfast \$7.50, Lunch \$9.75, Dinner \$19.00) or out of country travel and \$34.00 (Breakfast \$7.50, Lunch \$9.75, dinner \$16.75) for in state travel). **Please indicate the number of meals to be reimbursed.**
3. **Excess Meal Reimbursement** – Receipts / Proof of payment required. *Excess meal reimbursement can only be reimbursed from an exempt account.*
4. **Registration Fees** – Receipts /Proof of payment required. A copy of the conference brochure is needed for explanation of the conference fees.
5. **Training and Development Fees** – Receipts / Proof of payment required. A copy of the training/development brochure is needed for explanation of the fees.
6. **Airfare** – Itinerary / Unused portion of ticket with amount imprinted. Receipts / Proof of payment required. **If you book your airfare on line please be sure to print a receipt.**
7. **Taxi** – Receipts / Proof of payment required (Important: Please be sure that the cash amount and date of service are on the receipt.)
8. **Parking** – Receipts / Proof of payment required
9. **Tolls** – Receipts / Proof of payment required
10. **Gas** – Receipts / Proof of payment required

Note: If you are claiming mileage for personal use of your car then you can't claim the gasoline receipts.

Motor pool reservations for Grant Funds contact Wilma Gill at 515-3751 and for reservation on Departmental Funds contact Chastity Buehring at 513-4033.

Mileage will be reimbursed at **.25 cents per mile**. *If no motor pool car is available then you would be entitled to .485cents per mile rate. You must have documentation that no motor pool car was available to receive the .485 cents per mile mileage rate.*

11. **Rental Car** – Receipts / Proof of payment required. *Insurance is not reimbursable for employees.* The University has a policy that covers University employees driving rental cars. You can claim your gasoline receipts if you use a rental car.
12. **Faxing /Copying** – Receipts / Proof of payment required
13. **Supplies purchased while in travel status** – Receipts / Proof of payment required

The above is a list of major receipts; however, **when in doubt request a receipt**. All receipts must be submitted in US dollars. *The exchange rate should be indicated on the receipt.*

Please provide the proper **Grant or Department Account number** for processing.

The Physics Department has two **Bookkeepers**:

For Grant Accounts: Wilma Gill – Phone: 515-3751 / Fax: 513-4205

For Department Accounts: Chastity Buehring – Phone: 513-4033 / Fax: 515-6538