

GUIDELINES ON TRAVEL AND OTHER EXPENSES

- Submit for reimbursement within two weeks of incurring expenses.
- Retain duplicate copy for your files (if needed).
- Personal expenses for spouse and other such items should be deducted from receipts before entering amounts.
- Tips for services should be included with that service (i.e.: tips for waiters included with meals, tips for housekeeping included with hotel).
- Auto expenses are: parking, tolls, auto rental, gas for auto rental, taxis & limos, and air/rail/bus fares.
- Attach **all** your receipts to this report.
- Sign the report and have it approved by the department's authorized budget person. If being paid through Faculty Development, please have it approved by that department head.
- Do not include regular commute miles in the personal mileage calculation.
- Include expenses already incurred, not anticipated expenses.
- Personal auto use miles are reimbursed at 50 cents per mile (miles x .50) for all mileage occurring on or after January 1, 2010. **Be sure to write in the number of miles so that the calculation can be checked.** (Oct05; Feb08; Jan10). Deduct your normal commute miles from total miles.

Example A: You attend a conference on your normal work day. The total round trip to conference is 100 miles; your normal commute to the University is 25 miles. Your reimbursable mileage is 75 (100 miles – 25 miles = 75 miles).

Example B: You attend a conference on a weekend (your work week is Mon-Fri). The total round trip to conference is 100 miles. There is no commute. Your reimbursable mileage is 100 miles.