

Travel Reimbursement Instructions

- Travel Reimbursement Request forms must be completed, signed by the traveler and the traveler's Supervisor, and submitted to Accounts Payable within ten (10) days after completion of the trip. A copy of the Travel Authorization and all necessary documentation must be attached to the reimbursement form.
- The Travel Reimbursement Request form is located on the Controller's Office Website: <http://suu.edu/ad/controller/forms.html>
There is a form available **with** auto calculation and one **without** auto calculation.
- The Travel Reimbursement Request form must be filled out completely. The form cannot be processed without the appropriate documentation and signatures. **Always make sure to include the traveler's T# for prompt reimbursement.**
- If the payee does not have direct deposit the travelers **address** must be included on the Travel Reimbursement form. This information must be included with **EACH** submission.
- If you are sending something to go along with a travel reimbursement that we already have in our office, please put a note on this additional information. (Even if we have already had a discussion about it.)
- **Documentation** – All documentation related to the trip must be included with the travel reimbursement. This includes:
 - Agendas for any conferences, seminars or meetings attended
 - **Original** receipts for all out of pocket expenses
 - Documentation for all expenses charged on a P-Card or paid on a check requisition. (The new online Travel Authorization will require all travel-related expenses to be listed.)
- If students are traveling with an Advisor, list them as additional travelers on the Travel Authorization form for their Advisor.

Lodging:

- Reasonable lodging will be reimbursed for the actual cost if supported by itemized receipt. **A Credit card statement is not an acceptable form of documentation!**
- Where the traveler elects to lodge at a location other than commercial motels or hotels, (e.g. campground, with family), he/she will be allowed \$20.00 per night. A statement prepared by the traveler shall be submitted indicating the name and address of the host.

Mileage:

- No gas receipts are necessary if mileage is being reimbursed.

- The current mileage rate can be found on Motor Pool's Website:
<http://www.suu.edu/ad/fleet/rates.html>
- There is a list of "Mileage to Common Destinations" located on Motor Pool's Website:
<http://www.suu.edu/ad/fleet/mileage.html>
Please use this list as a guideline when reimbursing for mileage.
- If mileage claimed on a Travel Reimbursement is significantly higher than the guidelines on the "Mileage to Common Destinations" list, a statement explaining the extra mileage must be submitted.
- If mileage reimbursement is for multiple trips within a certain time period OR an extended trip to multiple destinations, a mileage log including beginning and ending vehicle mileage for each location must be submitted.

Meals:

- No meal receipts are necessary if the per diem rate for meals is being reimbursed.
- If any meals are included in registration fees for conferences, conventions, or seminars, the per diem rate for the meal will not be paid.
- Meals will be reimbursed according to the current per diem rates. Current per diem rates can be found on Motor Pool's website:
<http://www.suu.edu/ad/fleet/rates.html>
If traveling to a high-cost area, the traveler is eligible to receive an extra \$3.00 more per meal **with proof of original itemized receipt.*
- Receipts for payment of meals for **guests** must indicate the names and titles of the guests, the business purpose for the meal, and must be original itemized receipts. Receipts must also state the name of the establishment, the date issued, and the amount. **Business Meal Certification** form is located on the Controller's Office Website:
<http://suu.edu/ad/controller/forms.html>

Other:

- **Gas** – if gas is being reimbursed (instead of mileage), original itemized gas receipts are required. **(Credit card receipts with only the total amount charged are NOT acceptable – it must be an itemized receipt.)** Gas receipts cannot exceed the amount that would be paid by using the per diem rates for mileage.
- **Air/ Ground Transportation** - Receipts must be submitted for all purchases except ground transportation of \$10.00 or less one way. Airline receipts must include the traveler's name, dates of travel and amount. **(Credit card receipts with only the total amount charged are NOT acceptable – it must be an itemized receipt.)**

- **Miscellaneous** – All other reasonable and necessary expenses will be reimbursed at actual cost to the traveler if supported by an original itemized receipt.
- If a travel advance was issued, it must be listed on the travel reimbursement form and be deducted from the travel reimbursement claims.
- If the travel advance amount exceeded the actual cost of the trip, the remaining advance money must be returned by the traveler to the cashier's office. A receipt from the cashier's office must accompany the travel reimbursement form. The traveler will need to provide the cashier with the Travel Authorization number to include on the cashier's receipt.
- If the trip was cancelled the User will need to cancel the Travel Authorization on-line, and email the Accounts Payable Office so the money can be un-encumbered.

***The Travel Reimbursement Form is on the following page.
The following form is to be filled out and printed.***

***After the Travel Reimbursement form has been filled out, signed, and
appropriate documentation attached,
it can be sent to the Controller's Office for processing.***

