TRAVEL REIMBURSEMENT INSTRUCTIONS

The Travel Reimbursement Form is located in your mySUUportal under the apps section.

Travel Reimbursement Requests must be submitted within ten (10) days after completion of the trip. All necessary documentation must be attached to the reimbursement request. All the details from your Travel Authorization will be maintained on the reimbursement form. Please keep in mind, a credit card statement or a credit card receipt is not considered an itemized receipt.

EXPENSES
The travel system has two expense types: Out-of-Pocket and Departmental. Expenses paid for from personal or advanced funds (Out-of-Pocket) and expenses paid by PO, PCard or Interdepartmental Transfers (Departmental). The Motor Pool expense category will default to 'Departmental' and the Private Vehicle expense category will default to 'Out-of-Pocket'. Click 'Add Expense' to create a new expense line. Click the 'Delete' box if you need to delete an expense. All planned expenses must have an actual amount. Reimbursements are calculated using the 'Actual Amount' field and an 'Out-of-Pocket' category.

Lodging
- Reasonable lodging will be reimbursed for the actual cost if supported by an itemized receipt.
- If the traveler elects to lodge somewhere other than Hotel/Motel (e.g. family, campsite) they will be eligible for per diem of $20 per night.

Mileage
- No receipts are necessary if you are using the per diem rates for reimbursement.
- The current mileage rate can be found on Fleet Management's Website.
- If mileage claimed is significantly higher than Mileage to Common Destinations please provide a statement explaining the extra mileage.
- If your reimbursement is for a travel with multiple destinations, please provide a travel log that includes the beginning and ending mileage for each location.

Meals
- Meal reimbursements are only available for trips requiring an overnight stay.
- No receipts are necessary if you are using the per diem rates for reimbursement.
- The current meal rate can be found on Fleet Management's Website.
- If meals are provided by the conference or event, the traveler may be ineligible for per diem.
- Reimbursement of meals provided for guests must indicate the Name and Title of the guest, the business purpose of the meal and have an itemized receipt accompanied by a Business Meal Certification Form.

Other
- All reasonable and necessary expenses will be reimbursed to the traveler if supported by an itemized receipt(s).
    o Ground transportation less than $10 does not need a receipt.
- Other expenses include: Fuel (other than mileage), Taxi, Flights, etc.

EXPENSE DISTRIBUTION

The expense distribution cannot be changed on a reimbursement. If it needs to be paid from a different FOAPa than originally requested, please wait for the travel expense to hit your FOAPa, then complete an expenditure transfer request.

ADVANCE

If you received an advance and have a negative reimbursement amount, you will need to pay the cashiers office and submit the receipt with your travel documentation.

DOCUMENTATION

All documentation related to the trip must be included with the travel reimbursement. Including, but not limited to: Conference Agendas, Receipts, Business Meal Forms, Travel Logs, etc. Receipts are attached to the online reimbursement and submitted electronically.

APPROVAL

All travels will be automatically routed to the financial manager (based on purchasing approval queues) of each FOAPa and the Travel Office for approval. If you have any questions, please feel free to contact us at rowley@suu.edu or danielbishoff@suu.edu.

FAQ

Why can I not upload more than one file on my reimbursement request?

- All files must be uploaded simultaneously. Open the upload browser, click on a file you want to upload, hold down the ctrl button on your keyboard and select additional files.