

TRAVEL REIMBURSEMENT DOCUMENTATION CHECKLIST

- All receipts are provided and prepared correctly.
 - Receipts are itemized and final (shows proof of payment).
 - Receipts are neatly and completely glued or taped flat on single-sided, 8.5x11, blank printer paper. No tape is on top of text.
 - Key details are underlined or circled in red ink (date, vendor, location, payment information, and \$ amount).
 - Receipts are labeled by type in upper left-hand corner. (Types: airfare, personal auto, conference fee, lodging, per diem, car rental, taxi, parking, or misc.).

- Documentation is provided on single-sided 8.5x11 white paper, such as:
 - Federal per diem (do not submit food receipt unless it's for a group business meal)
 - Event email, website screenshot, flyer, syllabi, or itinerary
 - Abstract (if you presented)
 - Google map (for personal auto)
 - Grant funding email (students only)

- Paperwork is clipped together with paperclip (*no staples!*).

NEED HELP? ASK KAYLEIGH or SHANNA in 383 FASB or EMAIL at:
Kayleigh: u1148394@gcloud.utah.edu Shanna: shanna.futral@utah.edu

HOW TO PREPARE YOUR TRAVEL REIMBURSEMENT DOCUMENTATION & RECEIPTS

DETAILED INSTRUCTIONS

Following the below steps will ensure a smooth and timely processing of your reimbursement request. *Please follow the instructions precisely (even if they seem excessive and silly).*

Is it a Travel-related expense? “Travel” is considered any trip that is 100+ miles roundtrip and/or includes an overnight stay. Even if the only expense you have is for a miscellaneous supply item, it must be treated as a *travel* expense if the 100+ miles roundtrip and/or overnight stay criteria are met. Otherwise, it is a *non-travel* “reimbursement” (processed by Thea). If the mileage is close to 100 on a one-day trip, please print and attach with your travel or non-travel reimbursement paperwork a single-sided a Google map of your route and total miles (roundtrip); in RED ink circle the start and end points and total miles.

- Example: The Bonneville Salt Flats is MORE than 100 miles from UU. Therefore, if you drive GG vehicles there for a same-day trip and bought only bottled water, you must submit for reimbursement via the Travel Reimbursement process.

1. REQUIRED: Prepare your receipts to be processed; they will be scanned and saved in GG archives and the hardcopy will be taken to UU Travel to be processed for payment.

General information about receipts:

- You need a receipt (with payment details) or credit card statement for every expense you want reimbursed. If you have neither, for up to \$25 you can submit an itemized list of purchases, including date, vendor, location, cost/item, payment method, and explanation for why you have no receipt(s).
- All receipts must be final (not a reservation confirmation; must show that it was actually paid) and itemized (must list individual items that were purchased; this is primarily an issue with lodging and group meals).
- Lodging receipts must show the Traveler’s name in order for them to be reimbursed. UU student employees may not pay for lodging for others UNLESS they are sharing a accommodations.
- If while on UU business you are lodging with friends/family, free camping, or using other lodging that was free or no receipt is possible, you may request “Non-Conventional Lodging” reimbursement at a rate of *up to* \$20.00/day (students, ask your PI/Supervisor about the exact amount to request). However, you must submit a typed, signed memo about your lodging (days, location, lodging arrangements) and how much money you are requesting for reimbursement (\$/day x # days = \$).
 - Do not submit food receipts. (See Per Diem instructions below.)

How to prepare your receipts: (See example attached.)

1. Print (single-sided) all digital receipts.
2. Receipts smaller than 8.5x11 must be taped or glued one per page on 8.5x11 printer paper.
3. The receipt must be flush/flat to the page (no bumps or bubbles). Only use clear masking tape. Do not tape over any receipt ink. Tape ALL edges otherwise it may jam the copy machine.
4. On each receipt, in RED ink underline or circle: Name of vendor, city and state of vendor, date of purchase, method/proof of payment, and total cost; for lodging and airfare the receipt must show your name.
5. In the top right-hand corner of the paper, in RED ink write one of the following: airfare, personal auto, conference fee, lodging, meals/per diem, car rental, taxi, parking, or misc.
 - Taxi = Bus, Uber, Lyft, train, etc.
 - Misc. = Equipment, long distance calls, internet, abstract or poster fee, group meals, road tolls, etc.

2. *If applicable:* If you have **missing receipts**, you may submit reimbursement for up to \$25 per trip. To do this, you must:

1. Include a signed memo from you detailing: Date of the purchase, location of the purchase, name of vendor, what you purchased, how you paid, how much it costs, and why you do not have the receipt. Also include this statement: "If the missing receipt is found, it will not be used for any other reimbursement or tax purpose."
2. AND if you paid for the item with a credit card, include a copy of your credit card statement; you may redact any impertinent information, but it must show your name, your bank's name, the purchase information, and ideally the bank logo.

3. *If applicable:* If you attended a **Publicized Conference or Meeting**, print and attach documentation about the event; it *must* show the name of the event, dates, and location. Examples include an event webpage screenshot, a syllabus, and/or an itinerary.

- If you **presented**, print and attach a copy of your abstract or a screenshot of the event schedule showing your name.

4. *If applicable:* If you attended a **Professional Collaboration or Meeting**, include:

1. Documentation about the event; it *must* the name of the event, dates, and location. Examples include an event webpage screenshot or email communication.
2. AND include a list of who you were meeting with; this can be the name of the group or, if only a few people, include their first and last names, titles, and affiliation.

5. *If applicable:* If requesting **mileage** reimbursement for driving your own auto, print and attach a Google map of your route and total miles (roundtrip). In RED ink circle the start and end points and total miles. Then, also in RED ink, write down # miles x \$/mile = \$ requested.

You can find the federal reimbursement rate per mile: <https://www.irs.gov/tax-professionals/standard-mileage-rates> (it is updated January 1 each year).

6. *If applicable:* For your **meals**, do not need receipts for food purchases; instead, submit for **Per Diem**. The one exception to this is group business meals. Per Diem must be calculated for each of your destination cities; this does not include layovers at airports. (*See example attached.*)

1. Print and attach a Per Diem page for all destination cities (<https://www.gsa.gov/travel/plan-book/per-diem-rates>). Be sure to select the correct year (rates change in October).
2. If the exact city is not listed, you must use the "Standard Rate" for the state as it "applies for all locations without specified rates".
3. On the printed Per Diem page(s), with RED ink write down each date of your trip and how much Per Diem you are claiming for that day. Then write and circle the grand total.
 - Confirm with your PI/Supervisor the daily \$ amount they have budgeted for you. (Federal Per Diem rates are simply the maximum allowed for tax purposes.) The daily rate you use cannot be more than the "M&IE Total" rate.
 - For First and Last Days of Travel: If you were home during one or more meal times, you cannot use the full M&IE Total rate for that day; you must use a partial rate.
 - Subtract out the M&IE Breakdown for any meals that were provided for you.

7. *If applicable – Students Only:* If you are receiving **travel grant funds** (OUR, GSTTA, Chapman, etc.), you must include a copy the award letter or email stating that you were funded and the dollar amount of the award.

- It is the student's responsibility to make sure they have confirmation of funding PRIOR to their trip. They should receive an email from the funding department stating that they have been funded and the dollar amount. Especially with GSTAA students will think they are done, only to find out that their application did not go through the whole process. To prevent this from happening, the student need to follow-up with GG Shanna if they do not receive a funding email within a few days of when they send it their information. GSTAA only has a limited amount of funds per month, so the student needs to apply early in the month and make sure they have received an email confirmation from the Grad School ASAP.

8. REQUIRED: Securely **paperclip** or binder clip (*no staples!*) all the above. Make sure all pages are printed **single-sided**. Then give the paperwork to Office Assistant Kayleigh OR Dept Manager Shanna OR drop it in the bright red "Travel Inbox" on her desk.

NEED HELP? ASK KAYLEIGH or SHANNA in 383 FASB or EMAIL at:
Kayleigh: u1148394@gcloud.utah.edu Shanna: shanna.futral@utah.edu

Example of a prepared receipt:

(Taped to blank, white paper and labeled in red ink.)

misc

Sunoco
21738 County Rd. MM
West Unity Ohio 4357

* FINAL RECEIPT*
For Credit Sales
Card Charged Only
Total Shown Below.

Trans #: 340291
Grade: Regular (87)
Pump Number: 07
Gallons: 8.391
Price: \$2.768
Total Fuel: \$17.70

Total Sale: \$17.70 ←


Term: JD39416687001
Appr: 05622C
Seq#: 036882
Capture

Visa
XXXXXXXXXXXXXXXX8508
Swiped

07/26/2018 17:46:45
Thank You For
Shopping Sunoco

Example of prepared Per Diem documentation:

FY 2019 Per Diem Rates for Alabama about:blank

 U.S. General Services Administration

FY 2019 Per Diem Rates for Alabama

Meals & Incidentals (M&I) Breakdown

Primary Destination	County	M&I Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
<u>Standard Rate</u>	Applies for all locations without specified rates //	\$55	\$13	\$14	\$23	\$5	\$41.25
Birmingham	Jefferson	\$56	\$13	\$15	\$23	\$5	\$42.00
Gulf Shores	Baldwin	\$61	\$14	\$16	\$26	\$5	\$45.75
Mobile	Mobile	\$61	\$14	\$16	\$26	\$5	\$45.75

Auburn 6/21 - 6/25 = 5 days

6/21 - partial travel day = \$41.25

6/22 - lunch provided = \$41.00

6/23 - 6/25 - 3 full travel days
3 x \$55 = \$165.00

\$247.25

pay this →