

**KEEP ALL ORIGINAL RECEIPTS!**

**Conference Brochure must be provided for conference travel.**

**Airfare** – Only coach or economy class tickets are reimbursed. Airline ticket receipt/itinerary showing your name, price, departure/arrival times + airports, fee schedule and method of payment. Submit your boarding passes + baggage claims if you have them. (Confirmation does not always have all info needed) Insurance is not reimbursed.

**Bus/Rail Fares** - ticket stub showing traveler’s name and the fare or a detailed receipt (or purchase confirmation) showing the paid fare. The University will reimburse AMTRAK Value/Saver fare only.

**Ground Transportation** - taxi, bus, or train (i.e. PATCO, SEPTA). Receipts must show the amount and the date of service.

**Hotel** - original receipted hotel, motel, or other bill must substantiate lodging expenses. The bill must specify name, rate, date(s) of stay, evidence of payment, and zero balance due. Credit card slips/receipts alone are not adequate. Hotel confirmation does not usually have all this information on it, nor does “Express Check-out.”

**Meal Expenses** - for actual expenses up to \$60 per day: itemized original receipts with proof of payment must include the provider’s name and date. Write the name(s) of any other persons included on the bill. Credit card signature slips alone will not be accepted –receipt must list food items ordered. *(Lost Receipt Form may be used if unable to provide receipt with breakdown of order)*

If using “per diem,” no receipts are required and “per diem” must be used for the entire trip. Per Diem will be prorated if meals are offered at conference. Contact your department secretary for more information.

**Registration Fees** - a receipted bill or registration confirmation with the fee noted and a copy of the brochure or fee sheet detailing the conference itinerary must be provided.

The traveler is responsible for providing an **English translation** for all receipts written in a foreign language. Travelers are encouraged to use credit cards for payment and submit the credit card statement that facilitates and validates the conversion process. For those individuals not using credit cards, receipts submitted in foreign currency should be converted to US Dollars using the OANDA currency converter. Include OANDA sheet with receipts.

**Mileage** – provide MapQuest sheets showing miles driven. Mileage rate is \$.535. *Tolls will be reimbursed.*

**Research Supplies** – provide original receipts. Receipts should include date, evidence of payment and zero balance due. Preapproved software purchases should be made through RCIT/RIAS.

**Participant Compensation** – only allowed with active IRB numbers. If participation is not confidential, the signature sign in sheet with the date compensation was received needs to be submitted. If participation is confidential, a numbered sheet with the date the compensation was received needs to be submitted with a note that says that names will be maintained by the department.

**Research Award Reimbursable Expenses:**

Awards for these programs take the form of research grants and as such carry certain university-mandated restrictions regarding approved uses of awarded funds.

1. The awards should be used in their entirety by the end of the academic year. Any unused funds will be forfeited.
2. Allowable uses include travel, conference, archival research, fieldwork, and similar reimbursable expenses. Please see page one of this document.
3. Oversight and budgetary control will reside with the FASC Dean's Office. Please consult with this office when developing your budget. Expenses and costs must comply with all relevant university policies, and state and federal regulations.
4. Budgeted categories must include only one-time costs. These funds are temporary, and may not be used for permanent on-going costs.
5. Recurring costs, such as telephone, rent, or lease costs, should not be charged to the grant. Costs related to repair and maintenance of grounds and buildings, custodial and vehicular supplies, and selected other non-academic expenses are not allowable under the grant.
6. Hourly payment of a student worker is *NOT* allowed under the grant. Faculty, post-doctoral fellow, part-time/temporary, and TA/GA salaries, including summer salaries, may *NOT* be charged to the grant. Student aid or student tuition and fee costs are *NOT* allowable. Costs associated with the purchase of equipment or software, or facilities renovations may not be charged to the grant. No permanent hiring may be done with these funds.
7. Transcription services are *NOT* allowed.