

TRAVEL EXPENSE REQUEST
MUST BE SUBMITTED TO SECRETARY WITH RECEIPTS

NAME: _____ **DATE:** _____

ACCOUNT STRING TO BE CHARGED: _____

Detailed Description and Purpose of Travel: _____

Departure Date: _____ **Departure Time:** _____

Return Date: _____ **Return Time:** _____

Registration Form and Proof of Payment: _____

Conference Brochure/Itinerary

Airfare –Flight Number: _____

Train:

To: _____

To: _____

Return: _____

Return: _____

Fare: _____

Fare: _____

Bus: To: _____

Return: _____

Fare: _____

Car Rental: Justification, rental contract and receipt required: _____

Mileage: _____ (attach MapQuest or other mapping program documentation)

Hotel: _____

Dates: _____ **Receipts:** _____

Taxis: Dates, Location and Fares _____

Meal Expense: per diem dates or itemized receipts with proof of payment

Requirements for Travel Reimbursement:

Commercial Air

- Airline ticket receipt, e-ticket receipt, or detailed invoice/itinerary
- Passenger copy of the air ticket (boarding pass) should be attached when possible
- Proof of payment (i.e., credit card being charged)

Commercial Bus/Rail Fares

- Ticket stub or detailed receipt showing the fare and proof of payment

Lodging

- Original receipted hotel/motel bill specifying rate, date(s) of stay, & evidence of payment
- Express checkout itemized receipt with the credit card being charged (conceal credit card number)

Car Rental

- Rental is limited to intermediate size vehicle
- Business justification and explanation that there were no other means of comparable transportation
- Rental contract AND original receipt

Privately Owned Vehicle Mileage

- Starting/ending locations with dates
- Purpose of travel (note: "to attend meeting" is NOT sufficient)

Verification of Mileage

- Use Mapquest or other mapping program that shows total miles

Meal Expenses

- Itemized original receipts with proof of payment (lost receipt form if original receipt is not itemized)
- No reimbursement for meals provided by any other source
- Per diem option using University or IRS rate table (no receipts required)
- \$60 daily maximum for actual meals supported by receipts

Business Meeting Meal Expenses

- Itemized original receipts with proof of payment
- A full explanation of the business purpose for the meal, including topic of discussion
- List of participants (full names) with affiliation and relationship to the project

Registration Fees

- A copy of the fee sheet detailing the conference itinerary (or brochure)
- A receipted bill or registration confirmation with the fee noted and proof of payment
- An explanation of the purpose for attending the conference/meeting
- Conference brochure or itinerary needs to be included.

Incidentals, Supplies, Misc. Expenses

- Purchase limited to \$500 by the University's Small Dollar Incidental policy
- Dated original receipts or invoices with evidence of payment
- Business purpose of the purchase

Currency Conversion

- Currency exchange receipts or bank/credit card statement to validate the conversion process
- Oanda currency converter if exchange documentation is not available

Translation

- Provide an English translation/explanation for all foreign language receipts

If the trip is funded by a sponsored program:

- Research topic or description necessary.
- Clearly explain reason for travel and how it benefits the sponsored program
- Unallowable expenses: Liquor, entertainment, flight insurance, laundry, etc.
- US Flag Carrier –Fly America Act

Non-reimbursable items

- No reimbursement will be given for the purchase of travel, accident or life insurance for a business-related trip. When traveling on university business, New Jersey Workers' Compensation covers university employees. Contact the Office of University Risk Management and Insurance for further information.
- Fees incurred for changing reservations unless there is a business justification
- Expenses and/or fees associated with social or non-mandatory activities at conferences such as tours, sports activities, golf outings, fun runs, movies, theater tickets, in-room movies, in-flight movies, etc.
- Unreasonably expensive meals and lodging
- Expenses that are not Rutgers business-related
- Meals included in the cost of conference/meeting fees
- All expenses related to the personal negligence of the traveler (parking tickets and fines, towing, traffic violations, damage to personal vehicles, clothing, or other items)
- Repairs of personal vehicles used on university business
- Laundry and valet service for business stays less than a week (five consecutive business days)
- Spouse's/family member's travel costs (including babysitting)
- Lost/stolen cash or personal property including luggage and/or briefcases
- Personal items and services (e.g., shoe shines, haircuts, manicures, saunas, massages, pet care costs, souvenirs or personal gifts, childcare costs, and personal reading materials)
- Late payment penalties and interest on RU Travel or personal credit card
- Alcoholic beverages (the cost of alcoholic beverages cannot be reimbursed from state or federal funding sources)
- Frequent flyer or club membership (air or rail) fees
- Gifts