

HOW TO COMPLETE A TRAVEL EXPENSE CLAIM

Travel Expense Claims must be submitted to Accounting Services no later than 60 days from the return date of the trip. Itemized receipts must be attached to the claim, and must be in the traveler's own name. All receipts must show proof of payment.

For Group Travel, expenses for the Group Leader and the students must be **combined** on one Travel Claim. The Accounting Office will charge the expenses as directed by the allocations indicated in the chartfield section.

In the case where a traveler received an advance, any unused portion of the advance must be reimbursed back to the State in the form of a personal check, cash, or money order to the Cashiers Office. Ask me for a deposit form.

Claimant's Information: Enter traveler's name, position, home address, campus ID number, department address, and a contact phone number

Trip Information:

(1) Enter the 2-digit month and year of the trip (ex: 07/23)

(2) Date – Enter the date of the month expenses were incurred. Each row represents one day. Time of departure and return are not required.

(3) Location: The city, state, or country where business took place. (ex: Reno, NV)

(4) Lodging: Enter the hotel base rate plus any taxes and fees for each day of stay. Separate parking expenses and enter in the Transportation (D) column.

For foreign travel – Enter allowed int'l per diem for each date approved for reimbursement.

(5) Meals: For trips taken **before** 1/1/24, enter the actual cost of meals. Meals must be for the traveler(s) only and no alcoholic beverages may be reimbursed at any time. The maximum meal allowance per day, per person is \$55.00 including tips.-

New – For trips taken **after** 1/1/24, enter the full daily per diem rate for each business location according to the GSA rates. Website: <https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=perdiem>

For foreign travel – Enter allowed int'l per diem for each date approved for reimbursement.

(6) Incidentals: For trips taken **before** 1/1/24, incidentals are defined as tips to bellhops; baggage carriers; porters; hotel housekeepers; stewards or stewardesses; other ship personnel; etc. Enter the actual amount spent for incidentals up to \$7.00 per travel day on an overnight trip. Receipts are not required.

New – For trips taken **after** 1/1/24, incidentals will be included in the daily per diem rate (see above).

Transportation:

(A) Cost of Transportation: Enter the actual cost of transportation expenses. (ex: airfare, rental car, train, and/or fuel for rental car). Do not enter any BTA expenses as these charges are directly billed to the University.

(B) Type Used: (ex: A=airfare, RC=rental car, etc.)

(C) Carfare, Tolls, Parking: Enter actual cost of fares for taxis or shuttles, tolls for bridges, and parking charges.

(D) Private Car Use: Enter actual miles driven.

Business Expense: If the other travel expense categories are not appropriate for the expense, enter all other expenses in this column (ex: registration fees, workshop fees, required fees, baggage fees, etc.)

Subtotal: The subtotal is the total amount of all travel expenses incurred.

Chartfield Amount: This is the amount approved by the funding source(s) to be reimbursed to the traveler, including any travel advance amounts. In some cases, the Claim Total may be different from the subtotal. THIS IS THE AMOUNT WHICH WILL BE REIMBURSED TO THE TRAVELER(S).

Chartfields: Enter the chartfields of the funding source(s). You may add as many as needed.

(11) Purpose of Trip, Remarks, and Details: The purpose of the trip must be stated in this area. Any notes to the Travel Office may also be included in this area.

(12) Enter applicant's normal working hours.

(13) If mileage is being requested for reimbursement, the Private Vehicle License Number must be entered.

Additional Information:

Solo travelers must pay and request reimbursement for only his/her own expenses, and receipts must be in the traveler's own name.

Do not include airfare paid through the BTA, car rentals paid through the CRBTA, International Insurance fee, or registration fees paid directly to the vendor by the Accounting Office or on a Department Pro Card.

For International Trips:

Travel Expenses must be in U.S. dollars. The rate of exchange must be attached to the Travel Claim, or bank statement copies showing the US dollars paid.

Descriptions must be written on each individual receipt if the receipts are in a foreign language.