

EMPLOYEE EXPENSE REIMBURSEMENT INSTRUCTIONS
OVERNIGHT TRAVEL
Department of Education

Helpful reminders of University policy for overnight travel reimbursement:

1. Mileage can be claimed simply by recording the number of miles driven. Gas purchases are not reimbursable – they are part of the mileage claim.
2. If you are paying for a meal that is hospitality related and has multiple guests, you must list each guest's name and indicate the reason for the meal on the receipt. The number of main entrees purchased must match the number of guests listed.
3. Any personal items purchased that appear on receipts must be crossed off, i.e., movies & long distance phone calls on hotel bills.
4. If you are sharing a hotel room and the costs are to be split, please indicate that on the receipt. If you have a significant other that is along on the trip, and the hotel charges an additional fee for more than 1 person in the room, this also must be taken off the total amount.
5. If you have meals charged directly to your hotel bill, and are claiming per diem for meal reimbursement, the direct billing for meals must be subtracted from the total paid on the hotel bill.

EMPLOYEE EXPENSE REIMBURSEMENT WORKSHEET
Department of Education

Name _____

Home Address _____
 (address listed must match what you have reported in the University system)

Justification for Travel/Name of Conference _____

Destination _____

Dates of Travel _____ Time Departed _____ Time Returned _____

Source(s) of Funding _____
 i.e., Department Travel Money, Dean's Office Travel Money, Chancellor's Small Grant, New Faculty Travel Money, etc.

Expenses to be reimbursed to faculty member:

Airfare _____

Frequent Flyer Miles—"I verify that I have credited _____ miles to my Univ. freq flyer account for this trip" _____ (initial)

Personal Car Mileage _____

Taxi/Shuttle _____

Parking _____

Rental Car _____

Hotel Bill Total* _____

Conference Registration Fee _____

Individual Meals**	Breakfast	Lunch	Dinner
Date _____	_____	_____	_____
Date _____	_____	_____	_____
Date _____	_____	_____	_____
Date _____	_____	_____	_____
Date _____	_____	_____	_____
Date _____	_____	_____	_____
Date _____	_____	_____	_____
Date _____	_____	_____	_____

Group Meals***			
Date _____	_____	_____	_____
Date _____	_____	_____	_____

Prepaid Expenses (by University):
 Airfare _____ Funding source: _____

Frequent Flyer Miles earned _____ Used _____

Conference Registration _____ Funding source: _____

Was a University Car used? Yes No Funding source: _____

*Be sure to indicate if the hotel costs are shared with another faculty & remove any personal charges (movies, personal long distance calls, etc)
 **Check off which meals you are claiming for reimbursement—per diem will be applied
 ***Indicate the names of guest(s), the reason for the meal, and provide an itemized receipt