

Faculty Travel and Entertainment (T/E) Instructions:

Please note that only green fields need be filled out.

The T/E reimbursement form is to be used for travel expenses incurred for a maximum of 7 days (not necessarily concurrent) and entertainment expenses while on travel or locally incurred.

The T/E reimbursement form is to be completed electronically so that the cell formulas can calculate your expenses.

Documentation of expenses must include original receipts.

Attach receipts to an 8 ½” x 11” sheet in the order listed on the form.

Fields to be completed:

Payee Name: the person being reimbursed

Payee Address: for the mailing of the reimbursement

Department Chair and Department: if applicable

Senior Staff Approval: required for reimbursement requests over \$100

Trip/Event Dates: the range of dates included on this form (a maximum of 7 days per form.)

Purpose of Expenses: purpose/destination(s) of the trip and additional clarification of expense details

Is a Federal or State Budget Code Charged: select from the drop down box

Transportation

Airfare: include airfare/baggage fees/any transfer or rebooking fees

Train/Bus: ticket/s cost and any associated fees

Rental Car: the total cost (even if it exceeds the 7 day maximum)

Parking/Gas/Tolls: total payments within the 7 day period

Mileage: the total number of miles logged within the 7 day period

Previously Reimbursed Transportation: enter reimbursement total from a previous submission for this travel event.

Lodging

Hotel (Room/Taxes): total for the entire trip

Conference Registration(s): fees associated with travel event

Admission/Activity Cost(s): total amount (museum, cultural, or similar experiences)

Miscellaneous Expenses: travel expenses not listed in categories above

Previously Reimbursed Lodging: enter reimbursement total from a previous submission for this travel event.

Daily Meal Costs

Breakfast/Lunch/Dinner each meal/each day (the itemized receipt and the final bill required)

Entertainment: expenses/meals paid for others will require an *Expense Detail Form* to be completed

Other food expenses: food purchases that do not fit into the categories above (i.e. grocery items)

Budget Allocations: Provide the budget code and appropriate disbursement amount for each budget code

Enter Names/Approvals: Live signatures required in appropriate cells

Payment Instructions: Select one

Required Additional Documentation of Expenses Needed As Applicable:

PDG grant letter from the Professional Development Committee Chair for PDG expense reimbursements

MapQuest or equivalent documentation (for example, a mileage log) to substantiate all business mileage