Travel Expense Guidelines

The following information provides guidelines in terms of what are acceptable expenses and in what format for submission with your Budget Verification Worksheet (BVW). Please note the following:

- **Budget Verification Worksheet**: This along with your conference report and receipts are due no later than two weeks after returning from the conference. Make sure you indicate on your BVW if you are sharing expenses with other students, include their names, and identify what receipts are ones that should be pro-rated. Also, if you are receiving additional financial support from another organization/department, please indicate that information as well.

- For the most part, only original receipts will be accepted. Online copies of receipts such as registration and airfare are also acceptable. Another exception for original receipts might be when three people are splitting a pizza and obviously there is only one original receipt, so copies would need to be made.

- Do not pool your receipts and expect someone else to submit your receipt(s). You are responsible for submitting your own receipts. If a unit/organization is paying, for example, for your registration and then you are reimbursing them, get a receipt from whoever is coordinating the payment and have them indicate your share.

- When submitting receipts, please keep a copy for your records; however, **do not submit copies of receipts**.

- Keep a receipt for every expense that you are expecting credit for when submitting your BVW. All vendors provide receipts including fast food, taxi service, etc. If one is not provided, request one.

- When you charge a meal to your personal credit card and the vendor gives you two receipts, one that is itemized, and one with only the total amount charged, the only acceptable receipt is the itemized one. **Acceptable meal limits** are as follows: Breakfast - $25; Lunch - $25; and Dinner - $55. The acceptable gratuity limit is not more than 20%.

- When submitting mileage for credit, a MapQuest or something comparable should be submitted and mileage is calculated at 56.5 cents per mile.

- **Acceptable expenses** for travel include the following: registration, lodging, meals/food, ground travel such as parking, taxi, bus, subway fares, and customary tips (that can be documented).

- **Unacceptable expenses** may include but are not limited to toiletries, souvenirs, alcohol, paper products, side trip excursions, and/or any expense that may be of a personal nature.

- Gasoline purchases are only acceptable if they are for a rental car because if you are traveling in your personal vehicle, you will be submitting mileage and the University does not pay both mileage and gasoline costs.

This is not an all-inclusive list; however, we hope that it will help you answer some questions and eliminate any surprises regarding what is acceptable and what is not.

**PLEASE SUBMIT YOUR BUDGET VERIFICATION WORKSHEET AND RECEIPTS TO THE OFFICE OF THE PROVOST ♦ 229 UNIVERSITY PAVILION.**