

**I. Travel Reimbursements –**

- a. **Per MAPP 04.02.01B**, A Travel Expense Report or other form approved by Accounts Payable is required to reimburse (a) employees, (b) prospective employees, and (c) students, (d) guest travelers/or contractors, if applicable.
- b. Reimbursement materials must be received **no later than 60 days** from the last day of travel; otherwise the University reserves the right to deny your reimbursement.
- c. No more than one travel reimbursement voucher should be processed for each business trip.
- d. The following supporting documentation and receipts, if applicable should be forwarded to Bertha Gil in a timely manner to process an expense report:
  - i. Airfare Confirmation or receipt, if purchased by the traveler.
  - ii. Hotel (please note that your hotel bill needs to show a zero balance).
  - iii. Registration Confirmation or receipt.
  - iv. Rental car (itemized receipt).
  - v. Meals- Send an email to Bertha Gil with estimates of your daily meal expenses (i.e. Monday 2/4 - \$25.00, Tuesday 2/5 – \$42.00)
    1. While you shouldn't turn in actual receipts, you may want to hang on to them in your personal files. If the University questions your meal estimates (this typically happens when you claim a full day's per diem) they will contact you directly.
  - vi. For non-foreign travel, daily itinerary of meetings attended or conference program that support the business purpose of each day of the trip is required by AP Travel.
  - vii. For international travel, traveler must submit an agenda/or conference program, as well as a Daily Travel Report that describes the activities and meetings, and how the trip was beneficial for the University.
  - viii. Incidentals - **Per MAPP 04.02.01B**, "Incidental expenses must be itemized on the Travel Expense Report. Receipts are not required for incidental expenses unless an individual expense exceeds \$75.00. However, travelers should always ask for a receipt for incidental expenses and provide it as documentation with the Travel Expense Report when provided by the vendor". Reimbursable incidental expenses on local funds may include:
    1. Rental Car Gasoline
    2. Taxi, Rail, Uber, Bus Transportation
    3. Parking
    4. Tolls
    5. Copying charges
    6. Passport or visa charges, departure taxes, and inoculations for foreign travel
    7. Postage.

8. Notary fees.
  9. Charges to exchange U.S. currency for foreign currency and vice versa.  
The exchange rate used for conversion of monies must be stated.
  10. Travelers check charges.
  11. Mandatory charges by a commercial lodging establishment other than the room rate.
  12. Laundry and dry cleaning expense incurred during travel for a trip lasting longer than six days.
  13. Books or documents purchased for and while attending a seminar or conference
- e. When the Expense Report is completed, Bertha Gil will send you a notification to accept and submit the Expense Report for approvals.