

Dear Faculty,

First, go to the web site of the Controller's Office (<http://controller.nd.edu/>), click the "Download Forms" button, then click "Employee Travel and Reimbursement" and download the "Travel Expense & Reimbursement" form in whichever format you prefer.

Next, fill out the form as completely as possible. If you are requesting reimbursement from a discretionary fund (such as those attached to endowed chairs), fill in the account numbers ("FOAPAL codes") on the lower part of the form.

Finally, attach your receipts to the form in order of date, then give the form with attached receipts to your department administrative. The university has very specific requirements for documenting expenses, and for your convenience I have pasted these in at the conclusion of this e-mail. You may wish to print this message and keep it for your files.

Incidentally, the current rate for reimbursement if you drive is 50.5 cents/mile. As a rule, the university will reimburse for mileage only if that is the cheapest way to travel or if there is some other compelling reason to take a car. The rate changes from time to time, and your administrative will keep you apprised when it does.

University rules governing documentation of expenses:

In general, an acceptable receipt should show the date, the amount paid and method of payment. On-line receipts for travel and entertainment expenses (i.e., flights, conference fees, lodging, car rental, etc) typically need additional supporting documentation—usually a copy of the credit card statement. If you submit a copy of the credit card statement, the account number and personal charges can be blacked out for privacy.

Specific Travel/Entertainment Categories:

Flights: E-tickets can be substantiated by providing either the passenger receipt which can be requested from the airline upon checking in at the airport, or the online receipt/boarding pass obtained from the airline website (available no more than 24 hours prior to check-in). If you are unable to obtain either of these documents, then the University will require both a copy your credit card statement and the itinerary/receipt from on-line booking.

Lodging: Document with an itemized lodging receipt showing the amount paid in full. On-line lodging expenses will need the on-line receipt and a copy of the credit card statement.

Conference Fees: If not paid on-line, please provide either: a) a receipt from the conference showing the amount paid in full, or b) a copy of the conference registration and the credit card statement. On-line conference expenses should be supported with the on-line receipt and a copy of the credit card statement.

Note: The conference agenda should always be attached to the expense report (copy of the pages with the conference schedule). If it is a conference/meeting where there isn't a schedule, attach a copy of the page that states where and when it took place (usually the

front cover) and any other pages pertaining to the involvement at the conference/meeting (i.e., presented a paper, chaired a panel discussion, etc.)

Meals: Must have receipts for reimbursement. A “Missing Receipt Affidavit” should be completed for missing meal receipts (and can be printed from our website at http://controller.nd.edu/forms/missing_receipt_affidavit.pdf). The only exception to the receipt requirement is if per diem is allowed and is being claimed. The per diem rates can be located at <http://www.gsa.gov> (please note that per diem is not available if meals are provided by the conference).

Transportation/Tolls: Anything under \$25 can be reimbursed without a receipt, but a receipt is recommended. If the receipt is unavailable, the expense should be explained on the expense report and a notation that the receipt is unavailable.

Other: Anything in the “Other” column of the expense report must be explained in the “Detail” section of the expense report if it’s not clear from a receipt.