

## Travel Guidelines

Contact the Biochemistry Office for assistance with travel arrangements

*Information needed for travel prepayments, i.e. Conference/Meeting Registration, Hotel Reservations/Deposits, Airline Tickets, etc.:*

Dates of travel

Destination

Purpose of travel

Registration Forms

Original receipts, where applicable

If outside source(s) to reimburse for a portion of the trip (amount & source)

### Pre-Travel

Hotel, Registration & Airfare

If cost is \$500 & under:

Office will process Check Request (1 week required to process)

Documentation needed; invoice, registration form, etc. at time of request

If cost is greater than \$500:

Office will process Travel Advance (payable to Traveler/2 days required to process)

No Documentation needed; original receipts to be turned in with travel report

Time limitation – can only process within 30 days prior to the trip

### Post-Travel

Meals – Record actual expenses incurred and provide receipts for any individual meal exceeding \$30 and for any day's meal totals exceeding \$50, all receipts are required.

Airfare – Receipt must indicate price of ticket and boarding passes, if available, are required.

Rental car/gas – Receipts are required

Mileage – No receipt required (reference current reimbursement rate per mile)

Hotel Room – Itemized Bill required, must note if room was shared with anyone else

Meeting Registration – Receipt must show meeting cost and ID Badge required

Limo/taxi/parking – Receipts required

Telephone/Fax – Receipts required unless charges associated with hotel costs

Poster Supplies – Receipts required and must be separated on expense report from other travel expenses.

### Charges NOT allowed/reimbursed

Movie Rental

Social Expenses, i.e. entertainment

Alcoholic Beverages

Rental Car Insurance (University provides coverage)

Spousal/Family Expenses

*Note: Travel expenses must be charged to the same fund the employee devotes efforts*

**IMPORTANT: TO MEET UNIVERSITY AND FEDERAL GUIDELINES, RECEIPTS MUST BE TURNED IN TO THE BIOCHEMISTRY OFFICE WITHIN 10 WORKING DAYS FOLLOWING THE COMPLETION OF THE TRIP**

3/10/06