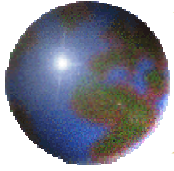


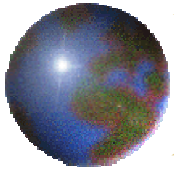
TRAVEL AND BUSINESS EXPENSE PROCEDURES

Libraries Budget Office



AGENDA

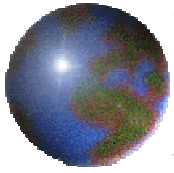
- ❖ UNIVERSITY POLICY OVERVIEW
- ❖ APPLICATION PROCESS
- ❖ PLANNING YOUR TRIP
- ❖ TABERS – TRAVEL
- ❖ TABERS – BUSINESS EXPENSES
- ❖ RESOURCES
- ❖ Q & A



UNIVERSITY POLICY OVERVIEW

❖ Policy

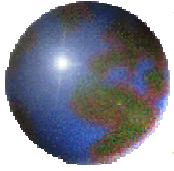
- ❖ “The university will reimburse individuals for reasonable, necessary, appropriate and approved travel and business expenses incurred in the performance of university business.”
- ❖ “Employees who improperly submit and approvers who improperly authorize the use of university funds are subject to disciplinary action.”



UNIVERSITY POLICY OVERVIEW – cont'd

✿ Purpose

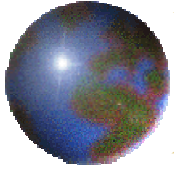
- “The purpose of this policy is to make travelers, approvers, deans, directors, and department heads aware of their respective roles and responsibilities relative to submitting and approving travel and business-related expenses. Individuals are expected to be prudent when incurring travel or business expenses.”



UNIVERSITY POLICY OVERVIEW – cont'd

✿ Purpose – cont'd

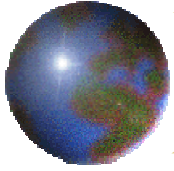
- “This policy defines the conditions under which the university will reimburse employees for travel expenses incurred when using personal funds. It also defines how business expenses incurred while in a “travel status” or not in a “travel status” will be treated.”



UNIVERSITY POLICY OVERVIEW – cont'd

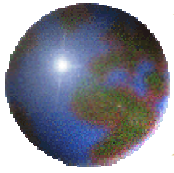
❖ Purpose – cont-d

- ❖ “More restrictive travel or business expense policies may be specified by the deans, directors, and department heads of individual schools, divisions, department, and/or by the funding source(s), such as external sponsors.”



APPLICATION PROCESS

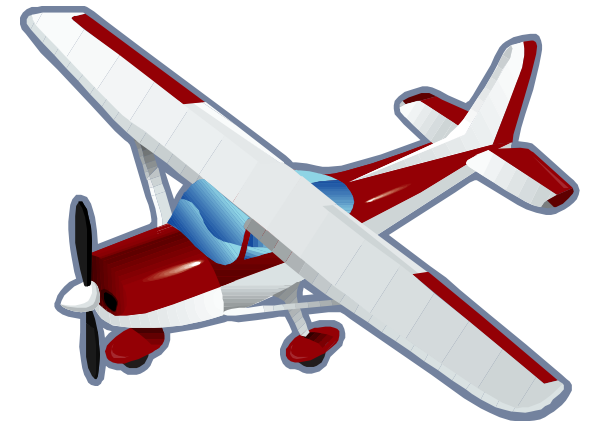
- ❖ Applications must be completed and approved prior to travel
- ❖ Must be accompanied by supporting documentation
- ❖ Reimbursement is not guaranteed unless prior approval is received

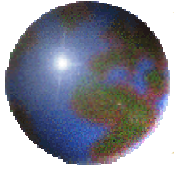


PLANNING YOUR TRIP

✦ TRANSPORTATION

- ✦ Airfare
- ✦ Bus/Train
- ✦ Rental cars
- ✦ Privately owned vehicles



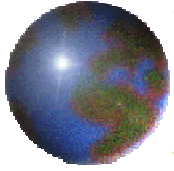


PLANNING YOUR TRIP – cont'd

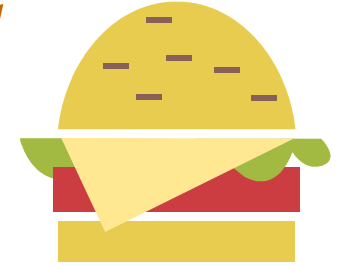
✦ HOTEL

- ✦ Travel must be over 100 miles one way
 - Exception – multi-day events and early and/or late events
- ✦ Standard accommodations only
- ✦ Room sharing
- ✦ Misc charges appearing on bill



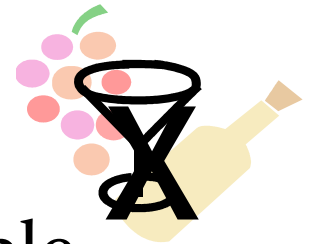


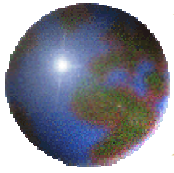
PLANNING YOUR TRIP – cont'd



✚ MEALS

- ✚ Must be in travel status at least 12 hours in one day
- ✚ Two options for selecting reimbursement – must be consistent throughout entire trip
 - Per diem
 - Itemized receipts
- ✚ Alcoholic beverages are not reimbursable

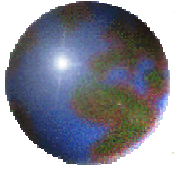




PLANNING YOUR TRIP – cont'd

✚ MEALS – PER DIEM

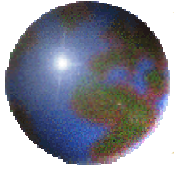
- Amounts can be determined by city, county or default reimbursement
- Amounts can be found at:
 - <http://rutravel.rutgers.edu>
- % of per diem based on departure and arrival times
- Per diem to be prorated if meal is provided
 - <http://policies.rutgers.edu>



PLANNING YOUR TRIP – cont'd

✿ MEALS - ITEMIZED RECEIPTS

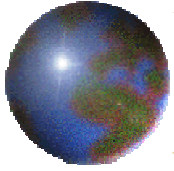
- ✿ \$60 daily limit supported with original itemized receipts
- ✿ Credit card receipts are not acceptable
- ✿ Lost Receipt Certification Forms are not acceptable for this option



PLANNING YOUR TRIP - cont'd

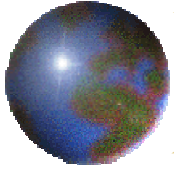
❖ REGISTRATION

- ❖ Can be paid with University PO or University check (if applicable)
 - Request must be received in LBO 3 weeks prior to registration deadline
- ❖ TABERS requesting registration reimbursement must be accompanied by a conference fee schedule and proof of payment



TABERS – TRAVEL

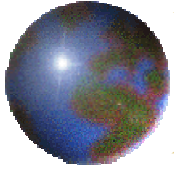
- ❖ Should be submitted to LBO within 30 days
- ❖ Must be received within 60 days to insure reimbursement
- ❖ Purpose of travel as it relates to RU must be described on form and evident by the accompanied documentation



TABERS – TRAVEL – cont'd

❖ COMPLETING THE FORM

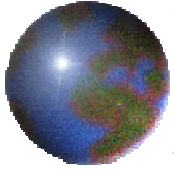
- ❖ All appropriate fields need to be completed in detail
- ❖ Provide “to” and “from” information
- ❖ No acronyms
- ❖ All necessary signatures are required
- ❖ All appropriate documentation must be attached to the TABER



TABERS – TRAVEL – cont'd

✚ RECEIPTS

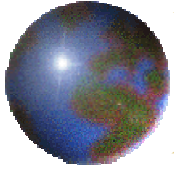
- ✚ Original and itemized
- ✚ Foreign currency
 - Must be converted (include copy of conversion sheet)
 - Conversion tables can be found at:
<http://www.oanda.com>
- ✚ Lost receipts
 - Over \$50 - include Lost Receipt Form
 - Under \$50 – indicate “no receipt” on line description on TABER



TABERS - TRAVEL - cont'd

❖ OTHER DOCUMENTATION

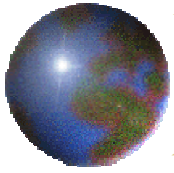
- ❑ Registration fee schedule
- ❑ Program agenda
- ❑ MapQuest
- ❑ Lost Receipt Certification Form (if applicable)
 - Can be found at:
<http://www.ruttravel.rutgers.edu>



TABERS – BUSINESS

✦ MEALS

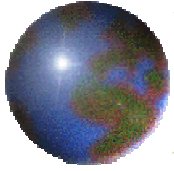
- ✦ Original and itemized receipts required
- ✦ Indicate purpose of meal on receipt as it relates to Rutgers business
- ✦ List all attendees and their affiliations
- ✦ Alcoholic beverages are not reimbursable



TABERS- BUSINESS – cont'd

❖ MISC EXPENSES

- ❖ Use PO/check requests for all purchases
- ❖ Use personal funds when all other options are exhausted
- ❖ Complete TABER when requesting reimbursement
- ❖ Original and itemized receipts required
- ❖ Justification for use of personal funds
- ❖ Reimbursement cannot exceed \$500 limit



RESOURCES

✦ <http://policies.rutgers.edu>

▣ RU Travel Policy

✦ [http:// rutravel.rutgers.edu](http://rutravel.rutgers.edu)

▣ Per diem rates

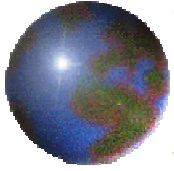
▣ Current mileage reimbursement

▣ Lost Receipt Certification Form

▣ Foreign currency conversions

▣ Preferred travel agencies for direct billing

▣ NJ mileage chart



RESOURCES - cont'd

- <http://rias.rutgers.edu/formsrequirement.html>
 - TABER – form
- http://www.libraries.rutgers.edu/rul/staff/admin/policies/travel_funds.shtml
 - Library Policy on Travel Funds
- http://www.libraries.rutgers.edu/rul/staff/admin/forms/travel_form_fillable.pdf
 - Application for Travel Funds - form