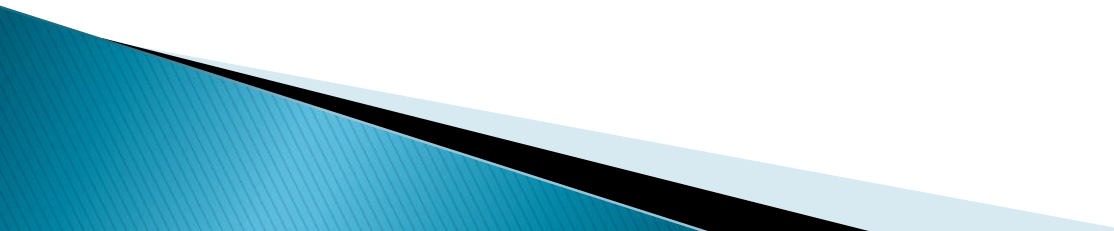


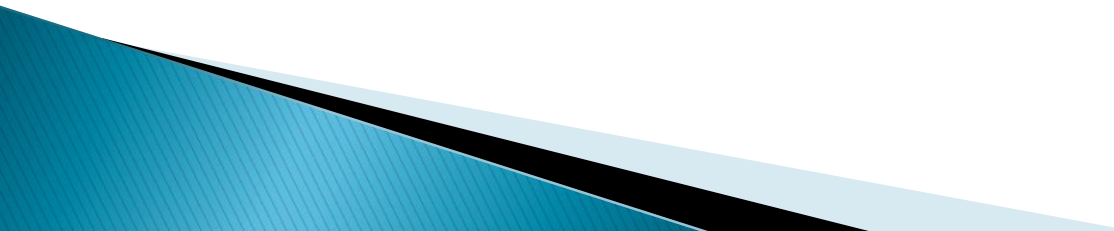
# TRAVEL AND BUSINESS EXPENSE PROCEDURES

Libraries Budget Office

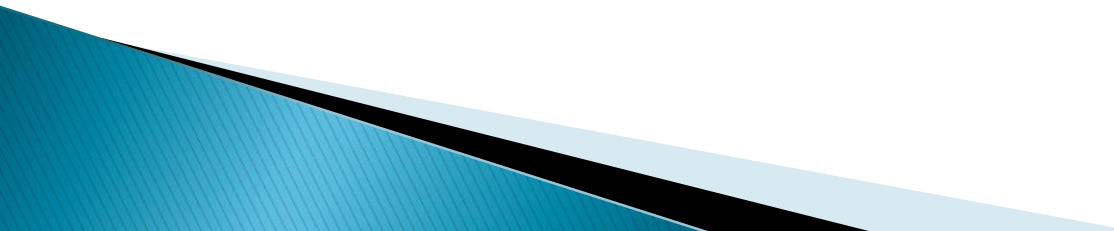
# AGENDA

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

# UNIVERSITY POLICY OVERVIEW

- ▶ Travel and business expenses must be reasonable, necessary and appropriate
  - ▶ Need to be aware of roles and responsibilities in the reimbursement process
- 

# APPLICATION PROCESS

- ▶ Applications must be completed and approved prior to travel
  - ▶ Attach 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

- Amount determined by city, county or default reimbursement
- Per diem rates 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

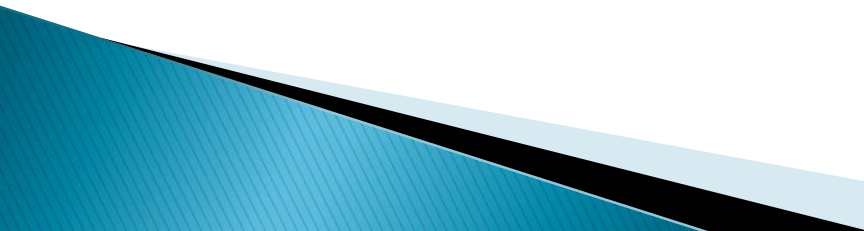
- ▶ **MEALS – ITEMIZED RECEIPTS**
  - \$60 daily limit supported with original itemized receipts
  - Credit card receipts are not acceptable
  - Lost Receipt Certification Forms are not acceptable for this option

# PLANNING YOUR TRIP – cont'd

## ▶ REGISTRATION

- Can be paid with University check (if applicable)
  - Request must be received in LBO 3 weeks prior to registration deadline
- 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 be evident by the accompanied documentation
- 

# TABERS – TRAVEL – cont'd

## ▶ COMPLETING THE FORM

- Needs 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
  - No generic receipts
- 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”

# TABERS – TRAVEL – cont'd

## ▶ OTHER DOCUMENTATION

- Registration fee schedule
- Program agenda
- MapQuest
- Lost Receipt Certification Form (if applicable)

<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 only when all other options are exhausted
  - Provide justification
- Complete TABER when requesting reimbursement
- Original and itemized receipts required
- Reimbursement cannot exceed \$500 limit



# RESOURCES

- ▶ <http://policies.rutgers.edu>
  - RU Travel Policy
- ▶ <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/forms.htm>
  - TABER – form
- ▶ [http://www.libraries.rutgers.edu/rul/staff/admin/policies/travel\\_funds.shtml](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](http://www.libraries.rutgers.edu/rul/staff/admin/forms/travel_form_fillable.pdf)
  - Application for Travel Funds – form
- ▶ <http://riskmanagement.rutgers.edu/facstaff.html>
  - Information for international travel