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
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
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
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
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
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
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
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”
OTHER DOCUMENTATION

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

http://www.rutravel.rutgers.edu
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
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
  - Library Policy on Travel Funds

- 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