

## TRAVEL PROCEDURES FOR REIMBURSEMENT

- UNIVERSITY POLICY OVERVIEW
  - Policy
    - The University will reimburse for “reasonable, necessary and appropriate” travel and business expenses.
    - Travelers, approvers, department heads, etc should recognize their roles and responsibilities in the reimbursement process.
    - Travelers are expected to be prudent in all reimbursable expenses.
    - Employees who use the reimbursement process improperly are subject to disciplinary action.
  - Purpose
    - To make all involved in the reimbursement process aware of their respective roles and responsibilities.
    - All involved in the process are expected to be prudent.
- APPLICATION PROCESS
  - Applications must be completed and approved in advance of travel.
  - Applications must have all necessary signatures and be accompanied by supporting documentation.
  - No expenditures made by the traveler will be reimbursed until after travel is completed.
  - REIMBURSEMENT IS NOT GUARANTEED UNLESS PRIOR APPROVAL IS RECEIVED.
- PLANNING YOUR TRIP
  - General information on receipts – all receipts should be original and itemized. Service provider or vendor name must appear on receipts along with dates and a “0” balance.
  - Transportation
    - Airfare must be coach class only and reasonable. Reservation must be made in timely fashion to receive the best rate possible.
    - Bus/train will be reimbursed for the reasonable actual cost. Lowest fare possible in order to reserve seat is allowable. Business class will be fully reimbursable but not Acela
    - When requesting reimbursement when first class was taken, submit cost of coach travel and that’s what will be reimbursed.
    - Rental cars are reimbursable if the cost of rent and gas is less than or comparable to public transportation. Rental cars are not reimbursable when traveler has taken public transportation (plane, train, etc) to a city destination where

taxis, buses and subways are available. See University Travel Policy for more information regarding size restrictions, insurance requirements, etc.

- Privately owned vehicles used for travel will be reimbursed at the current University mileage. Mileage should be calculated from your workplace or home, whichever is less.
  - A copy of MapQuest must accompany all requests for mileage reimbursement, except between campuses. A NJ mileage chart and the current University reimbursement rate can be found at [www.ruttravel.rutgers.edu](http://www.ruttravel.rutgers.edu).
  - Travel insurance is not reimbursable.
- Hotel
    - Lodging is reimbursable for trips over 100 miles – one way. There are some exceptions, i.e., multi-day events, very early or very late events. Please provide justification for all exceptions.
    - Reimbursement is for standard room only.
    - When sharing a room, provide names of all persons and their affiliations.
    - If you incur internet charges for business purposes, please certify by writing “business purposes only” and initial next to the charge.
    - If using room service or hotel restaurant, ask for itemized bill.
    - If food charges appear on the hotel bill and no itemized bill is available, write what was ordered, certify by writing “no alcoholic beverages included” and initial.
    - If declaring meals on hotel bill then all meals must be itemized.
- Meals - Travel
    - Must be in travel status for a minimum of 12 hours in 1 day for food to be reimbursable
    - Alcoholic beverages are not reimbursable.
    - There are two ways to request reimbursement – per diem or actual expenditures using itemized receipts. The method of meal reimbursement must be consistent throughout the entire trip.
      - Per Diem – amounts can be determined by city, county or default amount. The amounts are set by guidelines on RU travel website. If specific city is not listed but the county is, then the reimbursement listed for the county can be used. If neither city nor county is listed \$30 is the default reimbursement. If per diem reimbursement is being requested based on county information, proof of county must be submitted with TABER. On travel days, % of per

diem allowed is based on arrival and departure times. When leaving for a trip, use departure time from home when calculating per diem allowances. When returning from a trip, use arrival time at home. The per diem must be prorated if any meal is provided by the hotel or conference. See University Travel Policy at <http://policies.rutgers.edu/PDF> for rates. Traveler should be REASONABLE and PRUDENT when requesting reimbursements.

- Any meals included with conference or airfare must be subtracted from per diem.
  - Itemized Receipts - \$60 daily limit supported with original itemized receipts. Subtract the cost of any alcohol from the bill. A credit card receipt showing a total only is not acceptable. If an itemized receipt is unavailable, certify by writing “no alcoholic beverages included”, write in what was served and initial. No “Lost Receipt Certification Form” accepted with this option.
- Registration
    - Change in policy
    - Can be paid in advance by University check. POs are no longer being accepted as payment for registrations
    - Request must be made to Libraries Budget Office three weeks prior to registration deadline.
    - If requesting reimbursement for registration, a fee schedule must be attached along with a paid receipt.
- TABERS – TRAVEL
    - Every TABER must be able to “stand on its own”. The purpose of the travel as it relates to the University must be evident by the documentation that is attached to the TABER. All TABERS are subject to audit by University tax office
    - All TABERS should be submitted to Libraries Budget Office within 30 days after your return.
    - Must be received within 60 days or reimbursement is not guaranteed.
    - Completing the form
      - All appropriate fields must be completed in detail.
      - Provide “to” and “from” information when itemizing transportation under Description heading i.e., airfare, train fare, car mileage.
      - Provide conference or travel information in box labeled “Reason or Purpose of Business Reimbursement”.

- Do not use acronyms.
    - TABER must have original signature of requestor.
    - Attach all appropriate itemized original receipts and all appropriate documentation.
    - In order to expedite the process, staple receipts on an 8 ½ x 11 sheet of paper and arrange the sheets in the same order as listed on the TABER.
    - Cross reference line descriptions to accompanying receipts and arrange receipts in the same order as listed on TABER.
  - Receipts
    - All receipts should be original, itemized, show dates, imprinted service provider or vendor name and “0” balance.
    - Foreign currency – copy of the foreign exchange worksheet must accompany TABER unless the conversion is shown on the credit card statement. Go to <http://www.oanda.com> to convert receipts using the dates of the expenditures.
    - If receipt for under \$50 is unavailable indicate “no receipt” after the description on the TABER. If the amount of the item is over \$50, a Lost Receipt Certification Form must be completed, signed and attached to TABER.
  - Other Documentation
    - Only provide documentation if it was not included with submitted Travel Application.
    - Fee Schedule – required when requesting reimbursement of registration fee
    - Program or Agenda – indicating dates and location of travel
      - Three Ws – where, when, why
    - MapQuest – when applicable
    - Lost Receipt Certification Form – must be included for any receipt over \$50 that is lost. This form can be found at <http://www.ruttravel.rutgers.edu>.
- TABERS – Business Meals
  - “The University will reimburse a business meal expense when it is deemed to be necessary, reasonable and appropriate...” Reimbursement of meals will occur when they are an integral part of business not as a convenience.
  - Same general rules and regulations apply as Travel TABERS
  - Original and itemized receipts showing vendor name and “0” balance
  - Indicate purpose of meal on receipt, as it relates to Rutgers business.

- List all attendees and their affiliations on receipt.
  - Alcoholic beverages are not reimbursable.
  
- TABERS – Business – Misc
  - Use University PO or check request for all purchases whenever possible
  - Use personal funds when all other options are exhausted.
  - Complete TABER when requesting reimbursement
    - Should be completed the same as TABER for travel
  - Original and itemized receipts required
  - Include justification for use of personal funds.
  - Reimbursement cannot exceed \$500 limit.
  
- TABERS – Non-University
  - Same rules and regulations apply as for University personnel
  - Must obtain letter with original signature from person asking for reimbursement. Sample letter can be found at [http://www.libraries.rutgers.edu/rul/staff/budget\\_office/letter\\_for\\_nonrutgers\\_TABER.pdf](http://www.libraries.rutgers.edu/rul/staff/budget_office/letter_for_nonrutgers_TABER.pdf).
  - Attach original letter to TABER.
  - Person who is processing the TABER should sign their own name to the original TABER
  
- RESOURCES
  - <http://policies.rutgers.edu>
    - University 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
  - <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>
    - For all international travel