

# **Expense Report Submission Checklist**

The university will reimburse reasonable, necessary, appropriate and approved travel and business expenses incurred in the performance of university business. All Expense Reports must include a **full explanation** of the rationale for charging the expenses. Expense Reports must be submitted within 60 days of incurring the expense or after the return to the work site.

Please refer to *University Policy 40.4.1, Travel and Business Meal Expense Policies* ([Travel and Business Expense Policy \(40.4.1\)](#)) & *Procedures* [University Procurement Services Procedures Manual](#)

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## **Commercial Air**

**The university will only reimburse coach class tickets aboard a regularly scheduled commercial carrier.**

- Airline ticket receipt, e-ticket receipt, or detailed invoice/itinerary showing departure/arrival time date, and location, flight numbers, class of service, fare basis, ticket or confirmation number and proof of payment.
  - Passenger copy of the air ticket (boarding pass) should be attached whenever possible.
  - Flights booked using personal airline Frequent Flyer miles are not reimbursable.
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## **Commercial Bus/Rail Fares**

- Ticket stub or detailed receipt showing the fare.
  - Reasonable, actual cost (coach class).
  - Out of policy exceptions due to unforeseen or unique circumstances requires the completion and approval of the [Travel Policy Exception Request form](#) prior to booking any air reservation in business class.
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## **Lodging**

**The university will reimburse lodging for trips of more than 100 miles one-way. Exceptions may be made by the approver, but approval must be obtained in writing before travel.**

- Original receipted hotel or motel bill specifying rate, date(s) of stay, and evidence of payment.
  - Express checkout itemized receipt with the credit card being charged (conceal credit card number).
  - Staying at a private residence requires the traveler obtain a W-9 (US) or a W-8 BEN (International) from the landlord in order to be reimbursed.
  - Tax exemption certificates can be used by the traveler when available. Please visit <http://uco.rutges.edu/tax-services> and review the links on the right to see if the state you are travelling to is eligible for tax exemption. If so, please provide the hotel the tax exemption certificate.
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## **Car Rental**

**The university will reimburse for a rental car when there is a business justification, when there is no other means of comparable transportation, or when the overall cost of the rental is less than the cost of other means of transportation.**

- Rental is limited to intermediate size vehicle.
  - Rental contract AND original receipt are required.
  - Business justification required and/or proof of lower cost.
  - Domestic car rentals: University-contracted car rental suppliers include the required insurances in the rental rate. For non-contracted suppliers, travelers must purchase LDW/Liability Coverage.
  - International car rentals: All insurance coverage must be purchased.
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## **Privately Owned Vehicle Mileage**

**The university will reimburse employees who use private automobiles on university business at the current mileage reimbursement rate. A personal car should be used when the overall cost of the personal car usage is less than the cost of other means of transportation. Privately owned motorcycles shall not be used on university business.**

- Starting/ending locations and dates.
  - Purpose of travel.
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## **Meal Expenses**

**The university will reimburse employees for meals while in travel status using a per diem option which do not require a receipt (travel for a period of at least 12 consecutive hours or a distance of 100 miles each way).**

- Per diem (now only option) using University (\$50/day) or IRS rate table (according to location).
  - Travel days will allow for a maximum of 75% daily per diem rate.
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**Business Meeting Meal Expenses**

**Business meals are meals with a clearly substantiated business purpose and are directly associated with university business. The cost for business meals must be prudent, reasonable, and in the best interest of the university. Business meals with other Rutgers colleagues in local restaurants are generally not reimbursable.**

- Itemized original receipts with proof of payment.
  - A full explanation of the business purpose for the meal, including topic of discussion.
  - List of participants (full names) with affiliation.
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**Registration Fees**

- An explanation of the purpose for attending the conference/meeting.
  - A receipted bill or registration confirmation with the fee noted and proof of payment.
  - A copy of the fee sheet detailing the conference itinerary (or brochure) to substantiate the business purpose, the time period of the trip and the amenities provided by the conference or meeting.
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**Incidentals, Supplies, Misc. Expenses**

- Goods or services personal funds purchases limited to \$500 (excludes software).
  - Passports/Visas: Actual fees for visas required by the country the traveler is visiting. Passports are allowable when they are a specific and necessary condition of fulfilling a work assignment on behalf of the university.
  - Copy of conference program must be included.
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**Currency conversion**

- Currency exchange receipts, bank or credit card statement to validate the conversion process.
  - Oanda currency converter, if exchange documentation is not available.
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**Translation**

- Provide an English translation/explanation for all foreign language receipts.
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**Non Reimbursable Expenses (most common)**

- Travel, accident, or life insurance for a business-related trip.
  - Fees incurred for changing reservations unless there is a business justification.
  - Expense and/or fees associated with social or non-mandatory activities at conferences.
  - Unreasonably expensive meals and lodging.
  - Expenses that are not Rutgers business related.
  - Meals included in the cost of conference/meeting fees.
  - All expenses related to the personal negligence of the traveler.
  - Repairs of personal vehicles used on university business.
  - Laundry and valet service for business stays less than a week.
  - Spouse's/family member's travel costs.
  - Lost/stolen cash or personal property.
  - Late payment penalties and interest on personal credit card.
  - Gifts. &/or gift cards.
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**Examples of Acceptable Business Purposes**

- Attended \_\_\_\_\_ conference to enhance my research/teaching skills and to network with other professionals in my field.
  - Served as a guest/key note speaker at .....
  - Chosen as panelist at .....
  - Travelled to conduct meetings required for my research as part of my university grant .....
  - Purchased books for general research purposes or for research project .....
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**Expenses over 365 Days**

- Requires Dean's Office approval.
- Reimburse via extra pay
- Reimbursement will be taxed.