



RBS TRAVEL & BUSINESS EXPENSE REPORT CHECKLIST

Receipts: Travelers must attach original receipts for any travel-related expense in excess of \$50. All meal expenses require an original receipt, regardless of the amount. The travel policy defines a receipt as "an original document itemizing the good(s) or service(s) purchased." The receipt must provide a named payee and documentation (e.g., receipt, credit card charge slip, hotel folio) that indicates that the individual has settled the bill in full with the service provider. If the receipt is lost, complete a *Lost Receipt Certificate Form* found at <https://procurementservices.rutgers.edu/travel/travel-policies-and-forms>.

Account Information (where is expense being charged?)

Clear Business Purpose

The Five "Ws" (Why, Who, What, When and Where) should be entered in the business purpose field for each expense line on an expense report. A clear business purpose description should contain all information necessary to substantiate the expenditure including a list of attendees and the purpose for attending, business topics, and the benefit to the University. Documentation and back-up for all expenses must be included in the expense report even if said expense has already been paid.

Conference/Seminar Registration Fees

The University will reimburse employees for approved conference or professional meeting registration fees. The conference agenda/schedule is required. Employees have the option to pay the fee with personal funds and submit for reimbursement after the conference is over, or process via Check Request in the e-Procurement system. Individuals are encouraged to take advantage of significant discounts for early registration after attendance is approved.

Airfare

Travelers must include supporting documentation to receive reimbursement for airfare, as follows: A receipt or detailed itinerary that includes all departure/arrival time and location, flight numbers, class of service, fare basis, ticket or confirmation number, and cost of ticket; Proof of payment (credit card statement alone is not sufficient); and Boarding passes should be included when possible. Travelers have the option to upgrade to business or first class by paying the difference with personal funds or by obtaining written approval from the Dean and Chancellor level prior to the trip. Upgrade from economy to premium economy requires written approval prior to the trip from the unit head. Proof of the coach class ticket cost and the upgraded ticket cost along with the written pre-approval must be included with the expense report to show the cost differences. **Trips that extend beyond business purpose must provide a comparable cost estimate of the travel costs at the time of booking for the exact business days to ensure no additional cost is incurred.**

Rail or Bus fare

Travelers must include supporting documentation to receive reimbursement for bus or rail travel, as follows: A receipt or detailed itinerary that includes all times of departure, class of service, fare basis, ticket or confirmation number, and cost of ticket; Proof of payment (credit card statement alone is not sufficient); and Boarding passes should be included when possible. A ticket stub showing the bus or rail fare or a detailed receipt showing the fare must be submitted with the expense report.

Ground Transportation

Reimbursement may be requested for ground transportation from the traveler's home, or from their work site to the airport, bus, or train station. Before using either taxi, alternative ride-share or car service, the traveler should determine that it is more economical and reasonable compared to personal car usage, adding in tolls and parking. If a car service will be used, the traveler should contact the University's contracted car service suppliers.

Hotel Accommodations/Lodging

It is the university policy to reimburse lodging expenses for business-related travel for the Rutgers traveler only. There are no hotel per diem rates. Lodging is reimbursed at 100 percent of the actual expense for a standard hotel room plus tax. Any additional costs that result from family/companion travel or additional days are the responsibility of the traveler. The original hotel receipts must include the rate, date(s) of stay and proof of payment. For international hotel stays, only a single occupancy rate is reimbursable. If travelers are attending a conference or other business-related event, it is advised to stay at the conference designated hotels. If the conference hotel is not chosen, reimbursement will not exceed the conference hotel rate without justification and approval from the unit head. An explanation of the exceptions must be included in the reimbursement request and attached to the expense report. Lodging will not be reimbursed while driving to the destination.

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Car Rental

The University will reimburse for a rental car when there is a business justification or when there is no other means of comparable transportation. Car rentals may be used when the overall cost of the rental is less than the cost of other means of transportation (e.g., hotel shuttle, taxis, car service, airfare, personal car). Reimbursement for car rental is limited up to intermediate size classifications for individual travelers. Larger size vehicles or vans (no larger than 12 passenger) are allowed for groups of three or more travelers. Additional passengers must be listed in the Description fields of the expense report. Reimbursement will normally be made only to the traveler who signed the rental contract; however, reimbursement can be made to individuals that are sharing the cost of the rental car. All authorized drivers must be listed on the car rental contract. In order to request reimbursement, travelers must include: the business justification, rental agreement and the original final receipt.

Meals

Rutgers reimburses meals when travelers are in active travel status. Travel status is defined as traveling: For a period of at least 12 consecutive hours, or At least 100 miles one-way from the Rutgers departure point. When a traveler is not in travel status, meals are considered a personal expense and are not reimbursable. Travelers have two meal reimbursement options. Travelers must select one option for the entire trip in order to receive reimbursement. Rutgers per diem rate of \$50 for all cities (domestic or foreign) or IRS per diem rates as described on the University Procurement Services Reporting Travel Expenses website. The per diem must be reduced by the applicable percentage to prorate for provided meal(s) included with a hotel rate or at a meeting or conference (breakfast - 20%, lunch - 20% and dinner - 60%). The per diem rate must be prorated for the date of departure and date of return at 75% of the per diem rate. When the trip includes more than one location and the cities involved have different per diem rates, the rate for each day (beginning at 12:01 am) is the rate for the location where the traveler obtained lodging that night. Meals will not be reimbursed while driving to the destination.

Business Meeting Meals

Business meals are meals with a clearly substantiated business purpose and are directly associated with University business. At a business meal, the business discussion is the primary purpose of the meal. Acceptable reasons for business meals include meals with a guest speaker, lecturer or prospective faculty, staff or students. These meals should be limited in terms of number of attendees and the total cost should be reasonable and prudent. If alcohol is included in the meal, the restricted fund source must allow for reimbursement. Business meals while not in travel status with other Rutgers colleagues in local restaurants are generally not reimbursable. Local meals with colleagues should be considered a personal expense. Business meal expenses include food, beverages, catering services and banquet facilities. Payments to a caterer, facility or transportation of food should be processed using a university purchase order whenever possible.

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Mileage

Rutgers will reimburse a traveler who uses a personal car for Rutgers business purposes at the current authorized mileage rate. Gasoline for a personal vehicle is not reimbursable; mileage reimbursement rate covers this cost. Gasoline expenses are only reimbursable for rental or university-owned vehicles. If a traveler chooses to drive rather than fly to the destination, mileage reimbursement cannot exceed the lowest cost of a commercial coach airfare. Travelers should include an airfare quote prior to the trip start date with supporting documentation. Meals or lodging will not be reimbursed while driving to the destination. The expense report must include: Specific origination and destination locations (use Google Maps or MapQuest) and distance; and a detailed business purpose. The current mileage reimbursement rate, listed on the University Procurement Services, Reporting Travel Expenses, is intended to cover all operating costs including depreciation, repairs, gas, insurance, towage, etc.

Tolls & Parking

Tolls and parking fees are reimbursable with original receipts.

Passports/Visas

Fees related to visas are reimbursable when required by the country the traveler is visiting on Rutgers business-related travel or required by the U.S. or foreign country as a result of Rutgers employment or work assignment location. Reimbursements for fees related to passports are allowable when they are a specific and necessary condition of fulfilling a work assignment on behalf of Rutgers University. Travelers should access the visa and passport provider the University is CIBT visas, using the Rutgers account. Travelers should access the Passport and visa requirements at Travel.State.Gov.

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Business Expenses

Requests for reimbursement of other expenses (e.g., the rental of meeting rooms, storage space, or the purchase of special transportation) must be accompanied by a detailed explanation. Prior approval must be obtained from the traveler's dean, director or department head whenever possible.

Other-Travel Related Incidentals

Small dollar purchases that occur and are not anticipated but are required for successful completion of the business trip. Examples of appropriate travel-related incidentals are: books, office supplies, and teaching supplies.

Non-University Employee Travel

Reimbursement of travel expenses made by the University to people outside of Rutgers (e.g., prospective employees) is subject to the same regulations that pertain to University employees.

Travel Under Sponsored Programs (Grants):

Domestic and international travel incurred on grants, contracts, sponsored programs, or restricted funds must comply with university policy and any specific expenditure policy of the funding source, if more restrictive than University policy. Air travel must be on an approved United States flag air carrier in compliance with the Fly America Act

(<http://www.gsa.gov/portal/ext/public/site/FTR/file/Chapter301p010.html/category/21868/#wp1088896>). Further information can be obtained by visiting the Division of Grant and Contract Accounting website at <http://postaward.rutgers.edu>.

Cash Advance

A cash advance is an advance of payment to cover work-related expenses, such as lodging, meals, and incidentals when needed. Cash advance requests are created before expenses have been incurred, and are submitted for approval within Oracle Expense. Delegates cannot request a cash advance on behalf of someone else. Cash advances for transportation can be requested up to 90 days prior to the departure date and will be paid out two weeks before the trip begin date. **Cash advances will automatically be deducted on the first expense report submitted five (5) days after the trip return date.** All outstanding cash advances must be settled before subsequent advances will be issued.

Additional Information

- More restrictive travel or business expense policies may be specified by the deans, directors, and unit heads, and/or by the funding source(s), such as external sponsors.
- In conformance with IRS regulations, expenses reimbursed and later found not to be in compliance with University policy must be refunded to the University.
- Under no circumstances may an individual approve his or her own expense report. The traveler's supervisor or the supervisor's designee who does not report to the traveler must approve the expense report.
- All Rutgers faculty, staff, and students who are traveling outside the United States on University affairs are required to register with the Department of Risk Management prior to booking at riskmanagement.rutgers.edu. Travelers must register separately for each international trip they make. For student groups not traveling as part of Rutgers Global Study Abroad, travel registration for the group is the responsibility of the Group Leader.