



TRAVEL & BUSINESS EXPENSE REIMBURSEMENT INFORMATION

RESPONSIBILITY OF THE INDIVIDUAL

Individuals requesting reimbursement from the University should exercise good judgment with respect to incurring business expenses and are expected to spend the University's funds prudently. Individuals have the responsibility to undertake due diligence in order to ensure compliance with the policy and the proper documentation provided in the Expense Report. Business expenses will be reimbursed if they are deemed reasonable, compliantly documented, properly authorized and approved, and within the guidelines of RU policy. Expense reimbursements may be disallowed if unreasonable or unallowable.

FORMS

*All forms listed below can be accessed through the Finance page of the SON website
(nursing.rutgers.edu → Information for Faculty & Staff → Finance)*

Travel Pre-Approval (TA) Form

To request pre-approval of overnight travel for attending business related conferences/conventions.

- Completed in advance, prior to travelling
- Completed online and submitted as hard copy or PDF
- Signed by Traveler, Supervisor/Division Dean and/or Org. Officer, and Finance department
- Supporting documentation must be included such as quotes for estimated expenses, conference brochure/agenda, etc.
- Signed TA form must be included as an attachment with Expense Report

Expense Report

To request reimbursement of travel or business expenses incurred by an RU employee.

- To be completed ASAP upon return from travel and/or when business expenses are incurred, within 60 days.
- Completed and submitted electronically in the Expense Management System
- Indicate the business purpose
- Create Expense Items for each type of expense category (Eg. Lodging, Registration Fee, etc.)
- Indicate the required information and attach supporting documents
- See Expense Management Job Aid for further detailed instructions
- For access issues, contact Alysse or Kristina in the SON Finance dept (contact info below)

Travel Order (TO) Form

To arrange pre-paid transportation (air/rail) through a University Preferred Travel Agency.

- List of agencies and contact info is available on the Procurement Services website
- Traveler contacts agency to obtain quote
- Traveler completes TO form online and submits as hard copy or PDF
- Form must be signed by Traveler and Finance department
- Traveler submits signed TO Form to agency for processing
- RU will be billed directly for the cost (no out of pocket expense for employee)

Mileage Reimbursement Summary Form

To summarize mileage/toll/parking expenses for use of personal vehicle on official university business.

- Indicate the date, business purpose, to/from locations, and amount of mileage/tolls/parking cost incurred
- Indicate actual miles in the "total miles driven" field
- Mileage for daily commute from home to work is not reimbursable and must be indicated in the "non-reimbursable miles" field (will be netted against "total miles driven")

- Completed in Excel and submitted as hard copy or PDF for approval
- Signed by Employee and Supervisor/Division Dean and/or Org. Officer
- Signed form must be included as an attachment with Expense Report
- Mileage from Google Maps (or similar site) must be submitted as supporting documentation, must match mileage amount indicated on form

Meal Reimbursement Form

To assist with the calculation of reimbursable per diem meals and to clearly identify the breakdown by meal for each day.

- Completed in Excel and included as an attachment with Expense Report

Lost Receipt Certification Form

Required for any expense for which a receipt/proof of payment cannot be provided.

- Complete form, have it signed by supervisor, and include as an attachment with Expense Report

Higher Level Approval Form

Required for expenses older than 60 days.

- Per RU policy, expenses older than 60 days require next higher level approval
- Form must be signed by the employee's supervisor and the next higher level individual
- Signed form must be included as an attachment with Expense Report
- Expenses older than one year are not reimbursable

EXPENSE REPORT APPROVALS

- Written approval from the Supervisor/Org Officer must be included as an attachment (Eg. Signed TA form, email, memo)
- Expense Management System Approvals:
 - GL String
 - 1) SON Finance department
 - 2) RU Central Auditing department
 - Project String
 - 1) Project Manager
 - 2) SON Finance department
 - 3) RU Central Auditing department

REIMBURSABLE EXPENSES

Transportation

- **Coach** class air, rail, or bus tickets
- Detailed itinerary/receipt must be provided

Lodging

- **Standard** room accommodations for trips of more than 100 miles one-way
- At conference designated hotel otherwise justification must be provided
- Hotel folio with itemized charges and \$0 balance due is required for reimbursement

Registration Fee

- For attendance at conference, convention, or professional meeting

Meals

- Reimbursable while in active travel status (travel for a period of at least 12 consecutive hours or a distance of 100 miles each way)
- Select one of the following per diem reimbursement options:
 - Rutgers Standard Per Diem Rate - \$50/day
 - IRS Per Diem Rate (varies by city, rates posted on Procurement Services website)
- Breakdown by Meal = 20% Breakfast, 20% Lunch, 60% Dinner
(Eg. \$50 per diem rate = \$10 Breakfast, \$10 Lunch, \$30 Dinner)
- Travel Days (depart and return date) receive 75% of the per diem rate.
(Eg. \$50 per diem rate for a travel day = \$37.50 [\$7.50 Breakfast, \$7.50 Lunch, \$22.50 Dinner])
- Must be pro-rated for any meals provided
(Eg. \$50 per diem rate w/ lunch provided = \$40 [\$10 Breakfast, \$0 Lunch, \$30 Dinner])

- Conference agenda must be provided to confirm dates and any meals provided
- Use Meal Reimbursement Form to assist with the calculation of reimbursable per diem meals and to clearly identify the breakdown by meal for each day

Personal Car Mileage

- Reimbursement for use of personal vehicle for official University business at the current IRS mileage reimbursement rate
- Mileage from Google Maps (or similar site) must be submitted as supporting documentation
- Mileage for daily commute from home to work is not reimbursable
- Complete the Mileage Reimbursement Summary Form when reporting multiple trips

Tolls & Parking

- Must provide toll/parking receipts or E-ZPass

Taxi & Car Service

- Ground transportation to/from airport, hotel, etc.

Car Rental

- Only reimbursable when the overall cost of the rental is less than the cost of other transportation means (shuttle, taxi, car service, etc.) or when there is no other means of comparable transportation
- Business justification must be provided for reimbursement to be considered
- Limited to intermediate size vehicle for individual travelers

Other Business Expenses

- Employees are encouraged to make purchases through Marketplace for goods/supplies whenever possible (work with your department/division's support staff for processing)
- Reimbursement for certain business related goods/supplies up to \$500 may be reimbursable such as purchase of books, educational supplies, and professional subscription
- Purchases in excess of \$500 must be processed through Marketplace

Non-Reimbursable Expenses

Including but not limited to...

- Travel, accident, or life insurance
- Flowers/gifts
- Fees incurred for changing a reservation (unless there is a business justification)
- Fees for social or non-mandatory activities at conferences such as tours, fun runs, etc.
- Alcoholic beverages
- Personal items or services
- Late fees or interest on credit card
- Non business related expenses

NOTE: For overnight travel, reimbursement may generally be provided for up to one day before and one day after the start/end of the conference. Any additional costs resulting from combining personal travel with University business travel are the responsibility of the traveler. If extending travel for a non-business reason (on either the front or back end), a comparison transportation quote is required to confirm if any additional cost was incurred. Contact Alysse or Kristina in the SON Finance dept for further details (contact info below).

SUPPORTING DOCUMENTATION

- A final original receipt/proof of payment must be provided for each expense
- The supporting documents must indicate the date, individual's name, amount paid, payment method, and last 4-digits of credit card (if paid by card)
- If a receipt does not include all required information, a credit card statement must also be provided as proof of payment (unrelated information may be redacted)
- For lodging, the hotel folio (received upon checkout) with itemized charges and \$0 balance must be provided
- A Lost Receipt Certification Form must be completed for any missing receipts
- If a receipt indicates another individual's name, the employee requesting reimbursement must obtain a memo from the person named on the receipt authorizing reimbursement to the employee
- Receipts in foreign currency must be converted to USD for reimbursement and conversion documentation must be submitted. The Oanda currency converter tool should be used when actual currency exchange receipts or credit card statements are not available (oanda.com). Additionally, an English translation/explanation must be provided for any receipts in a foreign language.

METHODS TO HELP REDUCE OUT OF POCKET EXPENSE FOR EMPLOYEE

- Use a University Preferred Travel Agency to arrange transportation
- Some costs, such as registration fee and sometimes lodging, can be processed via Check Request in Marketplace
- Request a Cash Advance
 - A Cash Advance Request can be submitted in Expense Management for estimated out of pocket expenses the employee will incur
 - Signed TA form and supporting documentation must be included as an attachment
 - Must be submitted at least two weeks prior to travel depart date
 - Must be submitted by the employee (cannot be submitted by a Delegate) as it is considered a personal loan from the university
 - Cash Advance is issued approximately two weeks prior to travel depart date
 - Will be automatically applied to/reconciled with the next Expense Report submitted
 - Employee will receive reimbursement for the difference (or will be required to write a check to refund RU for unspent funds)

RESOURCES & TRAINING

Procurement Services Website – University policy, procedures, & forms, General travel & expense reimbursement information, University preferred travel agency information, IRS per diem meal rates by city

<https://procurementservices.rutgers.edu/travel-and-expense>

Cornerstone – Register for in person training courses

<https://hrservices.rutgers.edu/CornerstoneTraining/>

Canvas – View online tutorials and job aids. Login using Net ID & password. For access issues, contact the Canvas Help Desk: help@canvas.rutgers.edu 877-361-1134

<https://canvas.rutgers.edu/>

SON Website – Finance Page – Links to frequently used forms and job aids

<https://nursing.rutgers.edu/finance-department/>

For questions or assistance with travel & business expenses please contact:

SON Finance Department

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University Procurement Services Help Desk

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