Travel Reimbursement Walk Through

1. Type your First & Last Name and Social Security Number.
2. What account to charge TR? __________________--____________
   Account number goes in the first box and project goes in the second box.
3. On what day did you leave and return?
4. Where did you go and what was the purpose of this travel? Type this in the large box for “Destination & Purpose of Travel.”
5. In the “Date” column, enter the first date of travel status. Please use this format: 01/01/04
6. In the “Time” column, enter the time you left. Please use this format: 03:30p
7. In the “Destination” column type the place you are traveling to. Please use this format: Los Angeles, CA
8. In the “Miles” column type the dollar amount. If you are claiming miles for reimbursement, there is a small worksheet to calculate the amount of reimbursement due to you. The reimbursement rate depends on if you applied with Motor Pool. If you receive a letter saying there is no vehicle available for you (reimbursement rate is .405) or if you don’t apply with Motor Pool (reimbursement rate is .25).
9. In the “Air” column, enter the dollar amount of Total Airfare (if not prepaid with a voucher).
10. In the “Ground” column, enter the dollar amount for ground transportation. This would include a rental car. Your personal vehicle left at airport parking is not included in this column.
11. In the “Break.” column, enter the amount per diem ($7.00). ²
12. In the “Lunch” column, enter the amount per diem ($9.25). ³
13. In the “Dinner” column, enter the amount per diem ($15.75 for In-State and $17.75 for Out-of-State and Out-of-Country). ⁴
14. In the “Lodging” column, enter the amount for the room including all taxes and fees. Excluding other services charged to the room including food, room service, laundry, phone/fax/email, etc.
15. In the “Description” column, enter all the other expenses with amounts in the “Amt” Column that was incurred while in travel status. This includes: Tips, tolls, parking, registration, conference, email, phone, fax, etc. Remember the receipt requirements!
16. If you have more travels than the lines in the Travel reimbursement, you can fill out a separate Travel Reimbursement.
17. Once you have looked everything over, email it to bookkeeping. If there is anything else that maybe required, they will let you know. After all suggestions have made and updated, print (horizontally) the travel reimbursement you did, sign it and attach all papers together and send it to the Bookkeeping Office at Campus Box 7613 in Gardner Hall. Don’t hesitate to call and ask questions about your travel reimbursement at 5-2747 or 5-2733.

18. Congratulations, you did it!

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¹ Summit this letter with travel reimbursement
² (Breakfast) May be reimbursed if leave time is BEFORE 6:00 a.m. (and arrive after 8:00 p.m. without overnight stay) and for all other types travel.
³ (Lunch) NOT reimbursable for Daily travel with NO overnight stay. For all other types of travel: if departed before noon, all days in between (expect paid with other services), and arrives after 2:00 p.m.
⁴ (Dinner) May be reimbursed if returning after 8:00 p.m. for all types of travel.
CHECKLIST FOR TRAVEL REIMBURSEMENTS
If you don’t know where to start, START HERE!

_____ 1. Preauthorization for Travel signed by Department Head

_____ 2. Lodging commercial receipt. Contains the breakdown of the total amount of the room amount, taxes, and other charges. Receipt must contain the amount, type of payment, and zero balance. If not, need “proof of payment.” If sharing a room with others, remember that the receipt must be in your name.

_____ 3. Transportation (Airfare, Ground, Mileage)

_____ A. Airfare—If done online, need itinerary with the flight schedule and unused air ticket (boarding pass) or proof of payment.

_____ B. Ground—Includes car rental, bus, boat, or train. Need receipt with amount, type of payment, a zero balance. If type of payment is not listed, need proof of payment. Remember, on car rental other insurance purchase is on your own, NCSU does not reimburse for this unless in out-of-country travel status. NCSU insurance takes effect as soon as the preauthorization is filled out, approved and filed.

_____ C. Mileage—Reimbursed at .25 cents per mile unless applied with Motor Pool and you received a letter that no vehicle was available for you at that time.

_____ 4. Registration/Conference/Workshop. Need registration form with the amount, and payment type. If payment type is not indicated, then proof of payment is needed. Provide a copy of the brochure/itinerary for the seminar/conference/workshop.

_____ 5. Any other expenses you are claiming should have receipts with amount, type of payment with a zero balance. (If not, you may need proof of payment). With the exception of tips and public transportation if under $5 a receipt is not required.

_____ 6. As a reminder for travel with foreign currency: If receipts are in currency other than US currency please let us know so we can make the conversions. Only US dollar amounts should be entered in the travel reimbursement form.

Remember:
When In Doubt, Request a Receipt!

5 Proof of payment can be the credit card statement if paid by credit card or checking statement or the voided check after passed through the bank if paid by check. The Account number, and other debits to your account can be removed, required only for the travel reimbursement is the commercial account name, your name, and the debit to your account with the amount.

6 AIRFARE CAN BE PREPAID. Custom Travel is the agency that the Department uses the most. Their address is 5107 Falls of the Neuse Road, and telephone number is (919) 872-4420.

7 REGISTRATION CAN ALSO BE PREPAID. Give the registration to Bookkeeping with the FAS account to be used for payment.