

TRAVEL

Instructions for Requesting Travel, Completing the Employee Expense Worksheet, and Receiving Reimbursement

Travel Request and Signed Authorization for University travel must be completed BEFORE your trip!

- Request forms are required for all University travel.
- Form is required *even if you will not be requesting University funds to cover your expenses.*
- Complete the Travel Request and Authorization form (available on the DHA Intranet, [Travel forms](#))
- Email it to Julie and she will assign an EFS number and forward it to the Department Head for approval.

Employee Reimbursement (Employee Expense Worksheet (EEW)) (Form: UM1612)

Please make sure you are using Rev. 1/2017 form or most current (check the upper right hand corner of the document).

Use the electronic version of the EEW to document expenses to be reimbursed. The form is programmed to automatically calculate the mileage rate, the total of each line, and the total of each page of the form. This form captures all information required by policy.

FILLING OUT THE REIMBURSEMENT FORM

- **Address:** Enter your **home** address.
- **Travel Destination, Purchase Location:** Enter the city and state to where you traveled.
- **Travel Times (AM/PM):** Enter the departure and return times from and to home.
- **Travel/Purchase Date:** Enter the appropriate travel or purchase dates. Use MM/DD/YY.
- **Detailed Expense Justification:** Provide the 5 W's – who, what, where, when, and why – for the business justification. Only 5 lines of description will show when printed. If more room is needed for the justification, please attach an additional sheet. If you are attending a conference—please identify the full title of the conference. If the trip is for professional development (non-presenter) please indicate that. Or, if you are making a presentation, please include the title and date of your presentation(s).
- **Date:** Use MM/DD/YY to enter the date for the expenses on the line.
- **Detailed Description:** Use this field to describe expenses on this line that need more detail
- **Check if Required Receipt is Missing:** Employees are expected to provide receipts for all purchases \$25 or greater. If a required receipt is missing, this box must be checked.
 - **Note:** If required receipt is missing, please fill out: [Forms\Statement in Lieu of Receipt.doc](#)
- **Other Transportation:** Enter any other transportation costs (car rental, taxi, bus, shuttle, etc.).
- **Airfare:** Enter the airfare expense.
- **Lodging:** Enter the lodging expense (room and tax only).
 - Please check per diem page for allowable lodging <http://www.gsa.gov/portal/category/21287>
 - For conferences if staying at hotel other than conference hotel the department will reimburse travelers for actual expenses up to 150% of the lodging nightly rate (before taxes) for the destination city
 - If staying at the conference hotel the lodging rate limit does not apply to conference travel, where the traveler is paying a pre-negotiated rate offered by the conference.
- **Meal Per Diem:** Check the appropriate box that applies for the day.

- **\$ Amount:** Enter the per diem dollar amount total for the box checked. Go to <http://www.gsa.gov/portal/category/21287> to find per diem rates.
 - First and last day of trip are considered travel days and 75% of per diem is allowable on those days.
 - Travelers do not need to provide receipts (under any circumstances) for reimbursement of travel meals or incidental expenses *included in the daily per diem*. **Maximum meal rates include tax and tips.**
- **Hospitality/Group Meals:** Enter total cost of the hospitality or group meal (see justification requirements; <https://policy.umn.edu/finance/hospitality-proc01>)
 - Hospitality or Group Meals need to have **itemized** receipts showing all food and drink that were purchased. Alcohol is not permitted and will be deducted from the total of the receipt. The best way to handle this is to have two receipts prepared, one for food and a separate one for drinks.
 - All hospitality and special expenses must be documented to include:
 - Purpose of the event
 - Location and date
 - Number and type (alumni, donor, etc) of attendees.
- **Other:** This field can be used for expenses not covered in the other fields (i.e. conference registration, etc)

HELPFUL LINKS

<http://travel.umn.edu> University travel policy
<http://www.gsa.gov/portal/category/21287> Domestic per diems
https://aoprals.state.gov/web920/per_piem.asp Foreign per diems
<http://www.oanda.com/currency/converter/> Currency Converter

PROCESSING YOUR REIMBURSEMENT

- **Be sure to sign and date the form!**
- **Email it** to dhabudge@umn.edu along with a legible, scanned copy of all of your receipts. Be sure to identify which account you want the expenses to be charged against.
- **Keep the form and receipts until you have received reimbursement.** This may take up to 3 weeks.