



## Travel Reimbursement Notes & Regulations

To receive your travel reimbursement as quickly as possible, please carefully read and adhere to the following regulations when traveling.

### General Regulations

Please group all expenses to be reimbursed by trip. Provide all **itemized, original** receipts and documentation for each expense to be reimbursed when submitting your reimbursement request. Also indicate which project(s)/account(s) from which you would like to be reimbursed.

For an expense to be reimbursed, you must provide an **itemized, original** receipt. The receipt must show that payment was made for the item. For example, a line that shows a credit card charge or shows that cash was tendered would satisfy this requirement.

#### Pay only for your own expenses.

We **cannot** reimburse others for expenses that they paid on your behalf.

### Hotel

When booking a hotel room, **first check** the event website for discounted rates that the event organizers may have arranged.

An **itemized, original** receipt must be provided for hotel to be reimbursed. If you stayed at a hotel 50 miles or less from Bloomington, an explanation must be provided for why staying at a hotel was necessary when the destination was so close to home.

### Airfare

Please see us about airline travel. It is best if we purchase your ticket for you. This is convenient for you as well, since you will not have to wait for your airfare to be reimbursed if we book your ticket.

To be reimbursed for airfare, all you need is the original receipt. If the receipt does not include your itinerary, please also include a copy of your itinerary. If combining this trip with personal travel, please discuss with us before traveling.

### Limo, Train, Shuttle, & Rental Car

Here, we will only require the original receipt indicating when you paid the fare or fee. Please note

that Indiana University does not reimburse limousine expenses except for trips to and from Indianapolis International Airport.

### Public Transportation

If traveling on a subway, bus, etc., please try to obtain a receipt. If you cannot obtain a receipt, document your expenses, and submit this documentation with your reimbursement request.

### Personal Car

Log all personal car mileage, and be sure to indicate where you drove from and to.

### Meals & Per Diem

We will reimburse meal expenses only; we will not provide per diem. Therefore, please be certain that you obtain **itemized, original** receipts of your meals. Please note that, in most cases, you will have to specifically request an itemized receipt. If you ask in advance, you should be able to obtain one wherever you go to eat.

Please try to be reasonable in your expenses. Also, we **cannot** reimburse alcohol purchases; you are responsible for all alcohol purchases.

### Registration Fees

All that is required is the **itemized, original** receipt.

### Other Expenses

Expenses for taxi fares, parking, tolls, business-related phone calls can be reimbursed, provided that an original receipt can be provided for these expenses.

### Questions?

Please call us if you have any questions about travel reimbursements. Indiana University has strict regulations regarding travel reimbursements; **if in doubt, please ask us in advance of your trip.**