



Travel and Conference Expense Reimbursement:

- ❖ Policy is located on:
https://www.rochester.edu/adminfinance/finance/wp-content/uploads/2020/01/BETR-policy-updated-01_03_2020.pdf
- ❖ Forms are located on:
<https://www.rochester.edu/adminfinance/finance/employee-reimbursements/employee-reimbursements-forms/>
- ❖ Meant to reimburse costs incurred by employees or students who travel (airplane, hotel, car rental, meals...).
- ❖ Must be submitted within 60 days of return from trip.
- ❖ Advances must be cleared on the form for the trip, or they will be added to employee's income via W-2.
- ❖ To receive payment, submit the F-3 (staff) or F-34 (student) Form with all receipts.
- ❖ Ensure the following important information is included on the form: Mailing address (Box number), preference for reimbursement via direct deposit or check, individual's contact phone number in case Finance has questions, Ledger: number to be charged to and justification for the expense, and signature.
- ❖ To better ensure the form is completed accurately and completely, refer to the Instructions tab of the Excel File.
- ❖ Reimbursement process is within ten business days. Detail of what reimbursements have been entered for the individual and the status can be viewed in HRMS by navigating to Self Service > Travel and Expense > Travel and Expense Inquiry.

Mileage

- ❖ A traveler may wish to use his or her own automobile, Mileage reimbursement rates can be found on the following link. Please include the year being searched in the URL like the example below for 2022:
<https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2022>
- ❖ Tolls and charges for parking are reimbursed in addition to the mileage allowance.

Rental Vehicle:

- ❖ When University business travel requires the use of a rental vehicle or ride hailing service (such as Uber or Lyft), the least costly available arrangement which are suited to the trip are to be used, taking into account the number of passengers, luggage or equipment, etc.
- ❖ Whenever practical, cars are to be rented from agencies with which the University has negotiated corporate rates.
- ❖ Domestic Travel: Travelers must decline all additional insurance at the time of rental when travelling domestically on business. The rental car companies listed above provide physical and liability insurance to the rental car and any other vehicle involved in an accident when you book the car using the University's corporate account number with that agency. If you do not use the corporate account number to book your rental, you will not be entitled to the insurance benefit offered by the car rental company.
- ❖ International Travel: Insurance laws vary outside the US. Because of this, the University recommends purchasing the liability and physical damage offered by the rental car agencies while traveling on international business.

Travel Reservations:

- ❖ It is strongly recommended to use the university authorized agencies to book airfare and the department can charge this directly to your grant without any out-of-pocket cost to you. Agencies are: DePrez Travel and Town & Country.

Foreign Travel:

- ❖ All travel should be on an American Airline per the "Fly America Act". Be aware some US Carriers are operated by foreign carriers which would be unallowable. Few exceptions may apply.
<https://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act>
- ❖ The use of the Open Skies agreements can be used as an exception to the Fly America Act. These are bilateral or multilateral agreements between the U.S. Government and the governments of foreign countries that allow travelers to use foreign air carriers from these countries for government-funded international travel. (Found on the fly America act)

Hotel Bills:

- ❖ Remove all personal items (I.E. Movies).
- ❖ Breakout all items on the hotel bill: employee meals, parking, Internet, phone etc. on your reimbursement form.

Meals and Business Entertainment:

- ❖ Original detailed receipts must be retained not just the charge card receipt.
- ❖ Exclude all costs for Alcoholic purchases as these charges are not allowed on grants.

Receipt Policy:

- ❖ All Detailed receipts are required and mandated for expenses.
- ❖ If a required receipt is lost or unavailable, a specified missing receipt form needs to be completed along with proof of payment (Credit Card statement).

Foreign Currency:

- ❖ Individual receipts will reflect the currencies in which purchases are made, but the credit card bill will convert those to U.S. dollars. The Travel and Conference Report should request reimbursement in U. S. dollars at the exchange rate that applied to the actual payment by the traveler.