



MODIFICATIONS TO THE TRAVEL, TRAVEL INCIDENTALS AND MEAL EXPENSE POLICY, UNIVERSITY REGULATION 6.1.10

Airline Tickets

- Receipts: The airline ticket receipt, normally the last copy of the ticket, will be accepted as documentation for air travel if the boarding pass is unavailable. Also, the detailed invoice/itinerary, sometimes referred to as a receipt, for electronic ticketing may be submitted as a receipt for air fare as long as it includes the following:
 - a. All times of departure
 - b. Flight numbers
 - c. Class of service
 - d. Fare basis
 - e. Ticket or confirmation number
 - f. Cost of ticket
 - g. Proof of payment (credit card charged)
- Unused Airline Tickets: Reimbursement of unused airline tickets may be approved when the ticket cannot be used due to a business need. The traveler must document the following:
 - a. Purpose of the trip
 - b. Reason the ticket was not used
 - c. State that the ticket was paid for, not used, and not reissued for travel at a later date
 - d. State that a voucher was not obtained for future travel
 - e. No reimbursement was obtained from another source

Foreign Travel

- Foreign Currency: For expenditures in foreign currency, reimbursement can be made at the actual cost to the individual by providing copies of the credit card statement, currency exchange receipts, or copies of the bank statement.
- Receipts in a foreign language should include an identification of the type of expenditure and a general description of the items included (i.e., lunch at a restaurant, taxi cab fare).

Receipts

- Receipts are only required for expenditures in excess of \$50, except for meals when the employee reports actual meal expenditures instead of using a per diem option.
- The cardholder copy of a meal receipt is acceptable with the following additional information:
 - a. Provider's name
 - b. Date of the meal
 - c. Names of other individuals included in the bill
 - d. Purpose of the meeting (business meal)
 - e. If funded by state or federal sources, charges for alcohol must be deducted or a statement that "no alcohol was included in the bill" must be written on the receipt
- Express Check Out for Lodging: Express check out receipts can be used to document lodging expenses provided that the receipt shows the credit card used to pay for the lodging (VISA, MasterCard, etc.), but not the credit card number.
- Shared Expenses: When individuals or organizations elect to share expenses (i.e. meals, hotel room, taxi fare, auto rental, etc.), the traveler may submit a duplicate copy of the receipt showing the names of the individuals or organizations that shared the expenses.
- Lost Receipts: If an original receipt is lost, the traveler or requester must ask the billing agency for a duplicate. If the billing agency is unable to provide a duplicate, the traveler or requester must indicate that they attempted to secure a copy of the lost receipt. A "Lost Receipt Certification Form" must be completed and attached to the Travel and Business Expense Report (TABER). This form (<http://www.rutavel.rutgers.edu/LostReceiptForm.doc>) certifies the following:
 - a. No original receipt is available.

- b. The expense was incurred on behalf of the university.
- c. The item and amount of the expense are accurate.
- d. No other reimbursement of expense has been or will be sought or accepted from any source.

Per Diems

- Two per diem options have been added:
 1. A per diem of \$50 will be allowed for certain domestic and foreign cities.
 Domestic: <http://www.rutavel.rutgers.edu/USperdiemopt2.doc>
 Foreign: <http://www.rutavel.rutgers.edu/Foreignperdiemopt2.xls>

 Note: Travel to all other locations will remain at \$30 per diem.
 2. IRS per diem rates for domestic and foreign travel.
 IRS Domestic: <http://www.rutavel.rutgers.edu/USperdiemopt1.xls>
 IRS Foreign: <http://www.rutavel.rutgers.edu/Foreignperdiemopt1.xls>
- The per diem should be prorated when a meal is provided by the conference, meeting, or hotel.
 Breakfast provided: deduct 20%
 Lunch provided: deduct 20%
 Dinner provided: deduct 60%
- The per diem can also be prorated to cover the day of departure and return.

Time of Departure/Return	Pro Rata Share of Per Diem Rate	
	Date of Departure	Date of Return
12:01 am to 7:00 am	100%	0%
7:01 am to 1:00 pm	80%	20%
1:01 pm to 7:00 pm	60%	40%
7:01 pm to midnight	0%	100%

- If a per diem is used, it must be used for the entire trip except when individuals are in travel status for extended periods of time and taking trips to different locations during that time. In this case, the employee can alternate use for each trip during that time.

 Example: An employee travels to Los Angeles for three months to conduct research and selects the per diem rate for reimbursement. During this time, the employee travels to San Francisco for three days to meet with sponsors to discuss the progress of research and elects to report actual meal expenditures for this three-day trip.

Time to Request a Reimbursement Extended

The time period for filing a travel reimbursement request has been extended to 60 days from the date of return from the trip.

March 31, 2005