

Keep Track of Expenses – Student Travel

Please be aware that you must keep close documentation of your expenses when using a Travel Advance (every penny must be accounted for). Although receipts may not always be “required” it is always a good idea to keep every receipt you get, just in case questions arise when processing your paperwork. If “original” receipts are not available, the traveler must note the reason why on the receipt provided.

Receipts are required for the following items for reimbursement purposes (NOTE: this is not an all-inclusive list; this list covers the most common expenses incurred while on business travel):

- **Airfare** (passenger receipt must include all of the following information: passenger name, airline, ticket number, class of transportation, travel dates, amount of airfare, origin and destination of each flight, proof of payment).
- **Meals for Student Travel** (students can either sign-off accepting a certain dollar amount per day for meals OR they must turn in original itemized receipts showing meal items purchased – not credit card slips): meals should not exceed the maximum allowed rate for the city visited, if using the sign-off method – each student must sign.
- **Lodging** (original itemized receipt must include the following: the name and address of the commercial lodging establishment, the name of the employee, the single room rate, a daily itemization of the lodging charges, and proof of payment).
NOTE: When sharing a hotel room each person must obtain their own personal receipt showing separate payments made OR each name must be shown on one receipt showing separate methods of payment for each person’s share of the lodging expenses.
- **Rental Vehicle** (original itemized receipt must include the following: name of rental company, name of employee renting the vehicle, starting and ending dates of the rental, itemization of expenses incurred, proof of payment).
- **Gasoline** (not required when mileage is being claimed).
- **Registration/Entry Fees**
- **Baggage Fees**

Documentation is required for the following items for reimbursement purposes (NOTE: this is not an all-inclusive list; this list covers the most common expenses incurred while on business travel):

- **Taxis, Shuttles, Buses, and other public transportation** (if receipts are not available, fares/expenses must be itemized by date and trip/destination).
- **Parking and Tolls** (if receipts are not available, expenses must be itemized by date and location).
- **Internet Service Fees** (must document business purpose for expense).
- **Mileage calculation** (traveler must either include printout from www.randmcnally.com or point-to-point itemized daily odometer readings).
- **Miscellaneous** (any other expenditures must be documented by an original receipt).

*****Please document any other expenses or unusual circumstances as best as possible*****