

Best Practices for Travel Reimbursement

DO

- Track your expenses using Expensify but turn in all original, *itemized* receipts into Andrea within 30 days after travel.
- When purchasing alcohol for a meal, please put on a separate receipt (Food receipt vs alcohol receipt) Alcohol only reimbursed for a business purpose. It will normally come out-of-pocket.
- If you eat a group dinner, submit your paid portion *and* an itemized receipt (or a photo of the itemized receipt is better than nothing). Make note of the dishes and beverages that are yours. If the bill was split equally, please note that and the number of guests.
- If you pay for a group dinner, all guest names and their affiliations, and topics of discussion must be noted.
- If you eat at your hotel's restaurant and have it billed to your room #, you must still ask the restaurant for an itemized receipt.
- Keep tip amounts 20% or less on meals.
- Andrea can help you with a travel advance on purchases such as airfare or registration. Ask for more details.
- If you attend a conference paid by organizers or receive a scholarship, proof of this award must be submitted.
- Make note if any personal days before or after the conference were taken.
 - If personal days are taken, a sample airfare (comparison/quote) must be provided for the conference dates. *Print this out prior to your departure.*
- It is highly recommended to create a *personal* Uber/Lyft account and a *work* Uber/Lyft account. Gift cards and promotions should go on your personal account. Use only credit cards for the work account.
- Attach the conference agenda or email the link to Andrea.
- In addition, for foreign travel:
 - For travel outside the U.S., Export Control compliance laws will be required. Let your admin know and they will contact OPERA for next steps.
 - Credit card statements are helpful to attach for the most accurate reimbursement amounts. Foreign transaction fees usually can't be seen immediately. They will show up on credit card statements and are 100% reimbursed.
 - Domestic flag carriers must be used always when leaving and entering the US and using federal funds.
 - If the itemized receipt is in another language, please detail on Expensify (e.g., food and drink vs beef stir fry, egg rolls, and Coke)

DON'T

- Use gift cards, credit card points, vouchers, etc to pay for any portion of your trip. Reimbursement of these items is unallowable. Use credit card or cash only to pay the full amount.

RESOURCES

Many forms and policies regarding travel can be found on the TSRI Intranet → Support Services → Office of Sponsored Programs (OSP) → Post-Award Administration → OSP Forms

OR TSRI Intranet → Policies, Procedures and Guidelines → log in → Policy → Travel Policy (at bottom)