

BUSINESS & TRAVEL EXPENSE POLICY

EXPENSE:	REIMBURSABLE?	POLICY STATEMENT
Personal:	No	The University will not reimburse or pay for expenses that are inherently personal in nature.
Sales Tax:	No	In order for a purchase to be exempt from sales tax, the business purchase must be made directly with university funds (e.g. university check, purchase order or purchasing card.) Please check with your advisor or administrative assistant.
Meals/Catering:	Yes	It is permissible to incur expenses for meals purchased as part of a conference, seminar, workshop, presentation or other similar group meeting involving employees when it extends through the usual mealtime(s). Such meals must be reasonable in nature and the purpose of the meeting must be documented accordingly to ensure that it is an appropriate business expense. Alcohol and tobacco cannot be charged to a Federal grant or contract directly or indirectly. These costs must be charged to the unallowable object code/expense type and to a non-Federal account. For requests: All receipts must be itemized. All names are required for meals with 5 or fewer individuals.
Parking:	Yes	Airport or other business parking will be reimbursed. Travelers are urged to use long-term, lower-cost parking lots when available.
Mileage:	Yes	It is the responsibility of the traveler to ensure that the proper mileage rate is being used and the distance is based upon actual driving distance using the most direct route. The mileage reimburse rate covers reimbursement for use of the vehicle as well as any repairs, gas charges, and the owner’s personal automobile insurance coverage, which provides the coverage in case of an accident. Tolls and parking fees are reimbursable. The university will not reimburse employees for parking tickets, fines for moving violations, vehicle towing charges, or auto repairs and maintenance. For requests: All documentation of driving routes including origin and destination addresses are required.
Lodging:	Yes	For requests: Receipts for lodging must include last 4 digits of card charged and employee names.
Flights	Yes	Additional costs incurred for early departure or late return are not reimbursable unless the savings in airfare is equal to or greater than the total costs for lodging, meals, etc. incurred during the additional days of travel. It must be approved by the designated departmental finance representative. A request for reimbursement for an upgrade for seats, premium boarding, etc. must include a description supporting the business purpose as to why the upgrade was appropriate and must be approved by the individual’s supervisor and designated departmental finance representative. For requests: It is highly preferred that flights are booked by an administrative assistant through a university travel agent, so that the cost can be charged directly to a university account. If any part of the trip will be personal in nature, please discuss with an administrative assistant IN ADVANCE. Any flights which are not round trip should be discussed with an administrative assistant in advance. If unable to book through a university travel agent, administrators can reimburse flights if an employee uses personal funds to purchase the flight and completes the full-length trip. A receipt including last 4 digits of card charged and all flight information is required.
Rental Vehicles:	Yes	Rented vehicles should be leased as: Carnegie Mellon University – Name of Faculty, Staff or Student. The insurance coverages below should not be purchased by those traveling in the United States, any territory or possession of the United States, Puerto Rico or Canada. The university already maintains automobile liability insurance within these countries and territories. Costs for the following coverages will not be reimbursed: Loss Damage Waiver/Collision Damage Waiver, liability insurance supplement/additional Liability insurance, personal accident insurance.
Per Diem	Yes	For requests: Per diem reimbursements cannot be mixed with meal receipts from the same trip. The dates and number of days is required. Please indicate the city and type of per diem (meals and incidentals, lodging, etc).

NAME:	POSITION:
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Individuals requesting reimbursement with this form are responsible for ensuring the following:

1. The expense has a valid business purpose.
2. Proper business justification has been obtained and provided to the administrative assistant.
3. **All original and itemized receipts have been attached to this request form. Purchases made with a card are supported with itemized receipts containing employee name and the last 4 digits of the card charged. If in a foreign language, the exact amount to charge has been indicated or a receipt in English has been attached.**
4. Proper approval for upgrades and exceptions has been obtained and has been provided to the administrative assistant.
5. A valid Oracle account has been provided and approved by the principal investigator to allocate the expenses.
6. This request is submitted to an administrative assistant within 30 days of incurring the expense.

DATE	AMOUNT	ITEM	PURPOSE	NOTES	ACCOUNT
<i>Jul 30 2018</i>	<i>\$1,050.00</i>	<i>Lodging for 6 Nights</i>	<i>To present in the ISMB Conference in Chicago, IL</i>	<i>Shared room with Student A; Paid bill for two guests</i>	<i>NIH U54</i>

By signing this form, I have carefully read and understand the Carnegie Mellon University Business and Travel Expense Policy. I have provided all the required information in compliance with this policy.

Employee Signature

**Advisor/Principal Investigator (Sponsored award)
 Business Manager (General department funding)**

Date