

Name	Phone Number OR Email Address	Mail check:
Address	City, State, Zip	
Reason for Expenditures & Location(s):		Hold check: <i>Please Attach Envelope</i>

Please Check Appropriate Box:		Employee:	Student:	Guest/Other:						Totals
DATES OF TRAVEL →										
Total Mileage (NOTE: for personal vehicle only!)										
Total Mileage Reimbursement (\$0.58 per mile)										
Airfare / Rail										
Car Rental										
Taxi / Bus / Limo										
Parking / Tolls										
15% max allowable tip <i>Enter details below if required.</i>	Breakfast									
	Lunch									
	Dinner									
Tips (This includes all tips other than meal tips, which s/b included with meal totals.)										
Lodging / Room										
Phone / Fax / Internet										
Postage/ Shipping										
Seminar / Conference Fees										
Miscellaneous (complete detail explanation below)										
Daily Totals										

Total Expenses

Meals and Misc. Detailed Explanations:

Date	Expense Description	Explanation	Amount

Expense reimbursements are due within 15 days of end of travel/event

I certify the information provided above is an accurate record of expenses incurred by me. I have read the Travel Policy and Cash Advance Policy (if applicable) and have agreed to the terms.

Signature:	Date:	Total Expenses: \$
Please Print Name:		Personal Expense(s) (Subtract): \$
Supervisor or Approval Signature:	Date:	Cash Advance (Subtract): \$
Supervisor Printed Name:		Due University (please attach payment) \$
Account Number(s):		Due Individual: \$
NOTES:		

PLEASE SEE REVERSE FOR POLICY; ADHERENCE IS MANDATORY

Travel, Meals & Entertainment Expense Reimbursement Policy

- *Original* receipts are needed for **all** expenses. In the event a receipt is missing or not received **and** is under \$25, a Missing Documentation form must be attached explaining the expense and reason for the missing receipt with employee's and supervisor's signatures.
- Please be sure to convert *all* currencies into US dollars. A great website to convert funds with a date-of-transaction option is: <http://www.oanda.com/currency/converter/>
- Meals on day trips are **not** reimbursable unless for a "meeting" meal where business is discussed, in which case the names of all those in your party must be on the receipt.
- Both the credit card slip (showing totals) **and** the itemized receipt are required for all meal reimbursements.
- Western New England University ProCard: Do **NOT** include any receipts/invoices pertaining to travel using the purchasing card; that info is to be provided on the Accounting Code Detail report separately.
- All requests for expense reimbursements should be submitted within 15 days of the date the expense is incurred, or trip is completed.
- If the TME is delayed for a *legitimate* reason it can still be submitted for reimbursement up to 30 days after the trip or expense, but will require the explicit approval of a manager or department head.
- Please note that if paying for trip-related expenses out of pocket, reimbursement will only be approved and processed *after* the trip has been completed, and all appropriate documentation, including **boarding passes**, are provided.
- To have a reimbursement check **held** and available for pickup @ SAS, please check the "Hold Check" option and attach an envelope with the name of the person authorized to pick the check up.
- Please be aware of meal per diems, as reimbursements are only allowed up to the accepted amount based on IRS guidelines for that city (see <http://www.gsa.gov/portal/category/100000>).
- For driving reimbursements, mileage is reimbursed at current IRS rates **only** when a personally-owned vehicle is used; gas charges are reimbursed **only** when a rental car or company-owned vehicle is used.
- For mileage reimbursement an online map (Google Maps, Mapquest, etc.) must be included showing the route traveled and total mileage, and **must** start at the University address.
- While Western New England University is tax-exempt, and sales tax should never be paid, we are liable for certain taxes, including meals tax, lodging tax, tax on fuel, etc.
- Ordering an alcoholic beverage with a meal is allowed (in moderation); however, ordering bulk alcohol is **not** reimbursable (i.e. purchase of a 6-pack, bottle of wine, etc.).
- Please note that travelers may be asked to provide backup documentation for verification as to the location and purpose of the trip (i.e. conference, seminar, training, etc.).
- If travel related expenses are being charged to a Federal grant or contract (or a Federal subaward from another organization), supporting documentation must be provided justifying why participation of each traveler is necessary under the applicable Federal award. Each individual traveler and trip requires separate justification. See the section on travel costs (200.474(b)(1)) from the Cost Principles contained in Uniform Guidance for Federal awards. Questions on this requirement can also be referred to Noel Skerry (ext. 1241 or noel.skerry@wne.edu) in the Controller's Office.
- Please be aware that if a TME Form is incomplete or done incorrectly we will attempt to contact the traveler to make corrections, but may end up returning the form to the department for revisions.
- Tipping reimbursement is **strictly** limited to 15%.
- All on-campus meals being paid for by University funds **must** have an approved Aramark waiver attached for reimbursement.
- Only *current, unaltered* TME forms will be accepted.

▪ **IMPORTANT:** All reimbursements that are more than 60 days old will be sent to Payroll for reimbursement, and become taxable income.