

STUDENT TRAVEL TIPS for REIMBURSEMENTS

The following tips will help ensure a smooth process for your travel expense reimbursement and maximize the coverage of your Travel Fund award or sponsoring program travel budget:

- Provide a copy of proof of your acceptance to present at the event for the URC Travel Award and provide a copy of proof of event (such as the agenda, schedule, etc..) for reimbursements through other program funding.
- Booking in advance can secure better fares.
- Submit your travel receipts immediately after returning from your trip to allow time for processing and approval and to meet University's policy for submitting reimbursements in a timely manner.
- Always ask for a receipt and keep all receipts including the itemized bill.
- Make sure your lodging receipts include nightly rate, tax and zero balance.
- Make sure the dates and locations are indicated on your ground travel receipts (Uber, Lyft, taxi, light rail, bus, etc.)
- Whenever possible, use carry-on instead of checking baggage to avoid baggage fees.

The following tips regard items that are non-reimbursable:

- Receipts should show ONLY your expenses and not other people's expenses.
- Upgrades and additional fees such as insurance, early bird check-in or late check-out or movies are non-reimbursable.
- Purchases made with eVouchers, ticket exchange or gift cards are non-reimbursable.
- The maximum daily meals and gratuity reimbursement is \$62 per day on domestic travel. Meal and gratuity expenses in excess of \$62 per day will not be reimbursed. Be aware of any budget restrictions of the program, department or Travel Award providing travel reimbursement.
- Be accountable. Late fees, no show or cancellations are non-reimbursable.
- Plan your packing! Purchases to replace forgotten personal items such as a toothbrush will not be reimbursed.
- No alcohol will be reimbursed.