## TRAVEL & BUSINESS REIMBURSEMENT GUIDE SHEET

One Trip per T&B. Original invoices and receipts are required.

Payment Processing will not accept copies for reimbursements.

Preparers must submit online for all Pitt employees except for UG students.

If employee is not listed, contact Heather Lego hlego@bc.pitt.edu.

Please be sure to include <b>ALL</b> of the following	Please	be sure	to include	<b>ALL</b> of	the fo	llowina:
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	clude Purpose and Description of Trip ust include conference brochure/itinerary/schedule-this can be printed from online)
	ransportation - How did you get there? Plane, car, train, etc.
b.	Attach actual tickets and itinerary with <u>proof of purchase</u> (for example: bank or credit card statement) and dollar amount.
c.	Even if not asking for reimbursement, you must put how you got there.
	<ul> <li>List the dollar amount where appropriate and state that you are not asking for reimbursement.</li> </ul>
d.	Mileage can be reimbursed if driving your own vehicle.
	Mileage includes fuel.
	<ul> <li>Fuel receipts in this case, are not needed.</li> </ul>
	<ul> <li>Please indicate where you are driving from and your destination(s).</li> </ul>
	<ul> <li>Start mileage calculation from your University of Pittsburgh office location.</li> </ul>
Re	esidence During Trip - Where did you stay?
a.	Original hotel receipt needed or document that you are not asking for hotel reimbursement.
b.	If sharing a room, have hotel create a separate bill for each person.
	<ul> <li>Make clear who stayed there and the dollar amount of split costs.</li> </ul>
	If no separate bills, submit only one reimbursement-do not reimburse the payee via cash/check.
M	eals During Trip — What did you eat?
a.	Are you asking for meal reimbursement? If not asking for a meal reimbursement, receipts are not necessary -and state not asking for reimbursement.
b.	All original itemized receipts are needed (per diem allowed for faculty ONLY).
	<ul> <li>If receipts are not itemized they may be rejected.</li> </ul>

c. Find faculty per diem rates here <a href="http://www.pts.pitt.edu/Travel/common/perdiem.html">http://www.pts.pitt.edu/Travel/common/perdiem.html</a>

d. If a business meal you must list each person: **name and affiliation** (university/company). Note that a business meal is a Pitt member and other univ/company, cannot all be Pitt

e. Alcohol is **not** a reimbursable expense on federal funds.

members

Faculty can request per diem with no receipts required.

☐ All Incidentals during Trip - Are there any other expenses relating to trip?  a. Ex. Reasonable tips, tolls, parking, taxi, shuttle and excess baggage fee.
Please Note:
<ul> <li>Airfare will not be reimbursed until after the trip has been made; include in T&amp;B for reimbursement. <u>Policy 05-07-01 Travel and Business Expenses</u></li> </ul>
<ul> <li>Conference registration will not be reimbursed until after the trip has been made: pay via disbursement request which you can find here <a href="http://www.bc.pitt.edu/formflow/#">http://www.bc.pitt.edu/formflow/#</a> please fill out all sections according to: <a href="http://www.bc.pitt.edu/policies/documents/Form0014_000.pdf">http://www.bc.pitt.edu/policies/documents/Form0014_000.pdf</a></li> </ul>
<ul> <li>Do not purchase optional car insurance (if renting a car), insurance will not be reimbursed.</li> </ul>
<ul> <li>If you must share expenses please specify and explain to us very clearly.</li> </ul>
Please refer to Policy 05-07-01 Travel and Business Expenses particularly section H and I for clarification.
f you have any questions, please contact Daniel Gealey <u>dgealey@pitt.edu</u> , Lisa Nickel nickel@pitt.edu or Alicia Welsh <u>akw20@pitt.edu</u> .
For details on the reimbursement of travel and business expenses, see Policy 05-07-01, contact the Office of Travel Management at 412-624-4433, or access the Web site at www.pts.pitt.edu/Travel/index.html.