

MARYWOOD UNIVERSITY TRAVEL EXPENSE REIMBURSEMENT FORM *(Please use the fillable PDF, print and sign. Do not handwrite.)*

This report must be submitted to the Fiscal Services Office with vendor receipts for all expenses listed (except for mileage allowance) **no later than two weeks** after attendance at an event or expenses were incurred. (See travel policy on reverse side.)

PERSON ATTENDING \_\_\_\_\_, \_\_\_\_\_ DEPT NAME \_\_\_\_\_ DEPT#(17 digits) \_\_\_\_\_  
Last First

EVENT \_\_\_\_\_ DATE(S) \_\_\_\_\_ to \_\_\_\_\_ PLACE \_\_\_\_\_

PLEASE CHOOSE ONE OF THE FOLLOWING:

MAIL CHECK

PICK UP AT CASHIER'S OFFICE (**CHECKS ARE NOT SENT THROUGH CAMPUS MAIL**)

PICK UP PETTY CASH (IF \$100 OR LESS) AT CASHIER'S OFFICE

DATE	TRANSPORTATION				LODGING		MEALS			MISCELLANEOUS		AMOUNT	TOTAL
	MILES*	PARKING TOLLS*	BUS/TAXI	AIR-FARE	HOTEL	OTHER	BREAK-FAST	LUNCH	DINNER	REGIS FEE	OTHER		
TOTAL	mi												

\* \_\_\_\_\_ per mile = \_\_\_\_\_  
 ADDRESS FOR PERSON ATTENDING: \_\_\_\_\_

TOTAL REIMBURSABLE EXPENSES \_\_\_\_\_  
 LESS CASH/CHECKS ADVANCED \_\_\_\_\_  
 BALANCE DUE THE UNIVERSITY \_\_\_\_\_  
 BALANCE DUE YOU \_\_\_\_\_

SIGNATURES: \_\_\_\_\_ DATE \_\_\_\_\_ BUDGET AUTHORIZATION \_\_\_\_\_ DATE \_\_\_\_\_  
 PRINT NAME: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

# TRAVEL POLICY

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THE UNIVERSITY RESERVES THE RIGHT NOT TO REIMBURSE AN INDIVIDUAL FOR ANY EXPENSE FOR WHICH A RECEIPT IS NOT SUBMITTED TO THE FISCAL SERVICES OFFICE within two weeks following the completion of travel. Attendance at meetings and the travel form must be approved by the proper budget officer based on the budget being expended. Allowable expenses are described below. The most economical mode of travel is to be used. The University's Travel Policy also applies to all travel covered by grants and/or other sponsored programs.

**EXPENSES NOT SUPPORTED BY DETAILED VENDOR RECEIPTS WILL NOT BE REIMBURSED.**

## **TRAVEL ADVANCES**

Travel advances are available by check or in cash (if \$100 or less). Requests for travel advance by check should be made at least one week before needed. If an expense report is not filed within two weeks following the completion of travel, the advance will be charged to the personal account of the individual who received it. If expenses are claimed against a travel advance without detailed vendor receipts, the expenses will be charged to the personal account of the individual who received the advance.

## **ALLOWABLE TRAVEL EXPENSES**

Travel expenses include hotel, transportation, meals, parking, tolls, and registration fees. ***Alcoholic beverages are not reimbursable.*** The most economic mode of travel should be used and hotel accommodations should be adequate but not luxurious. Original vendor receipts are required within two weeks of the event. Visa, MasterCard, and other personal charge statements of accounts will not be honored. Object code 53520 is used for all travel expenses, except registration fees, which are charged to 53521.

## **MILEAGE REIMBURSEMENT LIMITS**

For individuals who use their own car for travel to/from professional meetings, car mileage allowance is paid at the current IRS travel rate for trips less than 100 miles per day. If traveling over 100 miles per day, rental from Enterprise, either with a Purchase Order or Marywood issued PNC Purchasing Card is suggested. Use of an employee vehicle is allowed but you will only be reimbursed the calculated rental car rate if less than mileage reimbursement less your daily commute mileage. Mileage reimbursement is calculated by taking the distance traveled less the employee's daily commute mileage to Marywood. If first driving to Marywood and returning to Marywood, then all travel mileage would be reimbursable.