**INSTRUCTIONS**

**EMPLOYEE EXPENSE AND TRAVEL REIMBURSEMENT FORM**

The Employee Expense and Travel Reimbursement form (EE&TR) is to be filled out for ANY type of expense incurred by an employee for which the employee is seeking reimbursement from the University (University or UDM). Please note that all reimbursements will be paid to the employee as a direct deposit. Employees requesting a reimbursement must enroll in direct deposit for reimbursement and advances through TitanConnect self-service. Even if you are enrolled for direct deposit for payroll, separate enrollment is required for reimbursement and advances.

***DOCUMENTATION***

● Original receipts **MUST** be submitted.

● If it is not possible to obtain an original receipt in support of an expense, the employee must provide a detailed explanation of when, where, and for what purpose the expense was incurred. Examples of where original receipts might not be available: tips, tolls, metered parking, and public bus.

● If a personal check is used for payment to a vendor for which reimbursement is being sought, the employee must provide a signed original receipt from the company (on company letterhead) that states the expense has been paid; **or** a copy of the cancelled check – both the front and back of the check.

If the item is charged to a personal credit card and the employee does not have the original receipt, the employee must provide the applicable credit card statement which clearly lists the charge of the expense for which reimbursement is being sought.

***MEALS***

● Meals are reimbursed at a maximum $46 per day ($62 for select domestic and international destinations) with receipts or $25 per day without receipts.

See [Section VI, A of Employee Reimbursement Policy](file:///E%3A%5CEmployee%20Reimbursement%20%2B%20Travel%20Policy%5CBUSINESS%20AND%20FINANCE-final%20revision.docx) for more information on partial day reimbursements.

***MILEAGE***

● When using a personal vehicle please provide a **MapQuest/Google Maps** for:

 - mileage from home to UDM and,

- mileage from the starting point of your trip to your destination.

● When calculating mileage be sure to deduct the normal mileage from home to UDM

● Example: mileage from home to UDM = 50 miles

 mileage from home to business destination = 60 miles

 mileage to be reimbursed = 10 miles

***MISCELLANEOUS EXPENSES***

● One (1) personal phone call or internet connection will be paid up to $12/day; charge must be listed on the hotel bill.

***APPROVALS***

● An employee cannot sign for her/his own expense reimbursement. The employee’s supervisor should be the person who approves the request for reimbursement.

 An employee cannot sign for her/his supervisor’s expense reimbursement. In cases where varying employee authorization levels are present for a situation in which reimbursement for expenses will be sought from UDM, the employee with the highest authorization level must pay for the expense and seek reimbursement in accordance with the policy.

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If the employee’s supervisor will not be available within a reasonable time period to approve the EE&TR, the EE&TR must be submitted to the next higher level for approval.

● Approval Levels

President: $50,000+

Vice Presidents: $10,000+ - $50,000

AVP, Deans, Directors who report to a VP: $2,500+ - $10,000

All other users who report to $10,000 approvers: Up to $2,500

***OTHER***

● If a travel advance has not been issued, one (1) EE&TR per month may be submitted. Employees whose job requires them to travel frequently may submit one (1) for the entire month of travel within the same fiscal year. The EE&TR must be submitted within 30 days of returning from the trip.

● Please attach receipts and other pertinent information to the EE&TR with a staple. Do not use paper clips.

● Verify the mathematical accuracy and adequacy of the information included on the EE&TR.

 - Is the header information complete and accurate?

- Do the attached receipts support the dollar amounts listed on the EE&TR?

- Are all business meeting attendees listed when claiming reimbursement for business meals?

- Is the math correct?

- Is the FOAP distribution correct?

● Employees will **not** be reimbursed for payment to individuals for services rendered. Payment must be made directly to the individual performing the service by submitting a purchase order and invoice for long term agreements or a check request and invoice for one time payments to Accounts Payable.