

Expense Report Checklist

Documentation requirements for reimbursement reports

From Rutgers Policy 40.4.1 and 11.0 Travel and Expense Management Procedure Manual

Utilize the <i>Travel and Expense Reimbursement Summary Template</i> (PDF) to capture all expenses in this one document	Completed (X)
<p><i>Do you have supervisor approval for your expense report?</i></p> <ul style="list-style-type: none"> • All members of the University traveling on University business should notify their supervisor prior to the trip taking place 	
<p><i>Is your reimbursement item <u>near or over 60 days old</u> from the point in time when the expense was incurred?</i></p> <ul style="list-style-type: none"> • Please provide an explanation as to why the report is over 60 days – “not enough time” is not an appropriate explanation • 60-day letter should be addressed to and signed by the department’s Chair • 60-day letter should be sent to Business office for review and after its signed by the Director/Associate Director of Finance and Business Administration it must be attached to the expense report 	
<p><i>Did you provide a full explanation of the business purpose for charging expenses?</i></p> <ul style="list-style-type: none"> • The business reason must demonstrate how the expense benefits the University and the employee in their position • The Five “Ws” (Why, Who, What, When and Where) should be entered in the business purpose field 	
<p><i>Do you need reimbursement for a <u>conference</u>?</i></p> <ul style="list-style-type: none"> • Expenses associated with conference or meeting attendance must include an itinerary to substantiate the business purpose, the time period of the trip, the suggested hotel, and the amenities provided by the conference • Conference registration fees need a receipted bill or registration confirmation with the fee noted and proof of payment by the requester, after the conference has been attended 	

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<p><i>Do you need reimbursement for <u>meals for travel</u>?</i></p> <p>Reimbursement via one of two methods:</p> <ol style="list-style-type: none"> 1. Per Diem rate calculated by either: https://procurementservices.rutgers.edu/travel/reporting-travel-expenses#PerDiemRates <li style="text-align: center;">OR 2. Per diem option using the University \$50 rate (no receipts required) <ul style="list-style-type: none"> • The per diem must be reduced by the appropriate % for provided meals from the hotel, meeting, or conference. (20%, 20%, and 60%) for breakfast, lunch, and dinner, respectively • The per diem rate must be pro-rated for the date of departure and date of return at 75% of the per diem rate <ul style="list-style-type: none"> ○ Any meals provided must be deducted prior to the pro-rated amount of 75% • When the trip includes more than one location and the cities involved have different per diem rates, the rate for each day (beginning at 12:01 am) is the rate for the location where the traveler obtained lodging that night 	
<p><i>Do you need reimbursement for <u>business meeting meals</u>?</i></p> <ul style="list-style-type: none"> • Include a full explanation of the business purpose that necessitated the meal, including topic of discussion • Include participant list with full names and affiliations • Acceptable reasons for business meals include meals with a guest speaker, lecturer, or prospective faculty, staff, or students • Business meals while not in travel status with other Rutgers colleagues in local restaurants are generally not reimbursable. Local meals with colleagues should be considered a personal expense • If a business meeting occurs that does not follow an acceptable reason, it requires proper business justification and list of attendees is required, & is based on approval from business manager • If the business meeting contains alcoholic beverages, the cost of alcoholic beverages cannot be reimbursed from state or federal funding sources, the restricted fund source must allow for reimbursement 	

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<p><i>Do you need reimbursement for <u>airline tickets</u>?</i></p> <ul style="list-style-type: none"> • Attach the ticket receipt, e-ticket receipt, or detailed invoice/itinerary with all flight numbers, all times of departure, class of service, fare basis, ticket or confirmation number, and proof of payment for lowest logical coach class airfare • If a traveler chooses to upgrade to premium economy, a justification must be provided and approval from unit head prior to booking premium economy. • Business or first class can be purchased by paying the difference with personal funds. If the traveler is seeking reimbursement for the upgrade, they should request a Travel Policy Exception Request Form prior to booking a flight. The Travel Policy Exception Request form should be completed & approved prior to booking any upgraded class air reservation • Consider using the RU Direct Billing Option via one of the University’s Preferred travel Agencies to purchase the tickets https://procurementservices.rutgers.edu/travel/booking-travel • If a traveler chooses a direct billing option, the supervisor must sign off as the approver on the Travel Order Form. 	
<p><i>Do you need reimbursement for <u>car rental</u>?</i></p> <ul style="list-style-type: none"> • Enterprise is a contracted supplier with Rutgers for car rental and it is suggested for employees to use this agency • Include a description of a business justification in the comment section of the report (explain that comparable transportation was not available or that the rental car was less expensive than available transportation) • Attach the rental contract/agreement and final receipt (limited to intermediate size vehicle; larger vehicle for groups) 	
<p><i>Do you need reimbursement for <u>commercial bus/rail fares</u>?</i></p> <ul style="list-style-type: none"> • Attach a ticket stub or detailed receipt showing the fare with proof of payment • Upgraded travel (Acela) requires a business purpose and Travel Policy Request Form prior to booking, to support the additional cost • Consider using the RU Direct Billing Option via one of the University’s Preferred travel Agencies to purchase the tickets https://procurementservices.rutgers.edu/travel/booking-travel <ul style="list-style-type: none"> ○ If a traveler chooses a direct billing option, the supervisor must sign off as the approver on the Travel Order Form. 	

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<p><i>Do you need reimbursement for <u>privately owned vehicle mileage</u>?</i></p> <ul style="list-style-type: none"> • Explain purpose of travel with starting/ending location(s) and travel date(s) • Calculate the travel to a temporary site in excess of the normal commute (total travel mileage from home to the temporary site, less the total normal commuting mileage from home to the official work site). For current mileage reimbursement, please refer to: https://procurementservices.rutgers.edu/travel/reporting-travel-expenses#MileageRate • If a traveler chooses to drive rather than fly to the destination, mileage reimbursement and lodging cannot exceed the lowest cost of a commercial coach airfare. Meals or lodging will not be reimbursed while driving to the destination 	
<p><i>Do you need reimbursement for <u>hotel</u>?</i></p> <ul style="list-style-type: none"> • Attach the hotel receipt specifying rate, date(s) of stay, and proof of payment, or • Attached the express checkout itemized receipt with the credit card being charged (conceal all but last four digits of credit card number) • Explain the business purpose for the overnight(s), attaching any agenda or itinerary to substantiate the expense <ul style="list-style-type: none"> ○ If travelers are attending a conference or other business related event, it is advised to stay at the conference designated hotels. If the conference hotel is not chosen, reimbursement will not exceed the conference hotel rate without justification and approval from the unit head. Traveler expected to show business justification for not staying at designated hotel and comparable rates 	
<p><i>Do you need reimbursement for <u>miscellaneous expense and supplies</u>?</i></p> <ul style="list-style-type: none"> • Attach dated itemized receipt with proof of payment with business purpose explained • Purchase limited to \$500 for goods or services. Purchases in excess of dollar limitation are considered <u>exceptions</u> and must be made through University Procurement Services by emailing expenseexception@finance.rutgers.edu 	
<p><i>Did you lose a receipt and need to process a reimbursement?</i></p> <ul style="list-style-type: none"> • Attach a completed <u>Lost Receipts Certification Form</u> and proof of payment for anything over \$50, with exception of food https://procurementservices.rutgers.edu/travel/travel-policies-and-forms 	
<p><i>Are any of your receipts in a <u>different currency than USD</u>?</i></p> <ul style="list-style-type: none"> • Attached the currency exchange receipts, bank or credit card statement to validate the conversion rate • Use the Oanda currency converter, if exchange documentation is not available: https://www.oanda.com/currency/converter/ 	
<p><i>Are any of your receipts/documentation in a <u>different language other than English</u>?</i></p> <p>Please provide an English translation/explanation for all foreign language receipts</p>	

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<p><i>Are you traveling Internationally?</i></p> <ul style="list-style-type: none"> • All Rutgers faculty, staff and students who are traveling outside the United States on Rutgers business are required to register prior to booking with Risk Management • Upon completion of international travel registration, international travelers will be automatically eligible for International SOS, an emergency travel assistance plan • Rutgers recommends that its international travelers purchase International Travel Health Insurance. Risk Management will advise units/travelers of the cost. Travelers should seek guidance from their unit liaison regarding payment responsibility • If the traveler needs a visa or passport when traveling on University business, travelers should access the visa and passport provider for the University, cibtvisas, using the Rutgers account. Travelers should access the Passport and visa requirements at Travel.State.Gov 	
<p><i>If you are requesting <u>exceptions</u> to the University Policy, contact SEBS/NJAES business office accountants with a Travel Policy Exception Request Form for review prior to sending the form to University Procurement Services and prior to purchase of goods or services</i></p> <p><i>This includes items such as:</i></p> <ul style="list-style-type: none"> • An upgraded class for air or rail • Car rental beyond intermediate size • An expense report that is one year or older • Any purchase in excess of \$500 for goods or services • Gifts • Any other items that you are unsure of 	