

## TRAVEL EXPENSE REIMBURSEMENTS COVERSHEET

### BEFORE DOMESTIC TRAVELS:

- I submitted a Travel Authorization to the Department Head and Business Office for Approval **before** my departure.
- My travel Authorization clearly details the purpose of the trip (if research, I describe the type of research I am doing. If conference, I state whether I'm participating or attending and provide the name of the conference)
- If multiple destinations, I am attaching an itinerary with dates and their various locations.
- I have read the per diem policy, understand the maximum I can be reimbursed for hotel at my destination city and agree that any amount over the max lodging allowed will come out of my personal funds.

### BEFORE INTERNATIONAL TRAVELS:

- I submitted a Travel Authorization to the Department Head and Business Office for Approval **before** my departure.
- I submitted an International Travel Registry thru the UA Global website and wrote the number of the Registry in my Travel Authorization.
- My travel Authorization clearly details the purpose of the trip (if research, I describe the type of research I am doing. If conference, I state if I'm participating or attending and provide the name of the conference)
- If multiple destinations, I am attaching an itinerary with dates and their various locations.
- I have read the per diem policy, understand the maximum I can be reimbursed for hotel at my destination city and agree that any amount over the max lodging allowed will come out of my personal funds.

### FOR REIMBURSEMENTS AFTER TRAVELS:

If requesting Airfare reimbursement, I am submitting the following:

- A copy of the flight itinerary showing dates, flight information and layovers
- A copy of the flight receipt showing price breakdown and method of payment
- If departure/return city is not Tucson, I am attaching a flight comparison departing/returning from Tucson to my destination on the same dates to prove my itinerary is the most inexpensive. If this is not the case and my flight is more expensive than if I had flown departing/returning

from Tucson, then I understand I will be reimbursed for the most inexpensive itinerary and **not** for what I paid.

- I understand the University of Arizona does not reimburse seat/cabin upgrades or extra leg space.
- I understand the University of Arizona reimburses for luggage check-in **only** if there is a justified business purpose and I am attaching a business purpose with my reimbursement packet (A good business purpose is to bring materials to a conference, bring materials to field of research. To bring personal items and extra clothes is not a UA Business Purpose per FSO standards).

If requesting Hotel reimbursement, I am submitting the following:

- The Hotel Receipt showing amount was paid, amount due of \$0 or method of payment. (Invoices are not accepted, an invoice details the expense but shows an amount still due and unpaid. Therefore, FSO will not accept invoices since they are not proof of payment).
- I understand the University will not pay hotel incidentals, movies, room service fees or use of amenities.
- I have read the per diem policy and understand I have a limit of how much I can get reimbursed per hotel night at my destination and agree any expense over this per diem amount is not reimbursable.
- I am aware I cannot share the hotel room with other guests unless they are also University Employees or there for University Business (FSO will not fully reimburse you if family or friends stayed in your room).

If requesting Transportation reimbursement, I am submitting the following:

- A receipt with the date, time and amount charged for the transport. Receipt must show amount due of \$0, shows method of payment or clearly states "paid".
- My transport receipt includes a statement of where I am departing, where I am going and what is the business purpose. (An acceptable business purpose is to attend a business lunch, go to a site for research or transportation to the location of the conference. An unacceptable business purpose is transport to a restaurant you want to have dinner, transport to attend museums or sites for leisure, etc).
- I understand I cannot be reimbursed for tips over 20% of the fare

If requesting Additional expense reimbursements during travel, I am submitting the following:

- A receipt with the date and amount of expense. Receipt must show amount due of \$0, shows method of payment or clearly states "paid".
- A detailed business purpose for the expense