

Physics Department
TRAVEL REIMBURSEMENT REQUEST

PLEASE USE THIS FORM AS A GUIDELINE WHEN PREPARING TRAVEL RECEIPTS TO BE SUBMITTED FOR TRAVEL REIMBURSEMENT

***** COMPLETE ONLY WHAT IS APPLICABLE*****

NAME: _____

DEPARTING FROM: _____

TO: _____

DEPARTING DATE: _____

TIME: _____

RETURN DATE: _____

TIME: _____

PURPOSE OF TRAVEL (please include title of presentation if applicable):

ACCOUNT NUMBER: _____ P.I. _____

TRIP RELATED EXPENSES: Indicate all charges that are applicable. ONLY original, itemized receipts on company letterhead should be submitted for reimbursement.

(See reverse side for required documentation)

Airfare: \$ _____ Pre Paid by NCSU yes _____ No _____ Baggage Fees \$ _____

Travel Agent fee \$ _____ (if booked through private agency)

Private vehicle mileage _____ (to Airport Parking & 1 round trip or drop off 2 round trips (Max 30 miles))

Parking Fee: (w/receipt) \$ _____ Taxi/Shuttle/Train/Bus: (w/receipt) \$ _____

Rental Car: (w/receipt) \$ _____ Gasoline/Other: (associated w/rental car/receipt) \$ _____

LODGING: (w/receipt) \$ _____ NO LODGING - Please give reason: _____

TELEPHONE/INTERNET/OTHER: \$ _____ PURPOSE: _____

REGISTRATION: (w/receipt) Include copy of conference announcement: \$ _____

PLEASE INDICATE NUMBER OF MEALS THAT YOU WANT TO BE REIMBURSED
Meals provided as a part of the Conference Registration fee must be subtracted from Meal request

BREAKFAST _____ LUNCH _____ DINNER _____
(Standard Per Diem rate will be reimbursed unless otherwise indicated (you can claim less but not more))

DID YOU REQUEST A TRAVEL ADVANCE: YES _____ NO _____

INCLUDE ALL REQUIRED RECEIPTS FOR PROMPT REIMBURSEMENT

TRAVEL REIMBURSEMENT REQUIREMENTS

To process your travel reimbursement the University Auditing Department requires **only original itemized receipts** and certain proof of payment as follows:

1. **Lodging** – Commercial lodging receipt is required. The receipt should be itemized with proof of payment and a zero balance. If the receipt is not zeroed out then proof of payment can be in the form of a cash receipt, canceled check or credit card receipt/confirmation.
2. **Per Diem Meal Reimbursement** – No receipt required \$37.50 per day for out of state (Breakfast \$7.75, Lunch \$10.10, Dinner \$19.65)/out of country travel and \$35.15 per day (Breakfast \$7.75, Lunch \$10.10, dinner \$17.30) for in state travel). **Please indicate the number of meals to be reimbursed.**
3. **Excess Meal Reimbursement** – Receipts / Proof of payment required. *Excess meal reimbursement can only be reimbursed from an exempt account.*
4. **Registration Fees** – Receipts /Proof of payment required. A copy of the conference brochure is needed for explanation of the conference fees.
5. **Training and Development Fees** – Receipts / Proof of payment required. A copy of the training/development brochure is needed for explanation of the fees.
6. **Airfare** – Itinerary / Unused portion of ticket with amount imprinted. Receipts / Proof of payment required. **If you book your airfare on line please be sure to print a receipt.**
7. **Taxi** – Receipts / Proof of payment required (Important: Please be sure that the cash amount and date of service are on the receipt.)
8. **Parking** – Receipts / Proof of payment required
9. **Tolls** – Receipts / Proof of payment required
10. **Gas** – Receipts / Proof of payment required

Note: If you are claiming mileage for personal use of your car then you cannot claim the gasoline receipts.

Mileage will be reimbursed at **.33 cents per mile**. To receive the higher mileage rate, you **MUST** have a statement from the motor pool stating there was not a car available for you, (except for trips within 100 miles (round trip) or your duty station.)

11. **Rental Car** – Receipts / Proof of payment required. *Insurance is not reimbursable for employees.* The University has a policy that covers University employees driving rental cars. You can claim your gasoline receipts if you use a rental car.
12. **Faxing /Copying** – Receipts / Proof of payment required
13. **Supplies purchased while in travel status** – Receipts / Proof of payment required

The above is a list of major receipts; however, **when in doubt request a receipt**. All receipts must be submitted in US dollars. *The exchange rate should be indicated on the receipt.*

Please provide the proper **Grant or Department Account number** for processing.

The Physics Department has two **Bookkeepers**:

For Grant Accounts: Andrea Cogdill – Phone: 515-3751 / Fax: 515-6538

For Department Accounts: Chastity Buehring – Phone: 513-4033 / Fax: 515-6538