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

Rev. 05/5/11
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 **.30 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.**

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