

ADELPHI UNIVERSITY
TRAVEL EXPENSE REPORT

Please read instructions on the back of this form

Name _____ ID# _____ Phone # _____

Title _____ Department _____ Building _____ Room _____

Function attended _____ Location _____

Business Purpose, Remarks, and/or Details: _____

Attach all original receipts, conference brochure, if applicable, and other documentation supporting business purpose

Date								Total
Maximum of \$50 per day for meals								
Meals:	Breakfast							
	Lunch							
	Dinner							
Total Meals								
Lodging								
Phone								
Parking								
Tolls								
Other _____								
Daily total								

TRANSPORTATION*

Date	Type (T, R, P,C)	Travel Points List Name of Organization, Street Address and City	Mileage	Rate	Amount
		To: From:			
		To: From:			
		To: From:			
		To: From:			
		To: From:			
Total					

*Transportation Types	MAILING INSTRUCTIONS	Total Expenses	
T - Taxi	Pick up _____	Less: University advance	
R - Railroad			
P - Public Transportation	Campus Mail _____	Refund to University	
C - Personal car		Reimbursement Requested	
U - University car	Home _____		

I hereby certify that the above statement is true and the expenses incurred were related to university business.

Employee signature _____ Date _____

Although the Controller's office has final approval, it is the responsibility of the supervisor approving the Travel Expense Report to ensure that all expenses submitted for reimbursement are reasonable and relate to official University business

FOR CONTROLLER'S OFFICE USE ONLY	
Reviewed by: _____	
Date: _____	
Voucher # _____	

Supervisor's Approval

Account to be charged

TRAVEL EXPENSE REPORT INSTRUCTIONS

BUSINESS PURPOSES

All requests for reimbursement of expenditures must be accompanied by original receipts supporting the full expenditures. A brief statement of business purpose must be submitted with the original receipts. The statement of business purpose should include a sufficient description for the general nature of the expenditure, for example: luncheon - Dr. Smith, from Columbia University, meeting to discuss new academic programs. The relationship of each person to the employee must be reported on the receipts relating to the expense.

Where University travel relates to attendance at a conference, a copy of the conference brochure must be attached to the expense report, indicating the dates of the conference, conference agenda and the cost for attendance. Similarly, where the University sponsors an Open House, recruiting session or similar events, entertainment expenses must be supported by an adequate business purpose including a copy of invitations, if any, and a list of attendees. (A recruitment schedule and pre-approved recruitment form must also be attached for recruiting sessions held by the Admissions department.)

- (1) Attach conference brochures, invitations, list of attendees or other documentation supporting business purpose, dates held or other pertinent information.
- (2) List names, organizations and titles (attach a separate sheet) if more than one person.
- (3) Please attach itemized hotel bill--sales tax is not reimbursable for expenses incurred in the states of New York State and Florida.

ENTERTAINMENT

Entertainment expense is reimbursable only when the expense was incurred to entertain an outside party for authorized University business. Employees will not be reimbursed for expenditures made for the purpose of entertaining other University employees. Also, employees will not be reimbursed for purchases of personal food and kitchen supplies.

HOTELS

The University is exempt from paying sales tax in New York State and Florida. Consequently, no reimbursements will be made for sales tax incurred on hotel bills. University policy precludes reimbursement for movie, laundry and any other personal expenses incurred during a hotel stay. Employees attending conferences will only be reimbursed for hotels where the conference is being held or other approved conference hotels. Employees staying at other hotels will be reimbursed at the lower of the conference hotel rate or the actual rate paid.

TELEPHONE CALLS

Business related telephone charges will be reimbursed if the person contacted and the nature of the call is adequately itemized separately on the Travel Expense Report. Reimbursement for personal telephone calls incurred while staying overnight on University business will be limited to one call per day for a reasonable amount of time.

AIRLINE TICKETS

Requests for airline tickets must be submitted directly to the Purchasing department on a Purchase Order Requisition. Employees will not be reimbursed for airline tickets submitted on their Travel Expense Report unless prior approval was received from the Purchasing department. Employees may purchase their own airline tickets at a lower price only after first obtaining a written quote from the University's Travel Agent evidencing a higher price.

MEALS

Receipts are required for all meal reimbursements. Employees will be reimbursed for meals incurred only while away overnight on University business. Meal reimbursements are limited to a maximum amount per day. Please check the Financial and Administrative Reference Guide for the current maximum daily meal allowance.

MILEAGE

Only actual business mileage is reimbursable. Currently, mileage will be reimbursed to employees at the standard mileage rate by the Internal Revenue Service and must be itemized on a Travel Expense Report. The standard mileage rate takes into consideration all automobile operating expenses including gasoline/oil, repairs, insurance as well as depreciation. Employees will only be reimbursed for travel to off-campus locations to the extent that such travel exceeds their normal commute to the Garden City campus (or the employee's other usual location of employment). Except in the cases of business mileage for University vehicles, employees will not be reimbursed for gasoline purchases. While tolls and parking fees are reimbursable if properly documented, the University does not reimburse individuals for parking fines and/or moving violations.

TRANSPORTATION

Transportation to and from airports is limited to reasonable taxi/van service charges or reimbursement for personal mileage and airport parking, whichever is lower. Employees will not be reimbursed for car rentals while attending a conference.

APPROVALS

Travel reimbursement requests must be signed by the supervisor of the individual who is requesting the expense reimbursement. The Supervisor will ensure that all reimbursements relate to official University business and are in accordance with all internal and external policies and procedures.

REVIEW

The Controller's office will review all expense reports to determine that the appropriate supporting documentation is attached, that expenditures are in accordance with established University policy, and that all amounts are reasonable. All expense reimbursements must be documented to the satisfaction of the University Treasurer. Reimbursement requests that are not sufficiently documented will be returned to the individual and will not be processed for payment until satisfactory documentation is provided and approved by the Treasurer.