

## REIMBURSEMENT INSTRUCTIONS

**\*\*\* IMPORTANT \*\*\***

### PLEASE READ THE FOLLOWING INSTRUCTIONS

In order to receive reimbursement of your expenses, one of the following forms must be completed:

**Travel Expenses** - Please fill out and sign a copy of the standard College Travel Expense Report form, and return, together with accompanying receipts, to the office of the Deans of Academic Affairs within 30 days of the completion of travel. The form can be found on the Dean of Faculty website within the Faculty Research & Travel pages. Please indicate whether expenses are to be paid for by Dean of Faculty travel funds, or a different account. If Dean of Faculty travel funds, start-up funds, or Faculty Research Committee funds are to be used, then approval is only needed from the Director of Academic Finance. If Department or Program funds are to be used, the Department Chair or Program Director should approve. Enclose a copy of the program listing your participation, if applicable.

**Expenses other than travel** - Please submit a completed Check Request to the Director of Academic Finance, along with the appropriate original receipts. Examples of non-T&E expenses may include instructional and research expenses such as books and supplies. Requests must be approved by the person individual with oversight responsibility of the account. If the expense is being charged to the academic department account, requests may go directly to the Business Office. If you are unsure, please contact the Director of Academic Finance or the Administrative Assistant to your department.

### RECEIPTS

Dated original receipts should be submitted with the Expense Report for all expenses claimed: For example:

- all lodging expenses
- meal expenses (note: the Dean of Faculty's accounts do not cover meals)
- all purchased transportation expenses, including air, train and bus fares, and auto rental charges
- registration fees

Credit card payment receipts and travel agency invoices are not considered adequate documentation of transportation, lodging, car rental agreements, or meals. Airline or train ticket receipts, hotel bills, and automobile rental bills and detailed meal receipts are required.

Documentation needs to verify who, what, why, when, where, and how. For example, for a flight, we are required to document who traveled, the purpose of the travel, where they travelled, when they travelled, what is the cost of the travel and that the cost was actually paid for. In some instances all of that information is disclosed on a single printout from the airline or the charge details on a credit card statement. In many cases it is not. All airlines seem to provide different formats of e-ticket, itinerary, or receipt and not all of them have all of the information. Some credit cards show all of the information we need with the charge, but most just indicate that a charge was made to a particular airline. For these reasons, additional documentation may be requested upon submission of your report.

The Business Office cannot accept photocopies as documentation. (The auditors are requiring that the Business Office enforces this College policy.)

All receipts submitted for reimbursement must be accompanied by either a Travel Request Form or a Check Request indicating the department or program to be charged. Loose receipts will not be processed and will be returned. Emailed receipts will only be accepted if accompanied by the appropriate form. Receipts for unallowable expenses will be returned.

#### Lost Receipts

A traveler who loses a required receipt should seek a duplicate. When an acceptable duplicate is unobtainable, the traveler should submit a Missing Receipt Declaration Form with the Expense Report. This is available on the Dean of Faculty's web page.

Financial Services will review the expenditure to make sure it appears reasonable.

### **FOREIGN CURRENCY EXPENSES**

If your receipts are in foreign currency, you must do the conversion to U.S. dollars and write the U.S. dollar amount on both the receipts and the Expense Report form. You must also indicate what the conversion rate was that you used.

Alternatively, you may enter one total, converted into U.S. currency, for each day's travel, lodging and other expenses on your Expense Report form rather than record each receipt separately on it. If you choose to do this, you must do the following steps:

Keep your daily group of receipts for your lodging, transportation and other expenses in separate packets. On each packet please put:

- 1) Total of the foreign currency
- 2) Total of the U.S. dollar amount
- 3) Conversion rate used
- 4) Highlight or circle the amount on each receipt so the Business Office can verify the expenses easily.
- 5) Put the total U.S. currency of the packet in the appropriate box on the Expense Report Form (e.g. hotel, local transportation, etc.)

Submit all reimbursement requests to the Director of Academic Finance, Pat Moody, x2128, Williams 230, [patricia.moody@trincoll.edu](mailto:patricia.moody@trincoll.edu). If you have questions regarding any of these items, please feel free to contact the appropriate Dean of Academic Affairs or Pat about them.