**IEMS Travel / Entertainment Reimbursement Policy**

* Airline / Train

No first class or business class tickets allowed. You will need to provide a receipt with flight / train number and payment information. Foreign carriers are typically not allowed to be charged to sponsored projects.

* Hotel

Travelers will be reimbursed for the actual cost of lodging, up to $225 per day before taxes. Conference literature must accompany the Travel Expense Report. Conference-site hotels will be reimbursed at the actual cost if over $225, but only if the Conference literature indicating the higher cost is included. Include the itemized hotel receipt with indication of how payment was made. When completing your T&E form, be sure to separate all pieces of your hotel bill (i.e., dinners, room charges, internet charges, etc.)

* Meals

Dinners will be reimbursed up to $50 per person maximum, including tax and tip. **Itemized receipts are necessary for all meals (plus credit card slip).** No alcohol charges allowed on sponsored accounts. Alcohol may be purchased but must be charged to a separate, non-grant account.

* Per Diem

Allowed for extended overseas travel (at least two weeks). Pre-approval required.

* Original receipts

“Original receipts (itemized bill from restaurant) and charge card receipt must be submitted for all travel expenses including airline and rail, hotels, meals, automobile rental and incidentals.” A credit card statement is not necessary when both the itemized receipt and charge card receipt are submitted.

* Missing receipts

You are expected to have an itemized receipt for every transaction. In the event you are missing a receipt, an exception form must be completed. Exceptions are usually made for missing receipts under $25 if justification is provided.

* Travel Reimbursement Form

Traveler and traveler’s immediate supervisor (chair) must sign the Travel Reimbursement form.

* 90 days

Processing of travel expenditures should be assigned to their proper source of funds within 90 days of their occurrence, otherwise an exception form is required.

* RACs over 90 days old

The following points need to be addressed in any exception letter with a RAC over 90 days old:

1. Why was the expense originally charged to the account from which it is now being transferred
2. Why should this charge be transferred to the proposed receiving account?
3. What is the entry intended to accomplish?
4. Establish how this entry is a direct benefit to the new project being charged.
5. Why is this cost transfer being requested more than 90 days after the original transaction?
6. What action is being implemented to eliminate future need to for cost transfers of this type?