

Domestic Travel Reimbursement Procedure

All required documents should be consolidated into 1 PDF on each travel request.

Documents required for reimbursement include:

- ITEMIZED RECEIPTS - purchased items listed separately on the receipt. Meal receipts should show food items that are purchased. Meals that are being reimbursed should be in-line with federal per diem rates for the location. [Per Diem Rates](#). Purchase of alcohol is not reimbursable on sponsored funding.
- PROOF OF PAYMENT - required on all receipts, such as “Paid via Master Card xxxx-xxxxxxx-1234” or “Paid via PayPal”. If you cannot obtain a receipt with the proof of payment info, you need to send a copy of your credit card statement highlighting the charge (account number except last four digits and unrelated purchases should be redacted).
- PROOF OF ATTENDANCE - PDF pic of name badge, attendance certificate, PDF screenshot of attendees list from the conference website, including your name. Required for virtual conferences, as well. If travel is not associated with a conference, email correspondence with hosting agency explaining reason for the trip should be provided.
- ADVISOR APPROVAL - an e-mail from your Advisor stating what chartstring number to use for the expenses, or the balance of expenses after a travel grant is used.
- GROUND TRANSPORTATION *if applicable* - proof of payment, departure/ arrival addresses, and business purpose of ride, such as “home to airport” or “hotel to restaurant” required on each receipt.
- MEAL PER DIEM *if applicable* - meal purchases should be in line with the domestic Federal allowances: [Per Diem Rates](#) Please deduct the meals provided by the conference from the daily per diem allowance on the PDF document for your request.
- PERSONAL AUTOMOBILE MILAGE *if applicable* - Google map, including the details of your route. Indicate on the document if it was 1 way or round trip. Mileage includes cost of gas.
- TGS & CS TRAVEL GRANTS *if applicable* - a copy of the grant approval from TGS and/or CS including the name & dates of the conference and the awarded dollar amount)
- PRE-PAID AIRFARE & CONFERENCE FEE RECEIPTS *if applicable* - flight itinerary from NU Egencia and/or conference fee receipt paid with a departmental PCARD. Note on documents, that the expenses were pre-paid.
- REQUIRED ADDITIONAL INFO & COMMENTS *if applicable*:
 - Did another Institution pay for any of the expenses related to this trip? If so, what was paid for and by whom?
 - Did you have personal travel during your departure and arrival dates? **A comparable flight document from the same airline is required for the actual dates of the**

conference, if personal travel occurred outside of those dates. The costs should be similar for approval.

- Did you share lodging with fellow NU students? What are their first and last names? Did you stay with someone free of charge throughout the conference dates?
- Did any unusual circumstances occur? Such as, early return or late arrival due to a scheduling conflict or emergency.