Department of Political Science Reimbursement Policies: Expense Reports

For the department to process your expense report, label your receipts and tape them in chronological order to printer paper.

	UNIVERSITY POLICIES	**DEPARTMENT PREFERENCES**
Receipts: General Information	Arrange in chronological order. The date should be clearly visible or noted on each receipt. **Only itemized receipts will be processed by the department.**	Tape only the four corners down. Do not crowd the receipts as space is needed to write additional documentation. Lost Receipt: Contact the hotel/restaurant to have itemized receipt sent to you or complete Expense Policy Exception Request.
Meals	All meals require **original, itemized** receipts, including room service & hotel meals eaten in the hotel. $65 (including tax and tip) **per person** cap on meals reimbursed by the university.	Meal receipts: label "breakfast," "lunch," or "dinner".* Alcohol cannot be reimbursed on grant chart strings. *This makes organizing the costs quicker during multi-departmental review, resulting in faster approvals.*

Group Meals	For group meals with reimbursable guests, list the following:
	    a. Attendees' names & titles,
	    b. name of employer (ex. NU), &
	    c. business purpose of the meal.
		For group meals with non-reimbursable guests (ex. spouse), identify your meal items on the receipt.
		
		For reimbursing individual portions of a larger group meal, circle your costs and document your tip amount, adding up the total amount and label as such.

Taxi and Public Transportation	Taxi receipts documenting the total price **including** tip are required. For public transit, a receipt documenting the price is required. Uber X can be used, but surge pricing cannot be reimbursed. Instead, the standard rate will be used to calculate reimbursement.	Receipts should be labeled with the purpose of the trip, origin and final destination. *(Ex. fellowship interview – hotel to event restaurant)* If requesting reimbursement for personal car use for a trip, include Google Map printout of route for mileage calculation.
Events & Conferences	ASRSP (Accounting Services for Research & Sponsored Projects) requires an agenda and proof of attendance for reimbursements on **grant** chart strings.	Event agenda or schedule are needed as proof of attendance, regardless if paid with a grant or discretionary funds. Name badge or copy of the abstract book are also acceptable.
Booking travel	If you book your flights and/or hotel with a bundling service *(Ex. Expedia)*, documentation is required showing that an unbundled trip would be more expensive for each leg of the trip. *Ex. printouts of itineraries with the same conditions (booking date, flight time, airline, length of trip, etc.)*	Egencia (formally called NU Orbitz): Hotel and flights can be directly billed to a chart string rather than paying with a personal credit card. *This is also less of a financial burden on the traveler.* Submit boarding passes. Traveler Arranger's Guide Hotel Reservation Guide Booking international flights p. 24
Approval & Key Tips	**Submit receipts, as outlined above, no later than 2 weeks after the trip concluded.** Receipts received 60 days past the trip's last day run the risk of not meeting the 90 day rule*. *The University has a 90 day policy: all reimbursement claims must be submitted and approved by ALL parties within 90 days of the incursion of the cost. Additional paperwork and scrutiny occurs once the 90 days have passed and this significantly delays reimbursements.*	

Department of Political Science: Checklist for Processing Receipts for Reimbursement

1. YOUR NAME:

2. YOUR EMPLID:

3. PURPOSE
   a. TRIP: What was the name of this trip?:

   b. ITEM: What is the reason you needed this item? (Ex.: software for research, book for teaching, special widgets for research abroad, etc.)

4. What CHART STRING is being used for reimbursement? (Ex. faculty discretionary account, event account, etc.):

5. IF USING PER DIEM, include a print-out of the Per Diem rate with your other receipts for airfare, hotel and transportation.
   a. Continuous 48 States: http://www.gsa.gov/portal/content/104877
   b. Alaska, Hawaii, Puerto Rico and Guam: http://www.defensetravel.dod.mil/site/perdiemCalc.cfm
   c. Foreign: https://aoprals.state.gov/web920/per_diem.asp

6. **Have all group meals been labeled on the receipt or paper with the attendees, their titles and places of employment?**

   YES: **Thanks!**

   NO: **Go back and complete this step.**