Guidelines for Submitting Expense Reports

Bring up the GSA Per Diem Rate, Foreign Travel Per Diem Rates, Currency Converter and Procard Website which can be found in the Travel Manual.

REFERENCE SITES:
GSA Per Diem Rates:
https://www.gsa.gov/portal/content/104877

Foreign Per Diem Rates (Log in using Internet Explorer):
http://www.defensetravel.dod.mil/site/perdiemCalc.cfm

UMD Travel Manual:
http://www.umassd.edu/admin_finance/manuals/travelmanual/

Procard Site:
http://www.umassd.edu/admin_finance/departments/administrativeservices/purchasing/procardtravelcard/

Currency Converter:
https://www.oanda.com/currency/converter/

Business Purpose Field:
Select most appropriate descriptor form the drop down menu

Description/Comment Fields
- Report *Description Field* should include the city, state, and country (if not in the USA) and an abbreviated description of the purpose of the trip, such as "Attend Engineers Society to present paper" (has to be less than 30 characters). Note this field is copied automatically from the travel authorizations "Event Destination Field".
Example: "San Diego, CA Engnrs Soc Mtng"
- In the *Notes Field* (located on the Summary and Submit Page), include the name of the conference/meeting, the purpose of the trip, as well as the dates of travel. (Previously called "Comments")
- If another individual's procard, other than the traveler, is being used, the card holders name and the last 4 digits of the procard should be included in the Notes Field.
- With an overnight stay, if there is no hotel expense associated with the travel, a justification should be typed in the *Notes Field* (e.g., stayed with friends/family).

Terra Dotta ID Field:
- The Terra Dotta ID field will auto-populate from the Travel Authorization. If a paper authorization has been completed, please enter in the 5-digit Terra Dotta Travel Registration ID into this field.
- Required for all over-night travel

- Not required for day trips

Key Items to Remember
- Make sure there is a travel authorization attached and receipts are attached to the expense report as one pdf file in the same order as the expense report line items.
- If the travel expense report is over 120 days, it must be treated as taxable. All out of pocket expense lines must be set to "Taxable Reimbursement".
- Individuals will not be reimbursed for expenses over 6 months, unless the employee is out of the country for sabbatical leave or other university business.
- When there are multiple travelers and expenses are charged to a single individual's credit card, the expenses should be broken down within each travelers' expense report and noted on the receipt.
- If traveling out of state, all Billing Types should be Out of State Travel. For example, if there is airport parking in Boston, the billing type should be Out of State Travel, except if a procard is used. If a procard is used, billing type should be procard. The same applies for Foreign Travel.

Attachments/Receipts
- Receipts for all non-per diem expenses must be attached as one pdf file in the same order as the expense report line items.
  - No variances are allowed over the receipt amount.
  - Variances may be lower but an explanation is required.
- If procard is used, a copy of the procard statement or procard query (PO_PCD_TRANS_BY_EMPLID) should be attached.
- If there is no electronic Travel Authorization, a fully signed paper copy must be attached to the expense report, with a justification as to why one an electronic authorization was not submitted.
- If awarded travel grants from the Provost, College or Department, a copy of the letter must be attached.
- If a receipt is missing, a Missing Receipt Affidavit must be completed, signed and attached. A traveler is not permitted to claim more than a total of $30.00 in missing receipts per instance and/or day.

Meals/Per Diem
- Calculate the per diem rate by the number of days of the trip (75% for first and last day of travel).
- If there is no overnight stay, but travel is over 12 hours, 75% per diem is allowed, but is considered "Taxable Reimbursement".
- If meals are included (as part of the conference, hotel stay, etc.), the per diem must be reduced by the meals provided.
- If requesting per diem and room service or a hotel restaurant is charged to the hotel bill, the traveler must remove the food from the hotel expense. If a procard is used, the traveler must reimburse the university for the charge. A copy of the check and Bursar's deposit slip must be attached to the expense report.

- If the traveler is not claiming per diem, itemized receipts can be provided and must be attached. The request cannot be greater than the per diem allowance.
- If requesting reimbursement for a lunch/dinner business meeting, a Business Expense Form must be filled out, signed and attached along with an itemized receipt. A tip greater than 20% is not allowed.

Hotel/Lodging
- With an overnight stay, if there is no hotel expense associated with the travel, a justification should be typed in the *Comment Field* (e.g., stayed with friends/family). If using Airbnb, a justification needs to be included explaining how the Airbnb was less expensive.

Taxi and Uber
- Tips are not reimbursable since they are included in the Per Diem Rates.

Internet/Phone Costs
- Internet/phone costs are allowed if included in the hotel bill (see the UMD Travel Manual for further information on Phone Calls and Other Personal Expenses).

Mileage
- If requesting mileage, a MapQuest is required. The most direct route should be requested. For further information, see the Personal Automobile section of the UMD Travel Manual.

Foreign Currency
- Out of pocket expense using a credit card: A copy of the credit card receipt should be attached and the US Dollar equivalent should be noted on the receipt.
- Out of pocket expense using cash: A copy of the currency converter should be attached and the US Dollar equivalent should be noted on the receipt.
- Procard expense: A copy of the Procard Statement should be attached and the US Dollar equivalent should be noted on the receipt.

Travel Charged to Sponsored Projects/Grants
- PI (or approved designee) must approve expense report for any travel associated with his/her grant. If PI (or approved designee) is not able to approve the expense report in PeopleSoft, a copy of the expense report should be signed by the PI and attached to the expense report.
- For foreign travel on a federal award, a US air carrier must be used. See Fly America Act and/or Open Sky Agreements (https://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act).
- Membership renewals purchased at time of travel are allowed only if the cost of the registration is reduced by an amount equal to or greater than membership fee.
- Business lunches/dinners are typically not allowed on Sponsored Projects.