

Expense Reimbursement Form

*This form must accompany all receipts submitted for reimbursement.*

*Please fill in all fields. Incomplete forms could result in a delay in reimbursement.*

Name: Pern # (if known): Date Submitted:

**Trip Details**

Start Date: End Date:

Destination (if trip related): *Include Country and Region/City*

Reason / Business Purpose / Role at Meeting or Conference:

Budget(s) to charge:

*If multiple budgets listed, please specify on each receipt what budget should be charged*

**Receipts**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Expense Description | If meal, Breakfast, lunch or dinner? | Amount | Budget to charge (if different from above) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Mileage**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | FROM / TO | Mileage | Budget to charge (if different from above) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Things to Remember before Submitting**

Employee must provide adequate documentation supporting the expenses and their business purpose to be reimbursed within 60 days from the end of the trip or for non-travel business expenses 60 days from the date incurred. It is recommended that all expenses be submitted for reimbursement within 30 days after the travel is completed or the expense is incurred to allow time for processing and approvals.

**NOTE:** If travel expenses are not submitted within the 60 days special approval is required by Accounts Payable.

**Required documentation**

* Business expenses for **meals and entertainment** must follow the documentation rules for each activity:
  + Date and amount
  + Name of everyone present (first and last name)
  + Business relationship of each person (position title and company)
  + Location of the activity
  + Business purpose - a description of the University business conducted
  + Must include the itemized receipt
* **Air/Rail** – air or rail ticket (itinerary or electronic tickets showing the invoice has been paid or charged to a credit card, copy of the air or rail ticket w/ copy of credit card statement)
* **Hotel** – itemized hotel bill showing proof of payment.
* **Car Rental** – car rental agreement receipt showing proof of payment.
* **Personal Car Usage** – mileage as shown in paper or electronic standard highway mileage guides (e.g. MapQuest)
* **On-line transactions** – must clearly show proof of payment
* **Missing Receipt** - Receipt Photocopies are accepted only with a Missing Receipt affidavit Form (MRA) which requires the payees signature (if available) and authorized signer or two authorized signatures with a complete explanation of the expense if a copy of the receipt is unobtainable. The MRA is not to be used in lieu of waiting or the appropriate receipt or not wanting to submit the original receipt.
* **Research Study Participant Incentives** – payments and reimbursement should be made using a petty cash account. Students should see Maria Martin in the business office. Faculty and staff should speak to the Department Administrative Manager.
* Copies of cancelled checks may be used to support reimbursement of expenses paid from a personal checking account.
* The Fly America Act Waiver Checklist is required for **all travel outside the US on a** **non-American flag carrier airline** regardless of the funding source. For a summary of the Fly America Act: http://finance.jhu.edu/forms\_library/forms/act.pdf
* **Alcoholic Beverages** - Federal regulations prohibit the University from reimbursing expenditures for alcoholic beverages with federal funds under any circumstances. In addition, University funds will not be used to reimburse such expenditures except when a written explanation of the circumstances is provided. Expenditures for alcohol consumed during business meals involving only University faculty, staff or students will not be reimbursed, nor will alcohol purchased when traveling on University business. Expenditures for alcoholic beverages should be charged to a general funds budget and separately coded to general ledger account 642001 (Food and Beverage Unallowable).
* **For further information about the university’s policies and procedures regarding travel:** <https://apps.finance.jhu.edu/policyapp/displayGuidePDF.do?guideId=TRV>