

CASH DISBURSEMENTS -TRAVEL REQUESTS

APPROVAL POLICY:

IN ORDER TO ENSURE THAT TRAVEL IS APPROVED IN AN IMPARTIAL MANNER, TRAVELERS MAY NOT APPROVE THE REIMBURSEMENT OF THEIR OWN TRAVEL EXPENSES. IN ADDITION, AN EMPLOYEE SHALL NOT APPROVE THE TRAVEL EXPENSES OF AN INDIVIDUAL TO WHOM HE OR SHE REPORTS EITHER DIRECTLY OR INDIRECTLY. AN EMPLOYEE ALSO MAY NOT APPROVE THE TRAVEL OF A NEAR RELATIVE.

Procedure:

- ** An itinerary with a brief description of the business activity for each day must be provided along with the DISBURSEMENT REQUEST FORM. If the reimbursement request relates to attending a conference, a copy of the brochure with a note stating the traveler attended the event is acceptable.
- ** If a Travel Advance was issued and the actual expenses exceed the amount of the advance, deduct the amount advanced from the request for reimbursement.

If a Travel Advance was issued and the actual expenses are less than the amount of the advance, remit a check made payable to the USM Foundation along with a completed NON-GIFT DEPOSIT form and all of the documentation required to substantiate the disbursement as noted below

► Itemization of the expenses:

- ★ **Hotel** – the receipt must be a folio that itemizes the charges. If the charges on the hotel folio are for other than room and tax those items must be identified for and explained separately.
- ★ **Meals** – the Per Diem rate or actual costs (with receipts) may be used for meals
 - **Domestic Travel:** use the U.S. State Department domestic per diem rate
<http://www.gsa.gov>
 - **Foreign Travel:** use the U.S. State Department foreign per diem rate
www.state.gov/m/a/als/prdm
 - **Actual meal expenses:** if billing for actual meal expenses, include a receipt for all meals. Amounts exceeding the per diem rate may be questioned.
 - **Meal reimbursements that include others:** the name and affiliation of the other person(s), and the business reason for their inclusion in the expense must be provided.
- ★ **Mileage** - a standard mileage rate must be used when requesting reimbursement for business use of a personal automobile. The rate used is that established by the IRS.

Note: The USM Foundation does NOT reimburse for gasoline purchases unless it is a USM Foundation owned vehicle.

The USM Foundation does NOT reimburse any expenses associated with a university owned vehicle.