

# Submitting Expense Reimbursement for Travel

This document is to assist you with common issues relating to travel reimbursements. It is specific to your college. Although it is geared towards reimbursements for travel, it can be used as a reference for other types of reimbursements as well.

It is important that you review the [Travel Policy Guidelines](#) often to be aware of any changes that have been made. This document will also provide the necessary information on how per diem should be adjusted, and what items may or may not be allowable.

For all expense reimbursements it is required that you provide documentation showing proof of payment. If the document, or receipt, does not show this, you will need to provide a credit card or bank statement showing the purchase. Of course, all information that is not associated with the purchase can be redacted. If you have no documentation at all for the expense, you will need to fill out a [Lost Receipt Memo](#) and provide the credit card or bank statement information for the purchase.

For any travel you must also provide a document listing the dates of the conference/event so Accounts Payable can verify the reason for travel. If the registration does not list the dates, a simple screen shot will suffice. This information must be provided for all expense reimbursements you submit for the travel.

Important things to note in the travel policy:

- Under IRS rules, all expenses should be submitted within 120 days of the date of the expense. Anything submitted after that time will may be accepted for processing, but the reimbursement will be treated as taxable income to the individual receiving payment resulting in the amounts being added to the employee's W-2. (Responsibility - C - c)
- If you drive your personal vehicle you must submit for mileage. The current rate is \$0.67/mile. The starting and ending location must be The University of Tampa. You will not be reimbursed for actuals for gas as that is part of the all-inclusive mileage rate. (Reimbursable Expenditures – A – a – i and ii)
- If the cost of mileage is more than the cost of air travel, supporting documentation explaining why this method of travel was selected is required. (Reimbursable Expenditures – A – a – iii)
- Airfare charges that are **NOT** reimbursable (Reimbursable Expenditures – A – b):
  - Upgrades to first class, business class, and economy/comfort plus
  - Fees for preferred or premium seating
  - Early check-in
  - Club memberships
  - Travel Insurance
  - Fees for additional baggage beyond the first checked piece or oversized luggage
    - If there is a business purpose you must provide justification
  - Same day flight changes
    - If there is a business purpose you must provide justification
- Full receipts must be provided for ride share or taxi expenses. (Reimbursable Expenditures – A – c)
- Rental car expenses must not exceed the rate charged for mid-size vehicles. Fuel expenses will be reimbursed for rental cars, but employees will refill the tank prior to returning the vehicle to avoid refueling costs charged by the rental company. (Reimbursable Expenditures – A – c – iv)
  - UT has two preferred rental agencies and that offer discounted rates, Avis and Enterprise. The links to these portals and the information you will need to access the discounted rates is listed in the travel policy. (Reimbursable Expenditures – A – c – i)
- Any expenses incurred for a personal guest while traveling on university business will be the responsibility of the employee or guest.

When submitting your expense report, the information below should make the process go more smoothly.

On the header page you should remove all the costing information by clicking the small "X" next to each item.

Memo \*

Company \* x University of Tampa ...

Expense Report Date \* 06/19/2024

Business Purpose \*

Division \* x D101 College of Natural and Health Sciences ...

Cost Center \* x CC25007 Dean, Natural/Health Sciences ...

Additional Worktags \* x Fund: FD10 Unrestricted ...  
x NACUBO: 20 Academic Support ...

Then you can enter the correct cost center to be used, and doing so will result in all the lines of your expense report defaulting to this cost center.

Memo \* Enter the conference/event name, location and dates

Company \* x University of Tampa ...

Expense Report Date \* 06/19/2024

Business Purpose \* Faculty/Staff Travel ...

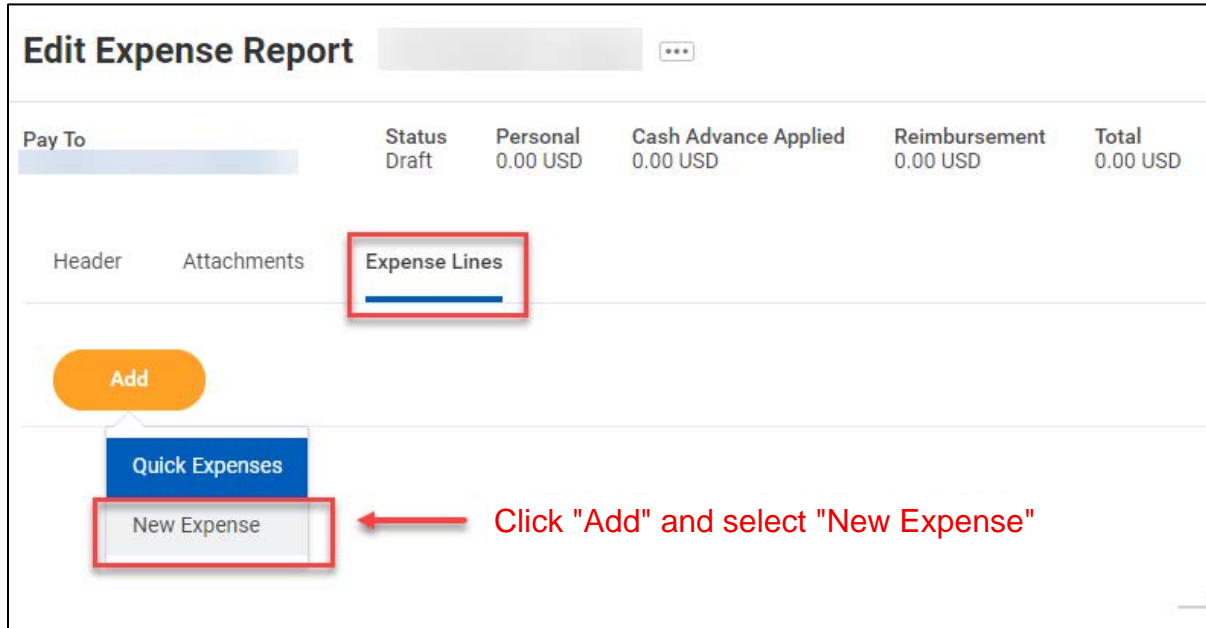
Division \* x D113 Provost ...

Cost Center \* x CC15549 CNHS - Professional Development Travel ...

Additional Worktags \* x Fund: FD10 Unrestricted ...  
x NACUBO: 10 Instruction ...

Once all of the default costing information has been removed simply type "CC15549" or "CNHS Professional Development Travel" into the cost center box. All other information will fill in once you hit enter. Once you do this, the correct cost center will auto populate in every line of your expense report.

Once you have filled in the necessary information on the header page, you will list your expenses. On the “Expense Lines” page you will click “Add” and select “New Expense”



## Per Diem

When entering per diem, please be sure to provide the necessary documentation so those in the approval process are able to verify what meals are allowable and use the provided instructions to adjust the daily allowance as needed.

**You MUST provide copy of the conference schedule so the per diem amount can be verified. If you do not have a line in your expense report for airfare with your flight itinerary attached, you MUST provide it here.**

Drop files here  
or  
Select files

Linked Quick Expense

Expense Date \* 06/19/2024

Expense Item Per Diem

Quantity \* 1

Total Amount 474.00

Currency \* USD

Memo

\*Division (empty)

\*Cost Center (empty)

\*Additional Worktags (empty)

### Instructions

Enter the dates and times of travel and then click on the Travel Journal to calculate the Per Diem. Attach proof of travel dates if not already provided in the expense report.

Destination: List all cities included in trip, if city not available, use "Other City"

### Item Details

Departure Date \* 06/01/2024

Departure Time \* 12:00 PM

Arrival Date \* 06/06/2024

Arrival Time \* 12:00 PM

Destination

Country \*

### Travel Journal

Total Amount 474.00 USD

6 items

**For Per Diem, you will need to enter the departure date and time as listed on your flight itinerary for your travel to the conference/event and the arrival date and time as listed on your flight itinerary for your travel back from the conference/event.**

**To adjust the per diem based on the travel times and any meals that were provided, click on "View Details".**

Expense Date \* 06/01/2024

Total Amount 79.00

Memo

\*Division

\*Cost Center

\*Additional Worktags

Personal Expense


Destination \*

Country \*

Breakfast provided?

Lunch provided?

Dinner provided?



Each day will be shown, and as a default all meals will be included. You must check the box next to the meal to remove it from the per diem for that day. As this travel began at 12:00pm, breakfast is not allowable and therefore the box must be checked to remove it.

Expense Date \* 06/01/2024

Total Amount 60.00

Memo

\*Division

\*Cost Center

\*Additional Worktags

Personal Expense

Destination \*

Country \*

Breakfast provided?

Lunch provided?

Dinner provided?

Now that breakfast has been removed, the total for this day has automatically been reduced from \$79 to \$60. You will need to do this for each day. If the conference/event provides any meals, those need to be checked and removed from the daily per diem amount. Any other meals provided to you must also be removed from the daily per diem amount.

Expense Date \* 06/02/2024

Total Amount 79.00

Memo

\*Division

\*Cost Center

Destination \*

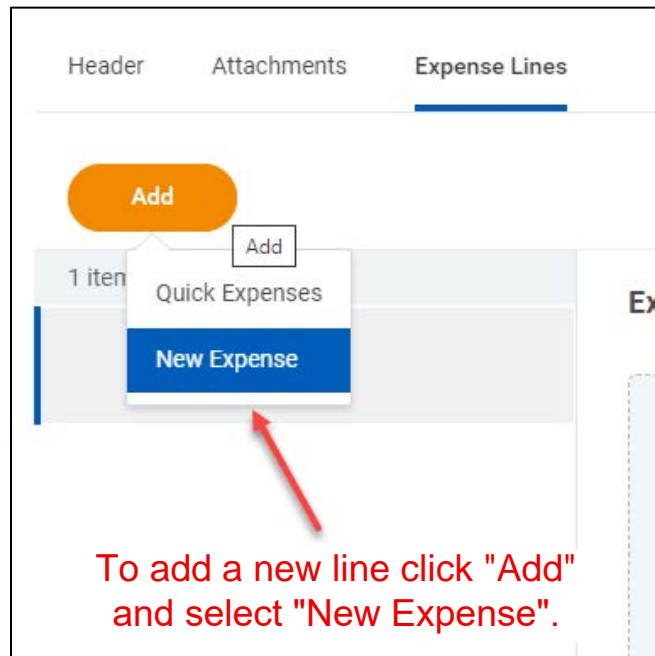
Country \*

Breakfast provided?

Lunch provided?

Dinner provided?

To add a new line, click "Add" and select "New Expense"



## Airfare

Drop files here  
or  
Select files

Instructions

Attach the receipt of the airline ticket

Destination: List all cities included in trip, if city not available, use "Other City"

Item Details

Airline \*

Destination \*

Country \*

Ticket Number \*

Itemization

Use the button below only if your company's expense policy requires itemizations.

Add 0 items

Receipt Included

Linked Quick Expense

Expense Date \* 06/19/2024

Expense Item \*

Total Amount \* 0.00

Currency \* USD

Memo

\*Division

For airfare you MUST provide a full receipt showing the flight itinerary as well as proof of payment. You will also be required to provide your ticket number. A confirmation number will not be accepted, unless you are flying Frontier, Allegiant or Spirit in which case, a confirmation number should be used in place of a ticket number.

## Hotel

Drop files here

or

Select files

Linked Quick Expense

Expense Date \* 06/19/2024

Expense Item \*

Total Amount \* 0.00

Currency \* USD

Memo

**Instructions**

Attach hotel receipt

**Item Details**

Hotel \*

Arrival Date \* MM/DD/YYYY

Departure Date \* MM/DD/YYYY

**Itemization**

Use the button below only if your company's expense policy requires itemizations.

Receipt Included

If you don't prepay for your hotel/lodging you MUST provide the hotel folio listing all charges and proof of payment. Any additional charges (food, beverage, movie, etc.) must be removed from the total cost being requested. As well, if the reservation is not in your name, you will need to provide an explanation as to why.

List the name of the hotel and dates of check in and check out.

## Itemization

**Itemization**

Use the button below only if your company's expense policy requires itemizations.

Receipt Included

Itemization should only be used if your expense is funded by multiple cost centers, or if a portion of the expense is personal and not eligible for or being requested as part of the reimbursement.


Remaining 0.00/0.00 USD


Expense Date \* 06/19/2024 



Expense Item \* × Hotel 

Total Amount \* 0.00

Memo

\*Division × D113 Provost 

\*Cost Center × CC15549 CNHS - Professional Development Travel 

\*Additional Worktags × Fund: FD10 Unrestricted   
× NACUBO: 10 Instruction 

Personal Expense

Hotel \*   

Arrival Date \* MM/DD/YYYY 

Departure Date \* MM/DD/YYYY 

If you have received funding from multiple cost centers, and need to split the amount, click "Add" at the bottom of the dialog box to create a second section. Then you will remove the costing information and add the additional cost center(s), as you did on the header page, and adjust the total amount for each section as needed.

If the entire expense is personal, simply click the box to indicate this. If only a portion of the expense is person, click "Add" to create a new section. List the reimbursable amount in one section, and the personal

