

CHFA Departmental Travel Form

CHFA Business Office

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**All original receipts should be affixed to 8 ½ x 11 sheet(s) of paper.
The originals and one photocopy must be submitted with this form.**

NOTE: Travel Form to be used only for EMPLOYEES

Date of Request:	
Name of Traveler:	
Home Address (street):	
Home Address (line 2)	
Home Address (City, State, Zip)	

Destination:	Department Name:
Departure: (Day, Date & Time)	Department Phone:
Return: (Day, Date & Time)	Department Fax:
Days of Per Diem:	Name of Requestor:
Mileage:	Signature of Requestor:
Purpose of Trip:	

Was this charged to a Corporate Card?

	Amount	(Click to Check YES)	Description
Registration Fee:		<input type="checkbox"/> (yes)	
Transportation:		<input type="checkbox"/> (yes)	
Lodging/Hotel:		<input type="checkbox"/> (yes)	
Other (Itemize):		<input type="checkbox"/> (yes)	

Total:	
Speed Type:	
Name of Traveler:	
Signature of Traveler:	
Name of Department Chair:	
Signature of Department Chair:	

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Each signed Travel Reimbursement Form must include the following:

- The business purpose for the travel
- The itemized amount of each separate expenditure with written clarification for unusual expenditures.
- Original receipts for expenses in excess of \$25 which include the name of the vendor, location, date, and dollar amount.
- When an original canceled check is used as the required document, supporting documentation must be attached to include vendor, location, date, and dollar amount.
- The dates and times of departure and return for each trip on University business.
- The destination or location (name of city or town) of travel.

The Department Travel Form can be used **only for employees**. To reimburse a non-employee for travel, please use the general reimbursement form.

ORIGINAL RECEIPTS are required for all expenses. (The two exceptions are meals and taxis.) If an original receipt is lost, but a photocopy is available, the photocopy will be accepted only with a written detailed explanation of the expense, detailing why the original receipt is unavailable (this reimbursement may then be considered taxable income). The explanation must be made in writing, signed by the traveler and the approving authority, and attached to the travel expense voucher.

If an original receipt is lost and a copy is unattainable then the Missing Receipt Affidavit form

- in Word at <http://www.umass.edu/hfa/CHFABO/Receipt/MissingReceiptForm.doc>
- in PDF at <http://www.umass.edu/hfa/CHFABO/Receipt/MissingReceiptForm.pdf>
- or a memorandum

must be completed and signed by the traveler and the approving authority. It must include a complete explanation of the expense and the reason for the missing receipt.

In the event of a missing airline receipt (last page of a ticket stub), a Missing Receipt Affidavit must be accompanied with a copy of the travel agency's airline ticket copy. All agencies are required by the Airline Reporting Commission to keep copies of tickets issued.

If the traveler is unable to obtain a copy of the airline receipt, a copy of the itinerary and one of the following must be included with the Missing Receipts Affidavit:

- original credit card charge slip
- original credit card statement
- canceled check or other record of payment

CONVERTING INTERNATIONAL CURRENCIES

Travel reimbursements are made in US dollars. Foreign currencies are converted using the rates at: <http://www.oanda.com/convert/classic/>

Travelers will be reimbursed using the currency rates that were in effect during the time period of the travel .

Use of the University's Corporate VISA card eliminates the need to calculate international currency conversions and generally reflects favorable exchange rates.

A printed itinerary is NOT an acceptable receipt. Hotel bills must be original and must include the daily charges, not just an overall charge.