TRAVEL EXPENSE REIMBURSEMENT GUIDELINES

You should file a travel reimbursement request form within 30 days after you return from the trip. The reimbursement form can be obtained from http://www.umass.edu/llc/resources/index.html. After you complete the form, attach all original receipts and submit the reimbursement request to the Department office (Herter 323).

**ORIGINAL RECEIPTS** are required for all expenses. If an original receipt is lost, but a photocopy is available, the photocopy will be accepted only with a written detailed explanation of why the original receipt is unavailable. The explanation must be made in writing, signed by the traveler, and attached to the travel expense request form.

If an original receipt is lost and a copy is unattainable, then a Missing Receipt Affidavit form must be completed and submitted. The form can be downloaded from http://www.umass.edu/aco/empacfinforms.htm under the “Travel” section.

**Airfare**: A confirmation itinerary is not an acceptable receipt. The itinerary must be the itinerary/receipt version which includes not only the flight details but also includes notation about form of payment. Boarding passes should be submitted if available.

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:

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

**Hotel/lodging**: Hotel bills must be original and must include the daily charges, not just an overall charge.

**Pre-Travel Authorization Forms Required**

You must submit a Pre-Travel Authorization form to the department office (Herter 323) before you travel. The Pre-Travel Authorization must be signed by the Chair of the Department. The form is available at http://www.umass.edu/llc/resources/index.html.

**Per Diem ("M&IE" – Meals & Incidental Expenses) as of 12/1/15:**

Per diem is now calculated for calendar days of travel rather than 24 hour periods. Travelers may claim up to 75% of the daily allowable per diem rate for the first and last day of travel (see links below for rates). The full rate may be claimed for the remaining days of travel.

For example, if your travel began on December 1st and you returned on December 4th, you may claim 75% of the daily rate for December 1st and 4th, but use the full daily rate for December 2nd and 3rd.

Updated 12/2015
For travel in the continental U.S., go to http://www.gsa.gov/perdiem.

(Use “Outside CONUS” section, select country from drop down menu and the “Include Military Installations” should be unchecked.)

For international travel, go to http://www.defensetravel.dod.mil/site/perdiemCalc.cfm.
(Use “Outside CONUS” section, select country from drop down menu and the “Include Military Installations” should be unchecked.)

A printed copy of the webpage showing the per diem rate used must be submitted with the expense reimbursement form.

Converting International Currencies to U.S. $

Travel reimbursements are processed in U.S. dollars. If the receipts are not in U.S. dollars, it is advisable to provide a credit card statement for any payments made on a credit card. This will provide the exact currency conversion and the traveler will be reimbursed for the actual amount spent.

Foreign currencies may be converted using the rates at: http://www.oanda.com/currency/converter/. Travelers will be reimbursed using the currency rates that were in effect on the dates of travel.

A printed copy of the webpage showing the conversion calculation must be submitted with the expense reimbursement form.

Mileage – Personal Car Usage

If you use your car for business travel purposes, you are eligible to claim mileage, currently at the rate of $0.54 per mile (1/1/16). The system will not calculate mileage for a partial mile, so you must round up or round down the mileage total. You should calculate mileage based on UMass being your starting point, unless the actual mileage from your starting point is less than the distance from UMass to your destination. You must provide either one of the following to prove your mileage claim: identify the beginning and ending odometer readings from your car, or calculate mileage using a driving directions web application – you can use MapQuest, Google, Yahoo or any similar map application.

A printed copy of the webpage showing the driving directions must be submitted with the expense reimbursement form.