



English Department Reimbursement Policy and Instructions for Faculty, Staff and Graduate Students Claiming Reimbursements

EXPENSE REIMBURSEMENTS

Submit PRE-APPROVED expenses only if funding is available. Please check with Business Manager for available funding.

- Complete an Employee Reimbursement Request Form:
- https://www.fso.arizona.edu/sites/fso/files/2017-12/iEMPLOYEE_REIMBURSEMENT_REQUEST.pdf
- All receipts must be itemized with details of purchase, including date, sales tax, and address of vendor. (Credit card receipt by itself is not acceptable.)
- All reimbursement forms must contain a brief explanation of how the expense advances business and/or benefits the University of Arizona.
- Food purchase reimbursements must be accompanied by
 - List of Attendees, and
 - Agenda or Event Flyer.
- Alcoholic beverages will not be reimbursed.
- Gratuity reimbursement cannot exceed 20%.
- Reimbursements submitted after 90 days from purchase date will be considered taxable income.

DOMESTIC TRAVEL

Submit pre-approved travel expenses only if funding is available. Please check with Business Manager for available funding.

1. Complete a Travel Authorization BEFORE travel.
 - Form is located here: <https://eforms.fso.arizona.edu/createPdf/5/>
(Submit completed form electronically to bridgeta@email.arizona.edu via the Adobe Sign mechanism)



2. Download the new form to your device, fill/edit using Adobe Reader, then save
3. Click at bottom of form to launch the TA Workflow in Adobe Sign
4. Enter your UA email address or select "Enterprise ID" to login via UA WebAuth
5. Follow the on-screen instructions
 - A new form must be submitted each time you travel at least 35 miles outside of Tucson.
 - All UA business travel requires a Travel Authorization regardless of whether or not reimbursement will be claimed.
 - Group travel requires a list of all travelers and their assigned Travel Authorization form numbers.
 - Please expound on your business purpose if it is for research. ("Research" is not a sufficient business purpose.) E.g., "Research journal articles for history of Elizabethan literature at the Mount Carmel Academy Library in New Orleans."
6. Upon return from your trip, submit all receipts to Bridget or Vicki in the Business Office.
 - All receipts must be itemized with details of purchase, including tax and address of vendor. (Credit card receipt by itself is not acceptable).
 - Alcoholic beverages cannot be reimbursed.
 - Gratuity reimbursement cannot exceed 20%.
 - Airfare receipts must show:
 - Proof of payment
 - Itinerary
 - Itineraries with personal days or departure/return other than Tucson, AZ:*
 - Traveler must submit a copy of a comparable direct flight to and from destination with only business time included. Lesser of actual flight vs comparable flight will be reimbursed.
 - Only economy rate will be reimbursed.
 - If any upgrades are required (including seat preferences), please let Business Office know prior to purchase.
 - Travel insurance will not be reimbursed. Please consult Business Office for special circumstances.
 - Please forward your emailed confirmations that include itinerary and proof of payment.
 - Lodging receipts (folio preferred) must show:
 - Nightly room rate, taxes and fees
 - Proof of payment
 - Meals and/or incidentals listed on the folio cannot be reimbursed.



If lodging is prepaid, please forward emailed reservation confirmation that includes itinerary, nightly charges/taxes/fees and proof of payment.

- Car rental:
Decline the collision damage insurance waiver unless you are under 25 years old or are on foreign travel status. Losses below the deductible will be covered by State of Arizona self-insurance. In the event of an accident, follow Risk Management policies. Do not pay for the damages.
- Car rental receipts must show:
Daily costs, taxes and dates
Proof of payment

Per Diem meal rates are based on location where spending the night, except return day is based on previous night's location.

Current list of PD rates:

<https://gao.az.gov/sites/default/files/5095%20Reimbursement%20Rates%20%20181001.pdf>

If any meals are provided during travel, those meals will be deducted from Per Diem meals.

Per Diem meals for day of departure and day of return are calculated at 75%.

If stay is 30 days or longer, PD meals will be calculated at 50% and lodging at 25% after the first seven days. It is considered LONG TERM TRAVEL. Department Head must sign off on ALL long-term travel.

Reimbursements submitted after 90 days from return date will be considered taxable income.

FOREIGN TRAVEL

Submit pre-approved foreign travel expenses only if funding is available. Please check with Business Manager for available funding.

- In most cases, travel insurance is not reimbursable. Traveler needs to review Risk Management's [International Travel Insurance Program](#) .
- Currency exchange rates will be determined by Oanda.com website, or from credit card statements.
- Be sure to complete the International Travel Registry on the Travel Authorization Form.
- Reimbursements submitted after 90 days from return date will be considered taxable income.
- For specific receipt instructions, please see "Domestic Travel" on previous pages.



THE UNIVERSITY OF ARIZONA

College of Social
& Behavioral Sciences

DEPARTMENT OF ENGLISH

Modern Languages Building #67

P.O. Box 210067

Tucson, AZ 85721-0067

Tel: 520-621-1836

Fax: 520-621-7397

english.arizona.edu