**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. Scanned receipts or emailed receipts are acceptable.

Complete an Employee Reimbursement Request Form:

<https://www.fso.arizona.edu/forms/e> then click on “Employee Reimbursement Request”.

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.

Complete a Travel Authorization BEFORE travel.

Form is located here: <https://www.fso.arizona.edu/forms/t> then click on “Travel Authorization Form”

(Form must be submitted electronically to asheehan@ arizona.edu or rrodrigo@arizona.edu via the Adobe Sign mechanism)

1. Download the new form to your device, save to your desktop, then fill/edit using Adobe Reader, then save again
2. List Aurelie Sheehan (English) or Shelley Rodrigo (WP) as “Auth Dept Approver/P.I.”
3. Click at bottom of form to launch the TravAuth Workflow in Adobe Sign
4. Follow the on-screen instructions
5. A SAMPLE Travel Authorization Form is located [here](https://drive.google.com/file/d/1HP4GgV9etcfcgCQ4DIH9lN0-dndzFBhF/view?usp=sharing)

A new form must be submitted each time you travel at least 35 miles outside of Tucson (AKA Duty Post).

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.”

Upon return from your trip, submit all receipts to Nick or Reilly in the Business Office. Receipts can be scanned and/or emailed.

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 rates are determined based on city, state and county. Lodging reimbursement are not limited to the nightly rates if the hotel is designated by a conference. Supporting documentation must be provided. Please check with the business team prior to booking lodging.

Current list of PD Lodging rates: <https://gao.az.gov/sites/default/files/5095%20Reimbursement%20Rates%20%20181001.pdf>

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 Meal 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%.

Long term travel status is applied if a stay is 30 days or longer. PD meals will be calculated at 50% and lodging at 25% after the first seven days. 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**](https://risk.arizona.edu/insurance/international-travel) .

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.