

Use account code 70285 for same day travel. If you elect to claim less than the established per diem rates, please note that on your voucher.

2.1.3 Out-of-state Travel Reimbursement

Depending on the location of the trip, it may be necessary to travel the day before the meeting/conference or to remain at the meeting site the night the meeting ends. If that is the case, reimbursement will be made for lodging and meal costs the day before and/or the night the meeting ends. As a general rule, the University will not reimburse travel earlier than the day before or the day after a meeting/conference.

For overnight trips out of state, you will be reimbursed for **actual** cost of meals, including tips, up to \$34 per day without receipts. If actual expenses exceed \$34 per day, you can be reimbursed up to \$60 per day with **itemized** receipts for the entire \$60. (70270)

Lodging is reimbursed at the actual single room rate, and an itemized receipt is required.

Reimbursable lodging expenses include:

- Single room rate with applicable lodging taxes
- Documented business telephone calls, including person called, purpose and cost of the call
- Luggage storage and appropriate tips for services
- Parking
- Internet service
- Fax charges, including person who received the communication and the purpose and cost of the communication

Non-reimbursable lodging expenses include:

- In-room on-demand movie or game rental
- Alcoholic beverages in any form
- Exercise room fees
- Recreational charges such as golf, tennis, ski lift tickets, etc.
- Laundry and dry cleaning
- Personal phone calls
- Cost incurred for failure to cancel hotel reservations unless authorization or approval has been received before hand
- Room service meals (meals charged to the room must be broken out separately from the lodging costs and claimed under the \$34/\$60 actual meal cost reimbursement)