

Library Business Office: Preparing For Travel Reimbursement

Review this list to help you prepare **before** your trip even begins. Gathering documents as you go makes the reimbursement process, (which can take 4-5 weeks post-travel), *much* easier.

Document, document, document!

- All appropriate receipts and invoices should be scanned and ready to upload to the Purchasing App.
 - Receipts need to show date and total paid. Hotel receipts need to be itemized.
 - Please name your files, e.g. Lucy-Flight-CMI to DFW-\$572.63, Tom-Uber-Amtrak to home-\$17.22.
 - Chrome River accepts these file types: JPEG, PDF, PNG, OFD, and TIFF.
 - It may be helpful to create a folder on your desktop to collect all relevant information and/or create a .zip file for easy uploading.
- Other documentation that may be appropriate to include:
 - Completed [Per Diem Request Form](#).
 - PDF of conference website showing dates & location.
 - PDF proof of conference hotel from conference website.
 - PDF of the Business Office travel funding approval email.
 - Proof of International Travel Insurance (if applicable).
 - Document any unique circumstances or unexpected changes (canceled flight, hotel full).
 - Flight Comparison - If you traveled earlier or stayed later than the university business you were conducting, please provide a screen shot showing flight dates/times/prices if you had only traveled to the conference. Note: You will be reimbursed for the lesser amount.
- If requesting Mileage, include:
 - Starting Location, (home address or your University Library address - whichever is closest to the destination).
 - Destination, (hotel/conference/donor address).
 - If you are driving instead of flying, you need to give an explanation and provide a flight price comparison. You will be reimbursed for the lesser amount.
- Business Purpose Statement!
 - Name, date and location of conference/event.
 - The focus is the benefit to the University. (See the [Knowledge Base](#) for tips).
 - Speak to how your travel furthers the University's mission and fulfills the duties of your job.
 - Use the information you entered in the Business Office's Professional Development Funding and Travel Form to help you craft your statement.
 - Note: When an expense report is rejected, a large portion of the time it is because the purpose statement is not strong.

Please [add the Business Office Staff](#) as delegates for you in Chrome River.

We ask that you submit your receipts **within 5 days of travel**. Our goal is to process your request within 3 business days. This benefits you as items submitted for reimbursement after 60 days are sometimes considered taxable. (See the [University's policy](#).)