

EXPENSE STATEMENT CLIFF NOTES

What is an Expense Statement?

An Expense Statement is completed *after* travel has been completed and itemizes amounts requested for reimbursement. Expense Statements should *only* list the amounts you are asking for, nothing more or less.

Examples

1. If the University pre-paid airfare for the traveler, it should *not* be listed on the Expense Statement.
2. If the traveler spent \$1000 on his/her trip but has only been awarded \$300 by the department - only \$300 should appear on the Expense Statement

What can I be reimbursed for using an Expense Statement?

Any expenses *directly related* to travel (i.e. air/plane/bus fare, portage, meals, auto rental, tolls, parking, taxi, lodging, telephone, registration fees, and personal car mileage).

Meals

The State Department has established per diem rates for meal allowances. Receipts do not need to be submitted when claiming these amounts:

Breakfast	\$8.00	travel must begin before 6:30am
Lunch	\$10.00	travel must begin before 2:00pm
Dinner	\$23.00	travel must end after 6:30pm

Foreign meal rates vary by city and are adjusted by the state department on a monthly basis. Please see <http://www.state.gov/m/a/als/prdm/> for current rates. A link to this site can be found on the Smart Center web site, www.smartcenter.umd.edu.

Mileage

Travelers can be reimbursed for mileage using their personal vehicles (to cover wear and tear and gas expenses).

Rates

FULL RATE - \$0.58.5 per mile.

What is an acceptable receipt?

Receipts must have an itemized listing of all charges. Proof that the traveler made the payment is also required.

What do I need receipts for?

ITEM	RECIPT	COMMENTS
Meals	NO	As long as amounts are equal to or less than Per Diem Rates.
Lodging	YES	Original receipts (hotel's itemized bill) must be submitted. A credit card slip alone does not satisfy

		the receipt requirement.
Taxi or Limo	NO	As long as trip is \$25 or less
Air/Rail/Bus	YES	Boarding Pass and a receipt listing the amount the traveler paid must be submitted.
Auto Rental	YES	University Employees will not be reimbursed for insurance (LDW/CDW) in the US. They are already covered as state employees.
Parking Fee	NO	As long as parking is \$25 or less
Tolls	NO	As long as tolls total \$25 or less
Telephone	NO	As long as calls total \$25 or less
Registration Fee	YES	An itemized receipt showing payment must be submitted. Confirmation that the traveler has been accepted to the conference is not a receipt.
Portage	NO	Allowance of \$1 per bag
Mileage	NO	Destination points must be listed on the Expense Statement. Questionable distances will be checked by Mapquest or Mapblast.

Whom should I contact if I have a question?

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