

Tips About Your Travel

- ❖ Remember your daily meal allowance. If you go over your daily meal allowance, you will not be reimbursed any dollar amount over that daily meal allowances dollar amount
- ❖ Travelers can submit receipts whether they paid by debit/credit card or in cash
- ❖ Original receipts are required to be submitted for reimbursement
- ❖ All receipts **must be** itemized
- ❖ All receipts must have the last 4 digits of the debit/credit card number or the travelers name on the receipt
- ❖ Tips can be claimed as part of the traveler's reimbursement
- ❖ Travelers cannot pay for a group of individuals to eat and divide the bill up. Each traveler **must** pay for their own bill
- ❖ When submitting your receipts **DO NOT** black out any information on the receipt, **DO NOT** alter the receipt in any way
- ❖ If a traveler cannot provide a receipt for a meal but the purchase appears on the traveler's bank/credit card statement(s) you will be compensated \$6.00 for that meal.
- ❖ Keep your luggage receipts, travelers must submit them in order to be reimbursed
- ❖ Uber, Lyft, Taxi can be reimbursed but travelers must have a receipt. Uber and Lyft will typically email you a receipt. Travels can also submit reimbursement for any Uber, Lyft or Taxi fares tips, however, the tip must show on the receipt and the bank/credit card statement
- ❖ Mileage reimbursement starts from the school/administration building each traveler works at, **NOT** the travelers home address
- ❖ Anything a traveler is requesting reimbursement for must have a bank/credit card statement(s) showing the transaction(s) posting to the travelers account. If you used multiple debit/credit cards, we will need all bank/credit card statements for all the cards used. Travelers are allowed to black out all transactions on the bank/credit card statement(s), except the transactions that are being requested for reimbursement. **DO NOT** black out your name or the last 4 digits of the account/card number. We need this information to compare with the receipts.