

## Travel Expense Statement Instructions and Checklist

### TO COMPLETE THE FORM

- 1) Download the expense statement form and save in your local drive.
- 2) Complete your Expense Statement quickly. You must submit your expense statement within a reasonable amount of time (2 weeks after end of trip). If there is an extended delay, you might be required to submit an explanation and run the risk of not getting reimbursed. This is especially true for trips charged to grants and contracts if the grant/contract expires prior to your submission.
- 3) Complete the form with social security number, home address and purpose of travel. Spell out conference or meeting titles, please do not use acronyms. If you do not want to provide your SSN on the form, you may provide it over the phone to Elaine Henry at 301-405-3161.
- 4) Include all valid itemized receipts (reflecting that you have paid) for the following: airfare, hotel, taxis, parking, conference registration, auto rental, meals exceeding the per diem, etc. Original receipts are required for all requests for reimbursements. An itemized receipt lists exactly what was purchased (this is NOT the credit card authorization slip). The University cannot reimburse any costs for alcohol; this expense is to be deducted from your total. Please do not send receipts for expenses that are not being requested. Any such receipts will be returned to the traveler.
- 5) If you purchased your airline ticket, train ticket, etc., your name and the last four digits of your card number should be on the receipt. If you do not have this information, please instead provide us with a copy of your credit card statement showing the charge.

- 6) No receipts are needed if you are requesting standard per diem meals which are reimbursed at the following rates:

Breakfast	\$13.00
Lunch	\$15.00
Dinner	\$28.00

Current domestic per diem (effective Sept 1, 2019) can also be found in this link:

<http://www.dbs.umd.edu/travel/services/rates.php>

- \*Foreign per diem rates can be found on <http://www.state.gov/m/a/als/prdm/>. Rates are broken down as follows: 15% for breakfast; 25% for lunch; and 60% for dinner.
- 7) If you are driving a personal car, please include Google Maps directions detailing the mileage. If you rent a Motor Pool car or other type of rental car, you may be reimbursed for gasoline. Mileage is reimbursed at the current POV rate per mile (58 cents per mile) which can also be found here: <http://www.dbs.umd.edu/travel/services/rates/pov.php>.
  - 8) Fill in the itinerary completely: The itinerary section must be completed even if you are not claiming mileage as it is used to verify any allowable meals you claim on those days according to the schedule above.
  - 9) Insurance on auto rentals – Employees are already covered by the University. DO NOT purchase any insurance. You will not be reimbursed for it. Non-employees may be reimbursed for CDW/LDW only.
  - 10) For foreign travel, include proof of foreign conversion rates. Valid proof: print-out from OANDA.com or xe.com that reflects the rate you used; receipt for exchange rate; hotel or credit card documentation. Please DO NOT simply write down the exchange rate you used without any back-up documentation; this is not

adequate proof. (If we cannot verify your conversion rate, we will use our own, which can result in a lower reimbursement)

- 11) UMD policy does not allow reimbursing students for memberships to academic and professional organizations. Memberships for faculty and staff may not exceed two memberships annually per person and must be covered by faculty funds or approved by department chair if using central department funds; or approved by a sponsor if funding comes from a contract or grant account.
- 12) AND MOST IMPORTANT - Complete the Travel Approval Request BEFORE your trip: You must submit a travel request before your trip, for all trips with an overnight stay. If you travel without submitting a request in advance, you are not covered by University insurance. You also run the risk of not receiving university approval upon return. The travelers will have to cover their own expenses in these cases.

## **TO SUBMIT YOUR FORM**

- 1) Name your form according to the following convention:  
Traveler LastName\_FirstName\_ Date of trip(XX-XX-XXXX)\_Destination City\_Conference Title  
(Example: Doe\_John\_10-10-2019\_Chicago\_CEC)
- 2) Email your form, using the name of your form in the subject line to: [chsetravel@umd.edu](mailto:chsetravel@umd.edu)  
Please attach all receipts to the form. Make sure you keep a copy in your local drive for your records.
- 3) If you have original receipts that cannot be emailed, please mail or hand deliver them within 3 days to:  
  
Department of Counseling, Higher Education, and Special Education  
ATTN: Elaine Henry  
University of Maryland  
3113 Benjamin Building, 3942 Campus Drive  
College Park, MD 20742
- 4) If you are on UMD payroll, the reimbursement will be in your paycheck as a non-taxable miscellaneous adjustment within 2 pay periods.
- 5) If you are not on UMD payroll please include the correct mailing address to mail your reimbursement check. Please do not use campus addresses. Your reimbursement will be processed by our Accounts Payable office and will take at least two to three weeks to be processed once they receive the approved forms

If you have any further questions, please contact us at [chsetravel@umd.edu](mailto:chsetravel@umd.edu)  
or by phone 301-405-3161.