

# DEPARTMENT OF PATHOLOGY TRAVEL EXPENSE REPORT

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Destination and Purpose of Travel \_\_\_\_\_

**PLEASE ATTACH THE FOLLOWING DOCUMENTATION:**

A copy of the program for all days claimed, front and back copy of any checks, original receipts for meals, taxis, etc., hotel documentation of single room rate, and other documentation must be attached to any travel request for reimbursement. Hotel reimbursement is only for single room rate (see back of form for details). In rare instances when you're unable to provide a receipt, an average of the State per diem rate for food will be used.

	SUN.	MON.	TUE.	WED.	THUR.	FRI.	SAT.	TOTAL
DATE								
AIRFARE								
HOTEL								
PHONE								
REGISTRATION								
PARKING								
*MILEAGE (.32)/mile								
CAR RENTAL								
TAXI								
OTHER								
BREAKFAST								
LUNCH								
DINNER								
OTHER TIPS								
TOTAL EXPENSES								
TOTAL AMOUNT REQUESTED								\$

-PLEASE FOLLOW GUIDELINES ON REVERSE SIDE-

Signature \_\_\_\_\_

Date \_\_\_\_\_

## KMSF Travel Guidelines

1. YOU MUST COMPLETE THE TRAVEL EXPENSE REPORT YOURSELF TO BE REIMBURSED. Your accounting accuracy and signature on the form verifies that the University requirement of a “complete and accurate account of your travel expenses” has been met.
2. KMSF will only reimburse for a single room rate. Your receipt must indicate the number of people or state that the single and double rate is the same. If occupancy is double or more, have the hotel personnel initial the hotel bill proving that that charge is for a single rate or it must state the difference between the two. It is your responsibility to have this information on the hotel receipt prior to turning over the Business Office.
3. You must attach an original receipt for any expenses. This includes food, taxi, parking, etc. If you do not have receipts, and the Department is supporting the trip, we will estimate the reimbursement for food on state per diem rates.
4. The original passenger receipt ticket for airfare must be included for air travel.
5. A copy of the syllabus, program or agenda that gives the location and dates of the meeting or seminar must be attached to the Travel Expense Report.
6. If we are reimbursing you for an expense that you have written a personal check (i.e. registration fees), a copy of the cancelled check (front & back) or a copy of your credit card bill must be attached to the Travel Expense Report. Please be sure to mark out your credit card number to avoid identify theft.
7. Travel reimbursement can be made for travel time one day prior to a meeting or conference and one day after the event. Vacation approval must be obtained prior to the trip if you will be gone longer than reimbursable time frame. The extended travel time may be justified in cases where airline tickets are more economically priced by staying through the weekend. A documented account of the savings that was created by staying the extended period must be attached.
8. KMSF will only reimburse individuals directly for all travel. No direct payments will be made to AMEX, Visa, Mastercard, travel agencies, airlines, restaurants, etc.
9. The mileage reimbursement rate for privately owned vehicles is .32 per mile. This amount includes reimbursement for auto fuel.
10. Movie rentals, laundry service and personal telephone calls are not reimbursable.
11. If a reimbursement is to be made from an account other than your Discretionary Account, please provide approval documentation stating the reimbursement was approved by the Chairman through Department funds.
12. If your business is outside the continental United States for seven (7) days or more and twenty-five percent (25%) or more of your time away is non-business, then all expenses, including airfare, must be pro-rated based on the percentage of business.
13. The foreign exchange rate must be provided for all out of country travel reimbursements.

Please remember that all original receipts and information mentioned above must be attached to the Travel Expense Report form before KMSF will reimburse for any travel expenses. A supply of the Travel Expense Report forms can be obtained from the Business Office (MS116). If you do not have any questions regarding the reimbursement, place the completed Travel Expense Report in the incoming mail slot in the Business Office. Also, please remember that it will take at least three (3) weeks for the Business Office and KMSF to issue a check for the reimbursement. If we have any questions regarding your request, we will contact you. Otherwise, the reimbursement will be placed in your mailbox approximately three (3) weeks from the submitted date.

