

## BSU – TRAVEL & EMPLOYEE EXPENSE REIMBURSEMENT FORM INSTRUCTION

1. Include your proper name, current home address and social security number on the expense statement. Otherwise, documents will be returned.
2. 1-way commute miles are the miles from home to your regularly assigned work site. Commute miles to and from your assigned office location are not reimbursable.
3. Enter the hotel amount per day, including hotel taxes. Itemized receipts are required; your receipt must show a -0- balance.
4. The cost of lunch may not be reimbursed unless the travel involved absence overnight or unless the traveler starts their travel more than two (2) hours prior to the traveler's normal starting time for work and/or extends more than two (2) hours after the traveler's normal quitting time. If the travel meets these two (2) requirements, then breakfast and dinner may also be reimbursed.
5. A partial day's travel related to an overnight trip (that is, the day you leave for an overnight trip or the day you return from an overnight trip) provides eligibility for certain meals depending on the start and end times of the travel. Departure from home at 6 AM or earlier on the first day of the trip entitles the traveler to all three meals. Likewise, arrival at home at 7 PM or later on the last day of the trip entitles the traveler to all three meals. **If meals are included as part of registration package or if the conference provides meals, they are not reimbursable.**
6. The cost of alcoholic beverages can **NEVER** be reimbursed.
7. Telephone reimbursement is for actual cost of business calls only with itemized receipts.
8. Transportation fares (plane, train, etc.) paid by traveler; method of travel must be check; itemized receipts are required.

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9. Taxi and/or Shuttle expenses paid by traveler; receipts are required.
  
10. Bridge and/or Road Toll expenses paid by traveler; receipts are required.
  
11. All travelers will be reimbursed at the USM BOR mileage rate; include **dollar amount** in the space for mileage.
  
12. Parking expenses paid by the traveler; itemized receipts are required.
  
13. Registration Fee expenses paid by the traveler; itemized receipts are required.
  
14. Miscellaneous Expenses - Itemized receipts are required with the exception of baggage tips at a rate of \$1 per bag. No other tips are reimbursable.
  
15. Other Expenses - Specify reimbursable expenses not listed above. Itemized receipts are required.
  
16. Purpose of Travel must be filled out on the form.
  
17. Start/end time of trip must be shown on the expense statement for first and last day of travel, and for all one-day trips.
  
18. Territory covered must be included on form, as well as total number of miles traveled less normal commute miles and reimbursable miles (See Note for Reimbursement for Use of Private Vehicle).

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19. Accounting information must be included on form (Account, Fund, Department, Program, Class, Grant/Project, and subtotals). Reimbursements charged to Fund 43 (Grants) must have the signature of Sponsored Programs Director.

### **Notes:**

- Within 10 days of completion of travel, the traveler must submit an approved State of Maryland Expense Account Form with all required signatures and all required receipts to the Controller's Office.
- If the form is not filled out correctly, it will be returned to the department; this will delay your reimbursement from being processed. **If you are not typing the form, please make sure that is written neatly.**
- Original receipts are required for all items. **Please tape your receipts on a blank piece of paper to avoid them getting lost; use one side of paper.**
- Travelers with payroll direct deposit, all expenses will be processed via Direct Deposit.
- Travelers without payroll direct deposit, all expenses will be reimbursed on a State of Maryland check mailed to the home address shown on the expense statement.
- **Reimbursement for Use of Private Vehicles shall be as follows:**
  1. A driver who leaves the office to conduct business in the field and returns to the office may be reimbursed for all mileage directly connected with the business trip (i.e., mileage from the office to the field site and back to the office) because the driver will have driven his normal daily commute to and from the office by the end of day.
  2. A driver who conducts University business prior to coming into the assigned office or on the way home from the assigned office may be reimbursed for all mileage in excess of the daily round-trip commute miles normally traveled.
  3. A driver who leaves home to conduct business and returns home without stopping at the assigned office may be reimbursed for all mileage directly connected with the business trip in excess of the round-trip commute miles normally traveled.
  4. In no event shall a driver be reimbursed for commuting to and from his or her assigned office.