

Out-of-State Travel Reimbursement

General Information:

Request for Authority to Travel (RATs) are required by Financial Services

Allowable to charge on Purchasing Card:

- **Conference Registration**
- **Airfare including fees, taxes, and baggage**
- **Hotel (single room rate) - room, parking, wifi and tax only**
- **Rental car; must use vendor Enterprise/National Car Rental**
- **Gasoline for rental or fleet vehicles only**
- **Taxis/Rideshare to/from the airport and hotel only**

Meals are **NOT** allowable on the Purchasing Card Generally, travel will not be reimbursed for earlier than one day before or after the meeting or conference

Required Reimbursement Documents:

1. **eTravel Voucher**
2. **Original itemized receipts**
3. **The receipt needs to include the last four digits of the credit card number if purchases are on personal credit cards**
4. **Agenda and/or Itinerary for event**
5. **MapQuest for mileage**

Meals:

Up to \$60/day with itemized receipts OR \$34/day without receipts

Mileage:

- Includes fuel and other costs associated with driving personal vehicle
- Use MapQuest to calculate mileage
- Based on the shortest distance between AUM or the employee's official work base and the destination

Unallowable Expenditures:

- **Insurance**
- **Alcoholic beverages**
- **Gratuity in excess of twenty percent**
- **Taxis/rideshare for meals**
- **Laundry and dry cleaning**
- **Recreational charges (golf, tickets, on-demand movies, etc.)**
- **Room service charges on p-card**

For a timely reimbursement, we recommend having the approved etravel voucher submitted to Financial Services no later than 30 days post travel.