



Third-Party Travel Reimbursement Guidelines

This document serves as a guide for third-party, non-University travelers to request reimbursement for travel expenses. Travelers should pay all costs of the trip and seek reimbursement after the travel has been completed. AUM will not provide advance payment or directly pay travel expenses on behalf of third-parties. Please direct any questions regarding these guidelines to your department contact.

General Information

Lodging

Travelers may be reimbursed for lodging expenses, single room rate, and applicable taxes only. As a general rule, the University will not reimburse travel earlier than the day before or the day after a meeting/conference unless it is deemed necessary.

Meals

Travelers may be reimbursed up to \$60/day with itemized receipts during travel.

Transportation

Travelers may be reimbursed expenses for airfare, rental car & fuel, taxis/rideshare, and/or mileage for personal vehicle usage.

- Airfare: Only economy class airfare will be reimbursed
- Rental Car: Travelers are expected to rent compact or midsize class vehicles. Vehicle rentals are not allowable when shuttle and/or taxi services are available. Liability insurance and upgrades to premium and luxury are also not reimbursable.
- Taxis/rideshare: Eligible for reimbursement to and from airport, hotel and meeting location
- Mileage: Eligible for reimbursement at current IRS mileage rate

Reimbursement of Travel Expenses

Third party travelers should provide itemized and detailed receipts, including payment method, to department contact.

- Rental car fuel receipts should indicate gallons purchased and price per gallon.
- Expenses not supported by an itemized receipt will not be eligible for reimbursement.

Department contact will prepare travel voucher and circulate for approval on campus. Travel voucher must be signed by traveler.