

# Your Smith Family Travel Fellowship

## ***Travel Expense Reimbursement Guidelines***

*This document explains how to access your approved funds for your travel expenses. You should not expect your fellowship to pay for all of your travel costs. Remember that your monthly stipend is provided for your general living expenses and personal costs.*

### **Requesting Your Travel Funds**

Reimbursement of expenses you have paid for in cash, check or credit card may be requested by completing a *MU Employee Travel Expense Reimbursement Form* and sending it to the Graduate school with your receipts of actual expenses. The instructions for completing the form are included in this brochure. Reimbursement checks will be mailed to you.

Travel Advances cannot be made to students. You can however submit a travel expense reimbursement form for plane tickets or other expenses you purchase prior to actually travelling.

### **How to Complete the MU Employee Travel Expense Reimbursement Form**

Follow these instructions carefully. Forms should be submitted within 10 days of your trip. They should be sent to the Graduate School along with your receipts for final approval, not to your department or to the Comptroller's Office. You can download the travel expense form (as an Excel spreadsheet) at <http://www.marquette.edu/comptroller/forms.shtml>.

- **Name:** Print your full name.
- **Department:** Print “Graduate School” followed by the name of your department; e.g., “Graduate School (History)”.
- **Mail Check To:** Print your mailing address.
- **Purpose of Travel:** Print “Dissertation research under Smith Family Travel Fellowship.”
- **Date:** Print departure and arrival dates to each destination.
- **Location:** List each destination separately and keep the expenses related to each destination in the columns immediately opposite.
- **Auto:** For reimbursement of auto rental cost, or mileage allowance for a personal auto. Mileage reimbursement is made per mile for a personal auto. Write number of miles driven and the total amount of reimbursement requested (no. of miles times the rate on the current form. Rates are subject to change so always use the most current form). For car rental expenses, write in the amount(s) and submit a corresponding receipt, paid invoice, or charge slip.
- **Air/Train/Bus:** List cost of fare. A receipt, ticket stub, e-ticket, or other evidence of the cost of the fare should be included.
- **Lodging:** Use for all lodging accommodations (room charges plus taxes). Include receipts.
- **Meals:** Use this column to request reimbursement for main meals (breakfast, lunch, and dinner) expenses only. It is expected you will use your personal funds for light meals, snacks, coffee, and soft drinks that are not part of a main meal. Receipts should clearly identify the eating establishment. Submit receipts in batches with the totals clearly marked for reconciliation. Note: because the Smith funds are intended only for your own travel expenses, you should not expect reimbursement for the meals of others dining with you or for persons you entertain.
- **Other Expense:** Use this column for all other pre-approved expenses, e.g., photocopying, conference registration fees, toll, parking fees, etc. Expenses not covered include entertainment expenses such as movies, plays, museum admissions, sporting events, books and magazines (unless you can show evidence of their direct significance to your research project). Also, it is expected that you will use your

personal fund for all miscellaneous expenses (personal hygiene items, clothing, laundry, souvenirs, postage, phone calls, film processing, etc.) that you incur.

- **Total Expense:** Total each column and write in the total of the balance due to you.
- **Signature:** Sign and date the form.

**Note:** A receipt must accompany all individual expenses over \$10.00 if you wish reimbursement. A travel expense statement that totals \$250.00 or less must be presented in person to the Office of the Bursar for cash reimbursement after the Graduate School has approved it.

**Tip:** Please group and tape your receipts onto 8.5" x 11" sheets of paper rather than submitting an envelope of loose receipts to allow for scanning of documents.

## Information for Students Traveling to Foreign Countries

All expenses charged in a foreign currency **must be calculated into U.S. dollars** based on the exchange rate in effect during the period of your travel. The exchange rate used must be clearly stated on your travel expense statement or in a letter or memo attached to the form. Adding machine tapes submitted with batched receipts should show individual and total amounts in the foreign currency so that the receipts and amounts can be verified, but only the U.S. dollar amounts should be listed on the travel expense form. Receipts submitted individually should show the U.S. dollar equivalent and the exchange rate to calculate it. Foreign exchange rates and interactive foreign currency converters can be easily found on the Internet. Many such sites can be located by searching for "exchange rates" or "foreign currency".

**Refer all questions regarding your reimbursements to:**

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