

Travel Reimbursement Notes to Students

- Each receipt must include:
 - date and time of purchase
 - name of business/address
 - name of customer/organization
 - list of items/services purchased, with individual prices
 - total amount paid
 - payment method used (e.g., credit card, cash)
- All Uber/Lyft receipts must include:
 - date and time of ride
 - pickup and drop-off location with context
 - cost of ride
 - total amount paid
 - payment method used
 - tip must not exceed 20% of the ride cost only (amount before surcharges and booking fees)
- When checking bags on flights, you will need to obtain an airline excess baggage receipt. (See page 3 for additional instructions on how to obtain a receipt) The excess baggage receipt must include:
 - name of airline
 - date of departure
 - name of customer
 - cost of bag

Seat upgrades on flights, or paying extra to select a seat in advance, is not reimbursable.

- When driving your own vehicle, mileage-based reimbursement covers all costs related to operating the vehicle including fuel. Therefore, you cannot be reimbursed separately for gas receipts. However, you can be reimbursed for tolls and parking fees by providing a receipt. Tickets, fines, and/or lock-out fees are not reimbursable.

- When driving your own vehicle and not submitting for mileage-based reimbursement, you must obtain a paper receipt for fuel reimbursement. This will require you to go inside the service station and pay in advance for the gas. The receipt should include:
 - name of gas station
 - address of gas station
 - amount of fuel pumped
 - cost of fuel pumped

Screen shots of the gas pump are not acceptable. Parking fees and highway tolls will be reimbursed with a receipt/bill.

- When traveling, meals can only be reimbursed from RSOs fundraising accounts. Food expenses cannot be reimbursed from RSOs student association funds.
- To ensure meal expenses are eligible for reimbursement, please follow these guidelines:

Individual Meal Full Receipt must include:

- date and time of purchase
- name of business/address (e.g., restaurant name)
- list of itemized food and beverage purchases with prices
- total amount paid
- payment method used (e.g., credit card, cash)
- tip must not exceed 20% of the pre-tax subtotal (amount spent on food and beverage before taxes are added)

Group Meal Full Receipt must include:

- everything listed under individual meal full receipt
- names of all individuals participating in the meal (print full names clearly on the receipt)

How to Request an Excess Baggage Receipt from an Airline

1. Obtain a receipt online through the airline's website or mobile app by accessing your booking details or account. You can take a screenshot of your receipt/acknowledgement page or print it.
2. Contact the airline's customer service by phone for a copy of the receipt. When requesting, you will need your booking confirmation number, the date of your flight, and the number of bags you checked. (American – 1-800-433-7300; United – 1-800-864-8331; Delta – 1-800-221-1212)
3. Ask the agent at the airport check-in counter for a receipt.

Notes:

Airlines keep receipt records for 12-18 months.