

Reimbursement Procedures & Guidelines

- 1 . **SUBMISSION TIMELINE.** The Travel & Expense Reimbursement Form must be submitted within 3 weeks of the On-Site Visit conclusion.
- 2 . **ORIGINAL RECEIPTS ARE REQUIRED.** Attach all receipts for airline travel, baggage fees, parking, and meals.
- 3 . **TRAVEL BY COMMON CARRIERS** (airplane, train, bus, etc.) will be reimbursed at the **ROUNDTrip ECONOMY OR COACH CLASS RATE**, plus the reasonable and necessary expense to and from the place of departure of the common carrier.
- 4 . **PERSONAL AUTOMOBILE MILEAGE** usage, if requested, is authorized at the current IRS-approved rate by the most direct route. The maximum allowable reimbursement, including enroute expenses, may not exceed the published roundtrip coach class air fare to and from the site of the meeting.
- 5 . **UNREIMBURSED EXPENSES** include items not directly related to Spelman External Review Team activities such as telephone calls, lodging and meals for family members and guests, movies, entertainment, etc.
- 6 . **PAYMENT OF UNREIMBURSED EXPENSES:** If you are authorized to sign the hotel bill on check out, pay for unreimbursed expenses at that time and have the hotel deduct this from the final bill. In other cases, any non-reimbursable expenses are deducted from the total of expenses.

TO EXPEDITE PROCESSING of REIMBURSEMENT

Please submit the expense voucher within seven days. Before submitting the completed voucher, please make certain that you have:

- Signed the voucher.
- Checked the totals.
- Attached all receipts (We require receipts for airline travel, baggage fees, car rentals, parking, hotel bills not already paid for by the institution, and meals.)