



Travel Reimbursement & Expense Form

Instructions

Expense reports should be filed within **30 days of the trip**.

MEALS: Student requests for expense reimbursements (mileage or meals) do not require receipts if opting to receive the per diem (\$9 for breakfast, \$11 for lunch, and \$25 for dinner).

Note: UMD requires that a trip start or end within at least 2 hours of a meal for reimbursement. So, for example, to get per diem for lunch, your trip must have started at or before 10 AM or, to get per diem for dinner, your trip must have lasted two hours past dinner (i.e. 8 PM if you ate at 6 PM). For most day trips only the lunch per diem applies. Faculty can buy group meals and be reimbursed (itemized receipt and names of students required). Students must pay individually if on a trip without faculty.

MILEAGE: Mileage reimbursement of **\$0.54 per mile** is based on a map attached to the expense report (with route and total miles traveled). This is the same for both faculty and students.

MISCELLANEOUS: Miscellaneous expenses such as course supplies, subscriptions, report printing, etc. will require original receipts and copy of the card used or a bank statement showing that the person applying for reimbursement did in fact purchase the items. This is the University's policy. Often it is easier to have PALS program staff purchase the material for the class.

EXPENSE PROCESS:

1. Fill out PALS Travel Expenses Form located above and prepare and scan other necessary documents (a map for mileage, receipts for non-per-diem meals or other expenses, and a scan of the card used for payment). We do NOT need the original receipts or any hard-copy forms at this point in the process.
2. Submit the form and attachments via email to Linda Walker (lrwalker@umd.edu).
3. PALS Staff will verify and enter the information into the University's system and prepare a final expense report.
4. The final signed hard copy of the report will be collected by Linda Walker (lrwalker@umd.edu) in 1104 Preinkert Field House along with original receipts for meals if you are not opting for per diem and receipts/bank statement for non-meal expenses (faculty only). **IMPORTANT:** Accounts Payable will only accept an **original** signed copy of the form, not a scanned version.
5. The reimbursement gets deposited into your account if direct deposit is already set up through the University; a check is mailed if it is not. If you have a balance due with the University, the check will be sent to the bursar's office and applied to your student account.

Personal Information

Course Number

First name

Last name

Street address

City

State

Zip code

E-mail

Phone number

Social Security Number

Are you currently a University employee?
(including TA / GA)

Yes

No

Travel Details

Departure Date

Departure Time

Return Date

Return Time

Origin

Destination

Purpose of Trip

Meal Details

Per Diem Meal Reimbursement (check all that apply)

Breakfast (\$9)

Lunch (\$11)

Dinner (\$25)

Detailed Meal Expenses (if not opting for per diem)

Date	Expense Description	Amount
------	---------------------	--------

<input type="text"/>		
----------------------	--	--

Date	Expense Description	Amount
------	---------------------	--------

<input type="text"/>		
----------------------	--	--

Date	Expense Description	Amount
------	---------------------	--------

<input type="text"/>		
----------------------	--	--

Miscellaneous Expense Details

Date	Expense Description	Amount
------	---------------------	--------

<input type="text"/>		
----------------------	--	--

Date	Expense Description	Amount
------	---------------------	--------

<input type="text"/>		
----------------------	--	--

Date	Expense Description	Amount
------	---------------------	--------

<input type="text"/>		
----------------------	--	--

Signature

Date