



TRAVEL REIMBURSEMENT & EXPENSE FORM

STAFF ONLY

Approved by

Account #

Instructions

Please file expense forms no later than **30 days after your trip**.

MILEAGE: Students and faculty will receive mileage reimbursement of \$0.58 per mile. Please attach map documentation (e.g. Google Maps directions) of your trip showing both the route and total miles traveled. Mileage reimbursement will be calculated based on attached map(s).

MEALS: Student requests for expense reimbursements do not require receipts if opting to receive the per diem (\$13 for breakfast, \$15 for lunch, and \$28 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.

MISCELLANEOUS: University policy requires the purchaser to submit receipts for miscellaneous expenses such as course supplies, subscriptions, report printing, and other purchases. As an alternative, PALS may directly purchase supplies or cover miscellaneous expenses. Please contact PALS Director Kim Fisher (kmfisher@umd.edu) to arrange PALS supply purchases.

EXPENSE REIMBURSEMENT PROCESS:

1. Fill out PALS Travel Expenses Form located below and prepare and scan other necessary documents (a map for mileage, scanned receipts for non-per-diem meals or miscellaneous expenses, and a scan of the card used for payment (for miscellaneous expenses only)). We do NOT need the original receipts or any hard-copy forms at this point in the process.
2. Submit this form and attachments via email to NCSG Business Services Specialist Gerard Boulin (gboulin@umd.edu).
3. PALS Staff will verify and enter the information into the University's system and prepare a final expense report. You will receive an email of this final expense report, which you will need to print, sign, add your social security number, and return. We ask for your social security number only on this hard-copy to better protect your identity. The number is required for payment.
4. Return a **signed hard-copy** of the final expense report to Gerard Boulin in 1104 Preinkert Field House along with original receipts for meals (if not opting for per diem) and receipts for non-meal expenses (faculty only). **IMPORTANT:** Accounts Payable will accept only an **original** signed copy of this form, not a scanned version.
5. If you have set up a direct deposit account with the University, reimbursed funds will be directed to that bank account. If you do not have direct deposit set up, the University will mail your check to the address indicated in this form. If you have an outstanding balance due with the University, your 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

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

Yes

No

Travel Details

Departure Date

Return Date

Departure Time

Return Time

Origin

Destination

Total Mileage

Reimbursement Rate

Total Reimbursement

Purpose of Trip (one sentence description)

Meal Details

Per Diem Meal Reimbursement (check all that apply)

Breakfast (\$13)

Lunch (\$15)

Dinner (\$28)

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