TRAVEL & EXPENSE REIMBURSEMENT FORM

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 (**original and 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 **original and itemized 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 the form below and prepare other required documents. A Google map—including mileage—is required for all travel reimbursements, and **original and itemized receipts** are required for non-per-diem meals or miscellaneous expenses. Your social security number is required for payment; your information will always remain confidential.

2. If you have miscellaneous or meal reimbursements that require receipts, you must return this form and scanned receipts via email to a PALS Graduate Assistant: Sophie Kotzker (skotzker@umd.edu) or Alondra Morales-Luna (amorale2@umd.edu) and then mail the originals to the address below. If you are opting for per diem meals or a standard mileage reimbursement and do not need to attach any receipts, you may email your form to the Graduate Assistants.

Attn. Gerard Boulin and Prince Hunter
National Center for Smart Growth Research and Education
The University of Maryland
Preinkert Field House Building 054
College Park, MD 20742

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 sign virtually and return.

4. Return a **signed copy** (virtual is okay) of the final expense report to a PALS Graduate Assistant (contact information in item 2.)

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

Social Security Number
If you are not comfortable, please put your phone # here, and PALS will call you

First name

Last name

Street address

City

State

MD

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

$ 0.58

Total Reimbursement

$ 0.00

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

Miscellaneous Expense Details

Date	Expense Description	Amount

Signature

Date