

## Guidelines for reporting travel expenses

1. Employees are expected to use sound business judgment as to the nature and level of expenses incurred.
2. Employees will not be reimbursed for sales tax paid.
3. Expenses are reimbursed at the conclusion of the trip. Reimbursable expenses must be submitted within ten business days after completion of travel.
4. Expenses such as airline tickets charged through the College's business account with Navigant International; Expedia or the JPMorganChase Corporate Travel Card should not be recorded with reimbursable expenses.
5. When tickets (i.e. airline, train and bus) are purchased directly by the traveler using personal funds, please provide receipts showing proof of payment and the ticket stubs or boarding pass.
6. All unexpended travel advances must accompany this report.
7. Original receipts are required for all expenses and should be attached to this document to insure prompt processing. Occasionally, when receipts are not obtainable (i.e. cab fare, tolls, etc.), reimbursement will be made up to \$15 per occurrence when identified and itemized on the expense report.
8. \*Signature approval of the employee's supervisor is required, in addition to the budget authority if not the same.
9. Incomplete forms, illegible forms or forms with unauthorized signatures will be returned and a delay in the reimbursement may occur.
10. Review the Simmons College Travel Policy available on the College website under Services/Travel Resources or request a copy from the Purchasing & Accounts Payable Office.

