

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY
TRAVEL POLICY MODIFICATIONS

- Receipts only required for expenditures in excess of \$50, except for meals when actual meal expenditures are reported instead of a per diem.
- The cardholder copy of a meal receipt is acceptable with the following additional information.
 - Provider’s name
 - Date of the meal
 - Name(s) of any other individuals included in the bill
 - Purpose of the meeting (business meal)
 - If funded by state or federal sources, any charges for alcohol must be deducted or a statement that no alcohol was included in the bill must be added.
- Time period for filing a travel report has been extended to 60 days from the date of return from the trip.
- Two per diem options have been added.
 - A per diem of \$50 will be allowed for certain cities listed on a table that will be provided on the University’s travel website. Travel to all remaining locations will remain at \$30.
 - The actual per diem allowed by the IRS will be permitted. A link will be provided on the University travel website to the federal tables for domestic and foreign travel.
- The per diem can be prorated when a meal is provided by the conference, meeting or hotel.
 - Breakfast 20%
 - Lunch 20%
 - Dinner 60%
- The per diem can also be prorated to cover the day of departure and return.

	Pro Rata Share of Per Diem Rate	
Time of Departure/Return	Date of Departure	Date of Return
12:01 am to 7:00 am	100%	0%
7:01 am to 1:00 pm	80%	20%
1:01 pm to 7:00 pm	60%	40%
7:01 pm to midnight	0%	100%

- When a per diem is used, it must be used for the entire trip. For individuals that are in travel status for extended periods of time, but taking trips to different locations during that time, they can alternate use for each trip during that time.
 - Example: Travel to Los Angeles for three months to conduct research and select the per diem rate for reimbursement. During this time, travel to San Francisco to meet with sponsor to discuss progress of research and report actual meal expenditures.
- Express check out receipts can be used to document lodging expenses provided that the receipt shows the credit card being used (VISA Mastercard, etc.) not the credit card number.

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- When expenses are being shared with other individuals or organizations, a duplicate copy of the receipt can be submitted with the names of the individuals or organizations that shared the expenses. This includes the sharing of a car rental.
- If an original receipt is lost, traveler must request a duplicate from the billing agency and complete a lost receipt form provided on the University Travel website or provide a statement that provides the following information:
 - No original receipt is available
 - The expense was on behalf of the University
 - The item and amount of the expense are accurate
 - No other reimbursement of expense has been or will be sought or accepted from any source
- The air ticket receipt, normally the last copy of the ticket, will be accepted as documentation for air travel if the boarding pass is unavailable. Also, the detailed invoice/itinerary, sometimes referred to as a receipt, for electronic ticketing may be submitted as a receipt for air fare as long as it includes the following:
 - All times of departure
 - Flight numbers
 - Class of service
 - Fare basis
 - Ticket or confirmation number
 - Cost of ticket
 - Proof of payment (credit card charged)
- Reimbursement of unused airline tickets can be made when it cannot be used due to a business need. A form will be provided on the Travel website to document the purpose of the trip and the reason the ticket was not used. Also, you must state that the ticket was paid for, was not used, was not reissued for travel at a later date, a voucher was not obtained for future travel and no reimbursement was obtained from another source.
- Reimbursement for expenditures in foreign currency can be made at the actual cost to the individual by providing copies of the credit card statement, currency exchange receipts or copies of the bank statement.
- Receipts in a foreign language should include an identification of the type of expenditure and a general description of the items included.