

## PROCEDURE FOR EXPENSE REIMBURSEMENT

In order to expedite the process of travel expense reimbursement, please forward the following information to the address indicated below **no later than 30 days from the date of your visit**:

- (1) **A LETTER BEARING YOUR ORIGINAL-HANDWRITTEN SIGNATURE** which **itemizes all expenses for which you are requesting reimbursement**;
- (2) **ORIGINAL RECEIPTS** for all expenses in question;
  - (a) Please include itemized bills for all meals.
  - (b) *Alcoholic beverages* - The cost of alcoholic beverages **cannot** be reimbursed.
- (3) **ORIGINAL BOARDING PASS(ES)** for all airfare.
- (4) Reimbursement may be requested for [ground transportation](#) from the traveler's home, or from their work site to the airport, bus, or train station. Original receipts (from provider(s) of service, *not* credit card receipts) showing the amount and the date of service should be included to process reimbursement.

### FOREIGN TRAVEL

- Foreign Currency: For expenditures in foreign currency, reimbursement 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 (i.e.: lunch at a restaurant, taxi cab fare, etc.)

Travelers are responsible to provide an itemized receipt(s) for all travel-related expenses charged to the University. **ALL ORIGINAL RECEIPTS and evidence of payment** must be included with your letter. **Please note that Rutgers University does not provide reimbursement to visitors for internet modem hookups.** Upon receipt of the necessary information, your expense reimbursement report will be processed.

Thank you.

***Kathleen McDonald***

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