All applicable forms must be completed and submitted to Student Activities within ten (10) business days upon returning from trip.

- If travel expenses were prepaid using University funding, receipts must still be submitted, per the Travel Reimbursement form.
- If travel expenses were prepaid by the student, the Travel Reimbursement form must be submitted using the following guidelines.

**Reimbursement – Conference Registration**
- Submit confirmation receipt of event registration (include copy of supporting documentation showing payment on credit card statement or payment by cancelled check).

**Reimbursement - Lodging**
- Original itemized receipts from hotel (must be in the student’s name in order to be reimbursed and shall not exceed the current state rate).
- If two or more persons share a room, then the person whose name is on the receipt will be reimbursed.
- Third party billing will not be allowed, meaning that if receipts are in the name of parents, professors, etc., reimbursement will not be given.

**Travel - Air**
- Submit original boarding passes and documentation showing payment on credit card statement or payment by cancelled check.

**Travel – Fleet Vehicle (or) Rental Vehicle**
- Fleet Management sends a final invoice to Student Activities, which will then be charged to the appropriate department/organization, as stated on the original vehicle request form.
- Gas/oil receipts must be submitted for both rental car and fleet vehicles.
- Parking fees and tolls will be reimbursed to the authorized driver only. Original receipts must accompany the Travel Reimbursement form.

**Travel - Charter Bus**
- If payment for a charter bus was made from an organization’s Private Account, a check would have been cut and sent to the charter company prior to the date of travel.
- If the charter bus was reserved by Student Activities, payment follows the rules as established by Business Services.

**Travel – Taxi/Shuttle**
- Reasonable and necessary charges for taxi service are reimbursable. When sharing a taxi/shuttle, record names of all passengers on back of receipt. Receipts are required for fares exceeding $25.

**Meals**
- Please follow guidelines listed on the Travel Reimbursement form regarding meals.

**Submission & Approval**
- Once all original receipts have been received and processed:
  - An email will be sent for you to come to the Student Activities office to sign the Travel Expense Request form.
  - Once you have been contacted to sign your Travel Expense Request, please allow 15 business days for the check to be processed.
  - All travel reimbursements will be mailed to the address provided unless specified for pick up in the Student Activities office.