

MEMORANDUM

TO: Animal and Food Sciences Faculty and Staff

FROM: Richard Coffey
Chair, Animal and Food Sciences



DATE: July 24, 2018

RE: Policy for Reimbursement of Ground Transportation Expenses

The following policy will be used by the department for reimbursement of ground transportation expenses incurred by faculty and staff during approved, official University travel.

1. Allowable ground transportation expenses include the following:
 - a. Transportation to and from the airport upon arrival and departure.
 - b. Transportation to a restaurant for either breakfast, lunch, or dinner when the meal is not included in the registration cost.
 - c. Transportation to and from a local site for a valid business purpose, such as a meeting pertaining to the current trip or an existing or potential research project.
2. Ground transportation for any non-business activities are not eligible for reimbursement. Examples of unallowable ground transportation expenses include (but are not limited to) the following:
 - a. Bar hopping.
 - b. Transportation for entertainment purposes ((sporting event, concert, opera performance, play, zoo, museum, antique store, mall, etc.) or any other activities that are personal in nature.
3. The following documentation will be required will be required for reimbursement of ground transportation expenses:
 - a. Valid receipt.
 - b. A description of each individual expense for which there is a valid receipt (see attached example).

EXAMPLE RECEIPT DOCUMENTATION

Receipt #1	Receipt #2	Receipt #3
Receipt #4	Receipt #5	

Receipt Descriptions

1. Taxi from airport to Hyatt Regency Hotel (7-23-18)
2. Taxi from hotel to convention center for conference sessions (7-24-18)
3. Uber from convention center to Logan's Steakhouse for meeting with colleagues from Purdue University, University of Illinois, and University of Wyoming to discuss work on Multi-State Project NC-1775 (7-24-18)
4. Taxi from Logan's Steakhouse back to hotel (7-24-18)
5. Taxi from hotel to airport (7-25-18)