Please submit original receipts (not photocopies) with a cover page outlining travel purpose/specific circumstances. The office staff will complete the expense report, which you will then be asked to sign and return before it goes to Accounts Payable for processing.

**Timeliness**

There’s a 60-day window from the time of the purchase or date of travel to get the expense report to Accounts Payable (a period based on the IRS definition of a reasonable amount of time); older receipts risk being rejected by the department or by Accounts Payable. Please hand in your receipts within 50 days so that we have time to complete the report, get your signature, and send the form for processing.

If you travel for a conference or event, the 60 days is from the time of the conference. If you purchase an airline ticket three months before a conference and submit your receipts one month afterwards, you can be reimbursed because it’s the date of travel that counts, not the date of purchase.

In general, you cannot be reimbursed for travel expenses until you have taken the trip. We can request a check drawn against your research fund for a conference registration fee; in this case please submit the request a month before the registration deadline. See below for the advance airfare option.

**Faculty travel allowance**

The department’s faculty travel allowance (currently $1000 per academic year) is for conferences or events at which you present a paper or give a reading or serve on a panel. It covers transportation (plane, train, taxis, etc.) and hotel room, but not meals or conference registration. If it is not used by the end of the academic year, it cannot be carried over to the next year.

**Travel by plane**

You can buy a ticket yourself and be reimbursed after the travel. Alternatively, to avoid an out-of-pocket expense, you can purchase an advance airfare (or rail ticket) through the university-approved travel agency (Town and Country, 381-2850), but you must do so more than 30 days before departure. Please coordinate this with the English office staff, as they have to complete and fax the travel agent a form (known as an F2) authorizing the purchase within 24 hours of your ordering the tickets. The university pays the agent and assigns the charge to a holding account. After your trip, please submit a printout of the itinerary you received from the travel agent, as we need to complete an expense report to reallocate the charge to the appropriate department account.
Please avoid mixing business and personal segments on an airfare. It is impossible for us to determine after the flight what the cost of the different legs would have been, and so reimbursing the correct amount for the business portion is practically impossible.

**Travel by car**

If you use your car, you can claim the business mileage allowance (the rate is adjusted by the IRS each calendar year and can be found [here](#)). If you rent a car in the US, the university will not reimburse you for the purchase of collision insurance, as it maintains its own coverage (see [here](#)). Outside the US, you should pay for collision insurance and will be reimbursed.

**Food**

If you pay for a meal with guests and wish to claim their share, please provide their names, affiliations, and the business purpose of the meal. If you wish to claim only your share, there is no need to identify your guests. Please indicate all alcohol that you are claiming; alcohol is usually reimbursable, but the amount has to be indicated separately on the expense form. Please obtain an itemized receipt for meals, not just a credit-card transaction slip.

**How and when will I get my money?**

On the expense report we can request payment by direct deposit or check; please let us know which you prefer. A check will be sent to your home address; direct deposit is to the account into which your salary is paid, unless you have specified a different account in HRMS.

If the expense report reaches Account Payable by the Tuesday weekly deadline, the reimbursement will be processed on the Friday of the same week (assuming that there are no questions or problems), and, if you have chosen direct deposit, the money will be in your account on the Tuesday of the following week. If the expense report reaches Account Payable after Tuesday, it will be processed on the Friday of the following week, and the money will appear in your account the Tuesday of the week after that.