
Travel Reimbursement Policy

Purpose

This policy is intended to assist you when filing for travel. As every traveler's situation is unique, please refer to the university's travel page (<https://cfo.asu.edu/fs-travel>) for a complete listing of policies and forms.

Timing

Travel documentation should be turned into your department manager as soon as possible in order to give adequate time for processing. At a minimum, allow for two weeks processing time at department level. After being processed at the department level, your claim is forwarded via intercampus mail to Travel and Reimbursements. Upon receipt the claim may take an additional 3-5 business days to be processed and for your reimbursement to post.

Timely and adequate submission of claim documentation is essential to receiving your reimbursement. If you received an advance prior to your trip and claim documentation is not received by the travel department within 30 days of your return date, they will notify you and initiate collection procedures.

Whether an advance was received or not, all travel documentation must be received by the department within 30 days.

Required Documents

If a traveler wants to claim an expense, they MUST submit the appropriate documentation. Please see The Financial Services Manual for a list of documents required for reimbursement <http://www.asu.edu/aad/manuals/fin/fin511.html>.

Generally the following documentation is required:

- Airfare receipt- Can be electronic and MUST show the itinerary and proof of payment. A Flight reservation email is not adequate proof of payment.
- Registration receipt- Can be electronic and MUST show proof of payment.
- Hotel receipt- Can be electronic and MUST be itemized and show proof of payment. Room Service
- Taxi or local transportation receipts.

Conference Documentation- Proof of the conference hotel and the rates for conference members MUST be submitted in order to be reimburse above the max lodging rate for that location. The best method is to submit a screenprint(s) of the conference website showing the designated hotels and their rates.

*Please note that many of these conferences change their websites to reflect the next conference date and location immediately after the conference ends, so it is best to take a screenprint while registering for the conference.

Format

Documentation must be submitted in a coherent and concise manner or the traveler risks delaying their claim as it will require additional time to process.

Receipts should be neatly taped to blank printer paper in category and date order (i.e. tape all the lodging receipts on the same sheet(s), all the Taxi receipts on another sheet(s), etc.). If you are taking an extended trip, please number your receipts and identify the expenses using the SST expense log. This will ensure that all of the receipts you wish to be reimburse for are identified and not missed.

For travel questions please email your travel manager. For SST non-sponsored accounts your Travel Manager will be Stacy Avent (stacy.avent@asu.edu). The interim sponsored accounts Travel Manager is Felicity Snyder (fsnyder@asu.edu).