

## **GMU Grantee Travel Expense Reimbursement Claim Instructions (July 1, 2009)**

1. Certain claims for travel reimbursement for an individual must be filed on a "Travel Expense Reimbursement Claim" or similar form and submitted with the Request for Funds. This requirement applies to overnight travel and any trip that requires airfare, whether in-state or out-of-state.
2. Information that must be provided includes:
  - employee signature and authorized supervisory signature
  - beginning/ending date and time of travel
  - copies of receipts from hotels (with zero balance), airlines, parking, car rentals, ATM, etc.
  - copy of conference or meeting agenda or schedule (i.e., purpose of trip)
  - Itemized listing of all expenses claimed for reimbursement
3. People in travel status shall receive reimbursement in accordance with the grantee's established policies or at a rate that is comparable to those established by the U.S. General Services Administration (GSA) for the specific destination, whichever is less. Rates established by the GSA for United States travel can be found at [www.gsa.gov](http://www.gsa.gov).
4. In addition to the reimbursable lodging rates, employees may be reimbursed for lodging taxes and fees. Lodging taxes are limited to the taxes on reimbursable lodging costs. For example, if the maximum lodging rate is \$50 per night, and the employee elects to stay at a hotel that costs \$100 per night, the employee can claim only the amount of taxes on \$50, which is the maximum authorized lodging amount.
5. If lodging is procured at a prearranged place such as a hotel when a meeting, conference or training session is held, the conference rate for the hotel may be reimbursed even if higher than the GSA rate.
6. Meals will be reimbursed in accordance with the grantee's established policies or in accordance with the meals and incidental expense (M&IE) allowance rates found on the GSA website listed above, whichever is less. Receipts are not required for the M&IE allowance. Employees may receive reimbursement for breakfasts even though continental breakfasts are provided. Employees are to deduct meals furnished to them during a conference or meeting from their reimbursement request in accordance with the grantee's established policies or in accordance with the rates within the GSA breakdown for the breakfast, lunch and dinner components.

### **Eligibility to Receive Meal Reimbursement**

Breakfast: Departure at or before 7:00 a.m.  
Lunch: Departure at or before 11:00 a.m. and return to work site at or after 1:30 p.m.  
Dinner: Departure at or before 5:30 p.m. or return to work site at or after 7:00 p.m.

If a function attended provides a meal, no reimbursement is allowed except when the employee is not able to attend the meal for other work purposes. When the employee submits the claim for travel expense, the employee must clearly note that he/she did not participate in the function's meal. The individual's supervisor approving the reimbursement request must initial this notation.

Employees must be at least 50 miles from their duty station to receive reimbursement for lunch.

### **Eligibility to Receive Mileage Reimbursement**

All mileage is paid from the duty station to the destination or to the airport, in the case of air travel. This means that travel from home up to the mileage required for the normal commute will be un-reimbursed. Travel from home in excess of the normal daily commute is reimbursed according to the rates in the Nevada State Administrative Manual rates. All travel from the duty station is reimbursed.