

## USM/SU Expense Account Travel Instructions

1. Your completed expense account (all copies) should be submitted to the University's Travel Office within three (3) days of your return. Original receipts must be submitted with the Expense Account Form for reimbursement.
2. If expenses occurred as a result of out-of-state travel, an approved Out-of-State Travel Request Form must be on file in the University's Travel Office.
3. All meals will be reimbursed according to USM/SU guidelines. Detailed receipts are required for "high cost" area meal allowance.
4. The department head may authorize payment of mileage for the use of a privately- owned vehicle when there is no State vehicle available. Privately-owned vehicle mileage will be charged directly to the department's travel budget. Mileage reimbursement will exclude the number of commute miles between the employee's residence and the University.
5. All travel must be by the most direct and economical route and only when incurred on official state business. Miscellaneous Public transportation will be reimbursed by original receipt only. Airfare reimbursement will be reimbursed by original passenger flight coupon only (after the trip has occurred).
6. The State of MD provides flight insurance coverage to any employee who has an approved Out-of-State Travel Request Form on file in the travel office.
7. Hotel bills will be reimbursed on the basis of actual cost (single room rate only) provided an original itemized folio receipt is attached to the Expense Account Form. Hotel tips are reimbursable at \$1.00 per bag. A memo must accompany the Expense Account Form certifying this expense.
8. Telephone and postage expenses incurred in the performance of official duties are allowable and reimbursable. Business phone calls must be indicated on either your hotel bill or the original of your itemized home phone bill and must be submitted with the Expense Account Report.
9. Porter fees will be reimbursable at \$1.00 per bag. A memo must accompany the Expense Account Form certifying this expense.
10. An original receipt is required for any registration expense. In lieu of an original receipt, your original canceled check or original credit card charge voucher will be acceptable. A memo certifying this expense must accompany this type of reimbursement on the Expense Account Form.