Completing the Reimbursement Form

- 1) Please complete the form with home address and itinerary.
- 2) Original receipts are required for all requests for reimbursements (with the exception of per diem meals). We are unable to process reimbursements without receipts. If you are driving a personal car, please include Google Maps directions detailing the mileage. If you rent a Motor Pool car or other type of rental car, you may be reimbursed for gasoline.
- 3) If you purchased your airline ticket, train ticket, etc., your name and the last four digits of your card number should be on the receipt. If you do not have this information, please instead provide us with a copy of your credit card statement showing the charge.
- 4) Airfare and lodging paid for by the department is not reimbursable.
- 5) Meals are reimbursed at the current Per Diem rate which can be found here: <u>http://www.dbs.umd.edu/travel/services/rates.php</u>.
- 6) Mileage is reimbursed at the current POV rate per mile which can be found here: <u>http://www.dbs.umd.edu/travel/services/rates/pov.php</u>. Please attach Google Maps directions detailing the mileage you drove.
- 7) If you are not on UMD payroll please include the correct mailing address to mail your reimbursement check. Please do not use campus addresses. Your reimbursement will be processed by our Accounts Payable office and will take at least four to eight weeks to be processed once they receive the approved forms. If you are on UMD payroll, you will be reimbursed directly to your paycheck.
- 8) UMD policy prevents us from reimbursing students for memberships to academic and professional organizations. Memberships for faculty and staff may not exceed two memberships annually per person and must be covered by discretionary funds (DRIF) or approved by a sponsor for funding in a contract or grant award.

Please email or mail the form and receipts to:

Fischell Department of Bioengineering ATTN: Joe Borromeo 3228 A. James Clark Hall College Park, MD 20742 jborrome@umd.edu

If you have any further questions, please contact Joe Borromeo by email jborrome@umd.edu or phone 301-405-2046.



FISCHELL DEPARTMENT OF BIOENGINEERING

UNIVERSITY OF MARYLAND TRAVEL EXPENSE STATEMENT

KFS ACCOUNT	FIRST NAME	MIDDLE NAME	LAST NAME		
HOME ADDRESS :					
	STREET/APT #	CITY	STATE	ZIP	
PURPOSE OF TRAVEL					
				-	
1L	TRAVEL E	XPENSE BY DATE			
DATE (MM/DD/YY)				TOTAL	
BREAKFAST*					
LUNCH*					
DINNER*					
LODGING					
TAXI OR LIMO					
AIR/RAIL/BUS					
AUTO RENTAL					
PARKING FEE					
BRIDGE OR TOLLS					
TELEPHONE					
REGISTRATION FEE					
PORTERAGE					
MILEAGE					

GRATUITIES. PER DIEM REIMBURSEMENTS WILL BE AUTOMATICALLY CALCULATED BY DESTINATION AND TRAVEL DATES USING THE FEDERAL PER DIEM SCHEDULE. PUT AN "X" ON THE DATES / MEALS IN WHICH YOU'RE CLAIMING PER DIEM. MEALS PROVIDED DURING A CONFERENCE OR EVENT CANNOT BE CLAIMED. TOTAL

ORIGINAL RECEIPTS MUST BE PROVIDED FOR EXPENSES NOT COVERED THROUGH PER DIEM.

THE FULL LIST OF ALLOWABLE EXPENSES CAN BE FOUND ON UMD'S TRAVEL SITE.

ITINERARY / MILEAGE CALCULATOR

DATE (MM/DD/YY)															
TIME	START	END													
I IIVIL															
FROM:															
TO:															MILEAGE
TO:															TOTAL
AUTO MILEAGE															

THE CURRENT MILEAGE REIMBURSEMENT RATE FOR PRIVATELY OWNED VEHICLES IS **62.5 CENTS/MILE**. MILEAGE IS CALCULATED FROM OFFICIAL WORK LOCATION (OR FROM HOME) TO BUSINESS DESTINATION, INCLUDING AIRPORTS, TRAIN STATIONS, AND LODGING LOCATIONS. MILEAGE MUST BE CLAIMED FROM THE ACTUAL DEPARTURE LOCATION --- IF LEAVEING FROM HOME AND IT IS CLOSER TO THE DESTINATION, TRAVELER MAY NOT CLAIM MILEAGE FROM THEIR WORK LOCATION TO MAXIMIZE REIMBURSEMENT. FUEL COSTS ARE INCLUDED IN THE PER-MILE REIMBURSEMENT RATE AND ARE NOT REIMBURSEABLE. LIST CALCULATED MILEAGE COST IN ABOVE EXPENSE TABLE.

CERTIFIED JUST AND CORRECT AND PAYMENT NOT REC TRAVEL IN FULL COMPLIANCE WITH POLICY		ER'S SIGNATURE DATE :
PHONE :	E-MAIL :	
PLEASE PRINT APPROVING AUTHORITY NAME & TITLE	::	
APPROVING AUTHORITY SIGNATURE	:	DATE :