

Student Travel Reimbursement Procedure and Process



Created by: Sean Blake

Requirements

- Completed, signed travel [reimbursement form](#)
 - Form must be signed by financial manager of the fund that is being charged for the reimbursement. For grants, this would be the PI of the grant.
- Purpose of the business trip must be stated on the form and documentation to substantiate business trip
 - This could be a meeting/event agenda, email, published advertisement for event, etc...
- Detailed receipts for reimbursed expenses. **Receipt need to be itemized and show proof of payment.**
 - A stand-alone credit card signature slip is not sufficient for reimbursement.
 - If you are missing a receipt and wish to be reimbursed for the expenditure, a [Missing Receipt Form](#) must be completed and signed by the Dean. This form should be used sparingly and **only** after attempts are made to get a copy of the missing receipt from the vendor.
 - Receipts should be in digital form, organized by expense categories and date.
- For mileage reimbursement, turn-by-turn directions for the round trip must be submitted. Directions should have the round-trip mileage. The starting and ending point of the trip needs to be the University's address.
- Please be aware that alcohol purchases are not reimbursable.

Travel Reimbursement Form

Drexel UNIVERSITY		Travel Expense Reimbursement Report v 1/22		Procurement Services		3201 Arch Street, Suite 400 (215) 895-2876		Reset		
Please type or print legibly. Employee name: J. Doe						Employee ID: 12345617 <small>(Do not use Social Security Number.)</small>				
Home address 1: 123 Main St.						Department: Materials Science & Engineering				
Home address 2:						Telephone: 555-555-5555				
City: Every Town State: PA Zip: 19104						Destination: New York City, NY				
Business purpose of travel (Attach copy of the agenda, list participants, explain relationship to University activity or project.)						Domestic Travel: <input checked="" type="checkbox"/> Foreign Travel: <input type="checkbox"/> ** <small>**Convert expenses to US Dollars Consult http://www.oanda.com</small>				
Present at conference										
Description	Acct.	05/01/2023	05/02/2023	05/03/2023	Dates			Total	Less: Prepays	Total Prior to Advance & 3rd Party
Airfare Domestic	3321							0.00		0.00
Rail Domestic	3322							0.00		0.00
Personal Auto Miles		100 x 0	100 x 0	x 0		x 0	x 0			
Mileage Rate (Date Driven)	3327	0.00	0.00	0.00		0.00	0.00	0.00		0.00
Hotel/Lodging Domestic	3323							0.00		0.00
Meals Domestic	3325		50.00					50.00		50.00
Entertainment Domestic	3326							0.00		0.00
Auto Rental Domestic	3324							0.00		0.00
Registration/Conference Dom	3328							0.00		0.00
Tolls/Parking/Taxi	3327	10.00	10.00					20.00		20.00
Other Dom Business Expense	3329							0.00		0.00
Total Expenses		10.00	60.00	0.00		0.00	0.00	70.00	0.00	70.00
Cost Center Title	Fund	Org.	Acct.	Actv.	Amount			Amount		
	8XXXXX	3XXX	3321		0.00	Total Price Prior to Advance & Third Party		70.00		
			3322		0.00	Less: 3rd Party Payment				
			3327		20.00	Less: Employee Travel Advance				
			3323		0.00	Cash Advance Date				
			3325		50.00	Net Due Employee		70.00		
			3326		0.00	Net Due University		0.00		
			3324		0.00					
			3328		0.00					
			3329		0.00					
			Total (Must equal Net Due Employee.)		70.00					
Approvals		Name (print)		Signature		Date		Certification		
Traveler's Supervisor:		Prof. Doe						I certify that this report is a true and accurate accounting of expenses incurred in connection with authorized University travel. If funded by a grant or contract, I further certify that the expenses comply with the applicable cost principles and regulations of the sponsoring entity.		
Expense Approver: <small>(Other than supervisor)</small>								Employee Signature: _____		
Preparer: <small>(If other than traveler)</small>								Date: _____		



Procedure & Process

1. Complete travel reimbursement form and have your advisor sign the form. If the reimbursement will be charged to a grant, the PI must sign.
2. Submit signed, completed form along with all receipts, and business purpose support, electronically to Director of Operations, Sean Blake (seb353@drexel.edu). If Sean is unavailable, submit to Assistant Director of Events & Programs, Keiko Nakazawa (kn52@drexel.edu). Both are in the MSE suite, LeBow Engineering 344. Reimbursement requests must be submitted within **60 days** from the date of return of travel.
3. Sean will review the form, receipts and other supporting documents for completeness and compliance. If all requirements are met, the documents will be submitted to Procurement for processing.
4. If you are signed up for direct pay for payroll, your reimbursement will be disbursed via direct pay. If you are not signed up for direct pay, payment will be disbursed in a physical cheque and mailed to your home address.