

INSTRUCTIONS FOR COMPLETING THE RIT TRAVEL EXPENSE REPORT FORM

1. **No.** _____—Each travel expense report has a preprinted number for reference purposes. Please refer to this number on the Invoice Payment Form when requesting a travel advance or prepayment.
2. **Traveler's Name**—Enter the name of the traveler.
3. **Traveled To**—Enter the destination of the traveler.
4. **Date and Time of Departure**—Enter the date and time that the traveler left on the business trip.
5. **Date and Time of Return**—Enter the date and time that the traveler returned from the business trip.
6. **Purpose of Trip**—Indicate the business reason for the trip.
7. **Traveled With**—Enter names of individuals the traveler traveled with.
8. **Foreign Exchange Applicable?**—Indicate if foreign exchange is applicable. If it is, indicate currency and rate at the time of the trip (not at the time the form is completed). For trips with duration of one week or less, it is permissible to calculate an average currency rate. For assistance with currency conversions, visit www.oanda.com. If you are traveling to more than one country, indicate applicable rates on a separate page and attach to the travel expense report.
9. **A. Expenses Section**—Various expense categories are listed in this column.
10. **Date/Day**—Indicate the date that corresponds to the first travel day (Day 1), indicate the date that corresponds to the second travel day (Day 2), etc.
11. **Expense Category**—Enter the expense in the appropriate expense type by day.
12. **Miles Driven**—Enter the total number of miles driven for each day. Enter the total miles driven in the total column.
13. **Mileage Reimbursement Rate**—Multiply the total miles driven by the current reimbursement rate. (The reimbursement rate changes periodically based upon the IRS Business Mileage rate. Call Accounting at extension 5-2375 for the current rate or visit the Controller's Office web page at <http://finweb@rit.edu/Controller>. Enter the reimbursement amount in the total column.
14. **Airfare**—Enter the amount paid for airfare. When tickets are purchased from a RIT designated travel agency using the BTA or GTA account, the amount should be included in Section C. If airline tickets were purchased elsewhere, include a memo of explanation and comparative pricing information.
15. **Auto Rental through Lodging**—Enter the amount spent in each category by day.
16. **Meals**—Include only those meals purchased for RIT travelers. Other meals should be included on the hospitality line and explained fully in the Hospitality Record Section of the form. Receipts are not required if the expenditure is less than \$40/day and less than \$20 per meal, but should be obtained if possible. Receipts are required if expenditures exceed these limits. Do not include alcohol on this line. Alcohol should be indicated separately on the "alcohol" line below. Include tips paid for meals.
17. **Alcohol**—Indicate the amount spent on alcoholic beverages. Alcohol is a reimbursable expense (except for NTID employees). This amount will be charged to a separate "government non-reimbursable" expense object code. If the travel is being charged to a federal or state grant, alcohol expenses will be charged to the traveler's operating account budget, not to the grant account. See number 29 below.
18. **Other**—Indicate the amount spent for other business travel related expenses not specified in another category (i.e. ATM charges for NTID employees).
19. **Telephone/Fax**—Indicate amount spent for telephone calls, e-mail charges and faxes. If amounts are included in hotel bill, reduce lodging expenses by the amount of the telephone expenses. Employees will be reimbursed for one personal call per day.
20. **Supplies/Sundries**—Indicate amount spent for supplies or sundry items including paper overhead transparencies, diskettes, and copy charges.
21. **Tips**—Indicate tips paid for baggage handling, etc. Do not include tips for meals (see # 16 above).

22. **Hospitality**—Enter the amount spent on hospitality (meals for non-RIT travelers) by day. Provide details in the Business Hospitality Record Section.
23. **Total**—Enter the total amount spent in each expense category in the total column on the right side of the page.
24. **Total Expenses**—Add together the expenses in the total column and enter the grand total in the shaded box.
25. **B. Business Hospitality Record Section**—Provide details of hospitality expenses including persons attended and business purpose.
26. **C. Advances/Prepaid Information Section**—Enter all prepaid expenses including travel advances. Advances include amounts received from RIT Accounts Payable for out of pocket expenditures, payments made to the hotel prior to the trip, etc. Include the check number on the form. Prepaid expenses include airline tickets charged to the RIT BTA or GTA account, conference registration fees, etc. charged to the RIT Procurement Card.
27. **Total Advances/Prepaid**—Enter the total of all advance and prepayment amounts in the shaded box.
28. **D. Expense Summary Section**
 - a. Total Expenses—Enter the total expenses from shaded box in the first section.
 - b. Total Advances/Prepayments—Enter the total advances/prepaid amounts from the shaded box in section C.
 - c. Balance Due RIT— If total advances/prepayments exceed total expenses, this amount is due to RIT from the traveler. Complete a Deposit ID Form and take with excess cash to the Cashier’s Office. Attach a copy of the Deposit ID Form to the Travel Expense Form and send to Accounting for processing.
 - d. Balance Due Traveler—If the total expenses exceed the total advances/prepaid amounts, this amount is due to the traveler from RIT.
 - e. Department Name—Enter the name of the traveler’s department.
 - f. Traveler’s Signature—The traveler signs here.
 - g. Department Head’s Approval—The department head, or one level of supervision above the traveler, signs here.
 - h. Person Completing the Form—Enter the name of the individual completing the form and his/her RIT extension.
29. **Account to Charge (line 1)**—Enter the complete RIT 24-digit account number that the travel expenses will be charged to. Indicate the amount to be charged to this account line. If there are no government unreimbursable charges, this amount will be the same as the “Bal Due Traveler” amount in box 4. If there are expenditures for alcohol, see 29. below.
30. **Charge Alcohol to (line 2)**—If you have expenditures for alcohol, enter the complete RIT 24-digit account number that should be charged (object code 79050 appears in the third segment). Indicate the amount to be charged to this account line. The amount on this line plus the amount on line 28 should equal the amount in the Expense Summary in box 4 , “Bal Due Traveler”.

Additional Information

1. If you are travelling more than seven (7) days, complete a second Travel Expense Report. Indicate the number from the first Travel Expense Report above the number on the second report.
2. Tax Exempt Forms—RIT is exempt from sales tax in New York State. Please present a tax-exempt form when making purchases, including restaurant meals. Many other states recognize RIT’s tax exempt status. Call the Controller’s Office at extension 2383 to obtain copies of the Sales Tax Exempt Form for New York or to inquire about RIT’s tax-exempt status in the state that you will be traveling to.
3. Attach original receipts, taped to one side of an 8 1/2 x 11 sheet of paper to the Travel Expense Report, including airline tickets. Refer to Accounting Control Bulletin #4 including Amendment #1 for additional information regarding receipts. Indicate the Travel Expense Report number on the top right hand corner of each page.
4. Return the completed form to the RIT Accounting Department (Eastman Building, 6th floor) within two weeks of returning from the trip. If there is an amount due to the traveler from RIT, a check will be prepared and available for pick-up at the Cashier’s window within 5-7 business days.
5. Travel Expense Report forms may be ordered from Mail and Reprographics.
6. If you have any questions about completing the form, please call the Senior Accounts Payable Specialist at ext. 5-2372.
7. A copy of the RIT Travel Policy and Procedure manual may be found on the RIT Controller’s Office web page at <http://finweb@rit.edu/Controller>.