

# SPF Travel Reimbursement Instruction Guide

Being reimbursed for a travel you have done is a two part process. (Please note this is not the process for requesting an advance.)

The first thing to remember is that you **MUST KEEP ALL RECEIPTS** from your trip! The types of receipts that are required for a reimbursement of a travel are:

- Air fare, airport shuttle fees, baggage check fees, boarding passes, rental car purchases (with a rental agreement if possible), fuel receipts (ONLY if used to pay for fuel for a rental car), conference registration confirmations, lodging, parking fees, toll bridge fares or taxi fares.

## Part 1: The Travel Claim

Once you have gathered together all of your receipts, it is time to complete your travel claim. The Travel Expense Claim form can be found on our website by going to the ‘forms’ page and scrolling down to find Travel Expense Claim Form, or by visiting <http://www2.humboldt.edu/forms/node/590>. Please note that the stateside version of this form looks slightly different. This guide is referencing the Sponsored Programs Travel Claim Form.

**Step 1:** Complete the highlighted fields in the personal information section.

CLAIMANT'S NAME			EMPLOYEE NUMBER*			DEPARTMENT					
POSITION			CB/ID No.		DIVISION or BUREAU			INDEX NUMBER			
RESIDENCE ADDRESS *						CAMPUS ADDRESS			TELEPHONE NUMBER		
CITY		STATE		ZIP CODE		CITY		STATE		ZIP CODE	
(1) NORMAL WORK HOURS						(2) PRIVATE VEHICLE LICENSE NUMBER			(3) MILEAGE RATE CLAIMED		
									0.575		

- Please note – the **Private Vehicle License Number** is required when a claimant used their own personal vehicle for travel.

**Step 2:** Enter the details of the travel in the body of the form.

(4) MONTH/YEAR		(6) LOCATION WHERE EXPENSES WERE INCURRED	(7) LODGING	(8) MEALS			(9) INCIDENTALS	(10) TRANSPORTATION				(11) BUSINESS EXPENSE	(12) TOTAL EXPENSES FOR DAY	
July 2015				BREAK-FAST	LUNCH	O.T., LT, N/C, RELO. OR DINNER		(A) COST OF TRANS.	(B) TYPE USED	(C) CARFARE, TOLLS, PARKING	(D) PRIVATE CAR USE			
DATE	TIME										MILES			AMOUNT
7/15	1800 -	Arcata, CA to Modesto, CA	110.00	10.00	15.00	30.00		105.50	rc	25.00		0.00	295.50	
7/16	-		110.00	10.00	15.00	30.00	7.00					0.00	55.10	227.10
7/17	- 1700	Modesto, CA to Arcata, CA		10.00	15.00	30.00	7.00					0.00	35.00	97.00
												0.00	0.00	

- Enter the date of the beginning of the travel. Hours can be listed in “military” time (as shown) or can be listed in regular time (i.e. 8am – 5pm). List (as above) the start to end locations in the format shown.

- Please note - when using your own vehicle for travel, **claimant may not claim fuel receipts for reimbursement**. Please list the miles driven in the 'miles' column below and include a google map printout (or other documentation of your route) for backup if possible.
- If allowed by the grant, list the cost of daily meals incurred during your trip (called 'per diems') in the Breakfast, Lunch and Dinner columns. **Amounts that can be claimed for meals without receipts are \$10 for breakfast, \$15 for lunch and \$30 for dinner**. A maximum of \$7 can be claimed for incidentals (i.e. tips, snacks) per day.
- List any purchases of fuel for a rental car as a 'business expense'.
- Make a note of where you went and the dates in the notes area below the body of the form.

**Step 3:** Sign your claim, and have your supervisor (or one-up) sign as well.

## Part 2: The Request for Payment

The request for payment is the second part of the Travel Reimbursement process and does exactly that – requests that a payment be issued to you.

You can find the Sponsored Programs Request for Payment form on our website at <http://www2.humboldt.edu/forms/node/594>

This form needs to be signed by the approved signer for the project. If you are the approved signer for the project and the reimbursement is for you, it also needs to be signed by your one-up.

**Step 1:** Check the boxes for HMSPF (top right) and EMPLOYEE (top left).

**Step 2:** Enter your personal information under 'Payable To.'

**Step 3:** Contact is the person who is completing the form, and who should be contacted in case there are any hang-ups.

**Step 4:** The 'Line Item' will be travel in-state or travel out of state. The amount of the claim is the total of your reimbursement being requested. The account number will directly correlate to whether you are traveling in or out of California (in-state is 606001, out of state is 606002). The fund number refers to the project that the travel is being charged to. The Department ID refers to the department the grant is associated with. Program and Class are not applicable. Project refers again to the project the travel is being charged to.

**Step 5:** Give a short explanation of your travel (you can copy the information you listed on your travel claim).

**Step 6:** Have the form signed.

You're finished! Attach both forms to the receipts you have kept for documentation (if any) as well as a google map printout of your travel (if you used a personal vehicle and are claiming mileage) and submit to Accounts Payable on the 3<sup>rd</sup> floor of the SBS building in room 345. If you have any questions please contact the SPF Front Office at (707) 826-4189 or email [hsuf@humboldt.edu](mailto:hsuf@humboldt.edu)