

## PREPARATION PRIOR TO TRAVEL AND COMPLETION OF EXPENSE REPORT UPON RETURN

Before traveling:

- Determine which account (FOAPAL) will reimburse the travel.
- Complete a Proposed Travel Form-sign and hand to one of the assistants – Jeanette-Administrative Assistant (for Nuclear or Nuclear Discretionary Account travel) or Kathy-Administrator (for JINA or Wiescher Discretionary Account travel). Also, the traveler should keep the copy of this form that is returned as it will be included in the complete expense report.
- Determine whether the travel will be on a per diem basis or if receipts will be required for reimbursement. A per diem rate should be discussed between the traveler and the advisor. If your trip involves more than one purpose for instance a workshop/conference that provides meals you cannot take a per diem for any portion of this trip – and the experiment/collaboration does not provide meals you can do one or the other in receipts or per diem on the same expense report for this portion of the trip, however it needs to be clear that these were two different purposes.

Generally the expense report is for one purpose and will either be entirely per diem or entirely based on receipts. If any meal is provided as part of another expense (conference dinner, half or full board at a hotel, etc.), one cannot claim a per diem. Understanding of these policies should help the traveler understand which type of reimbursement to expect when returning back to campus. As a general rule, however, one should keep all receipts from the travel so that if there are any problems, receipts can be used to recover the costs of the trip. Also, if the traveler thinks there may be some complications in filling the expense report, the traveler should discuss the issues with the assistants before leaving Notre Dame.

It is convenient for travelers to use Anthony Travel to book airfare because the flight will be directly charged to the grant – you will need to supply the number to the travel agent (please see Jeanette or Kathy for this information) Keep in mind that all documents you receive from Anthony Travel (the actual receipt from the booking, as well as the full itinerary) will eventually be submitted as part of the expense report- you should give Jeanette or Kathy a copy of the itinerary with the charge as soon as it is received because often times the charge will hit the grant prior to submitting the expense report. If you do not use Anthony Travel a credit card receipt is required for airfare not charged directly to the grant.

After returning to Notre Dame, the traveler should download the Excel version of the expense report form from the Departmental Forms section of the Physics Department page ([http://physics.nd.edu/phys\\_resources.htm](http://physics.nd.edu/phys_resources.htm)). If expense reports are not submitted in a timely matter – the reimbursement will be taxable- currently given **60** days to submit. The traveler should fill the form to the best of their abilities. If there are problems filling this section, ask one of the assistants. There are a few things to remember:

- All days must be addressed during the trip. If personal days are taken, list them under the date/to/from section on the expense report, and explain them as personal days in the “TRAVEL/EXPENSE DETAILS” section.
- For international travel, one exchange rate should be used for all receipts of the same currency. The traveler should find an average exchange rate for the trip by using [http://www.exchangerate.com/past\\_rates\\_entry.html](http://www.exchangerate.com/past_rates_entry.html) The traveler should print a page from this website showing the exchange rate for the time of the travel, indicate the specific exchange rate being used, and include this print-out in the expense report. Also, in the Travel/Expense Details section of the expense report itself, the exchange rate should be indicated. Example: 1 US Dollar = 0.69041 Euro
- For international travel, if the traveler would like to supply a credit card statement for

reimbursement, the sales receipt must be included in the expense report, as well as a copy of the credit card statement showing the charge.

- Any per diem should be explicitly mentioned in the Travel/Expense Details section of the expense report. “Per diem set by the research group for this traveler for this trip”
- If the plane ticket was paid directly from an account, the cost of the ticket should still be listed as an expense under airline tickets, and the cost should also be put in the cell for “LESS: Travel charged directly to a budget thru ND Travel Bureau.”
- Prepaid items (hotels, train tickets, conference fees, etc.) should be summed and listed accordingly in the proper “LESS” section on the expense report.
- If a receipt is lost that is needed for the form, a Missing Receipt Report will need to be filled, also found on the Physics Department page. [http://physics.nd.edu/phys\\_resources.htm](http://physics.nd.edu/phys_resources.htm)
- If a receipt shows a balance due or “not paid in full” then a credit card receipt is necessary to show proof of payment.
- If a coworker pays for any of your expenses –this needs to be noted under details.
- When only mileage or a per diem is being claimed the traveler must show proof that the trip was taken. For example: a traveler to MSU could use the visitor badge that they receive or another example of proof might be the traveler purchased a soda while in E. Lansing.
- A per diem cannot be taken if the trip is not overnight.

After the form is completely filled, it should be saved and an electronic version emailed to either Jeanette (for Nuclear or Nuclear Discretionary Account travel) or Kathy (for JINA or Wiescher Discretionary Account travel). They will fill out the FOAPAL CODES section of the expense report. The traveler should also hand the following to the correct assistant:

- All receipts used in completing the expense report form.
- The original flight receipts, including the itinerary.
- A copy of the Proposed Travel Form that had been returned to the traveler.
- If the travel was for a conference, include a copy of the conference agenda/itinerary.
- If the travel was international, include the print out from [http://www.exchangerate.com/past\\_rates\\_entry.html](http://www.exchangerate.com/past_rates_entry.html) which was used to determine the exchange rate.

Once they have reviewed the expense report/receipts a final copy is printed for your signature. The expense report must be returned to either Jeanette/Kathy as they will handle the remaining steps in the process.

Expense reports can be complex and time consuming – but the more detailed and accurate accounting can prevent the return of the expense report from Accounts Payable/ Auditing and reimbursement can happen in a timely matter.

### ***On-line Receipts***

**Under most circumstances, the need to provide copies of credit card statements to support travel-related expenditures via on-line receipts has been eliminated.**

If the on-line receipts to support travel-related expenditures reflect proper cost and evidence of full payment, additional substantiation via copies of credit card statements reflecting the charge will not be required.

*Airline electronic tickets (E-tickets)-not purchased directly from Anthony travel*

For E-tickets we will need a copy of 2 of the following elements as support:

- Itinerary reflecting airline, flight numbers, departure/arrival dates and times, and
  - Receipt listing total flight cost, payment method (e.g., Visa \*\*\*\*\*1234), and evidence of full payment. OR Passenger receipt (Obtain at the check in counter or at the KIOSK machines)
- Please note: boarding passes are not accepted as receipts

*Note: Itinerary/Receipt requirements may be satisfied by the same summary document depending upon method used by the airlines or travel company.*

*Lodging:*

- Receipt/itinerary from on-line travel service (Hotwire, Priceline, Hotels.com, etc.) reflecting cost, payment method (e.g., Visa \*\*\*\*\*1234), and evidence of full payment.

*Rental cars*

- Receipt/itinerary from on-line travel service (Hotwire, Priceline, etc.), reflecting cost, payment method (e.g., Visa \*\*\*\*\*1234), and evidence of full payment.

## **Graduate School Research Travel Grants**

\*\*\*\*If you know in advance you will be traveling the Nuclear Structure Lab and/or JINA can benefit if you apply for travel funds that are awarded from The Graduate School research travel grants. More information regarding the Zahm and Downes grants can be found in the [Graduate Fellowship Database](#), or by contacting [Dr. Terry Akai](#).

### **Zahm Research Travel Grant**

**Deadline:** November 15 (for January to June proposals); March 15 (for July to December proposals)

**Eligibility:** Open; must be ND student; must supply evidence of having applied to other non-university funds for assistance, unless funding in a particular academic field is absolutely unavailable

**Stipend and Tenure:** Variable

**Description:** To enhance scholarly activity at the University of Notre Dame by awarding funds to partially subsidize expenses related to graduate research. Priority is given to doctoral students admitted to candidacy whose research is the basis for their approved dissertation topic. Support may be requested for travel directly related to research. Such activity normally includes the acquisition, development, analysis of data, and consultation of primary materials, collections, or other research resources at off-campus sites. Participation in annual discipline-oriented meetings and special symposia, even for reporting results of scholarly efforts, is not fundable.

## **Joseph F. Downes Memorial Grants to Attend Seminars and Workshops**

**Deadline:** October 1 for the fall term; December 1 for the spring term; April 1 for the summer term

**Eligibility:** Open

**Stipend:** \$500

**Tenure:** Variable

**Description:** The Graduate School has dedicated the earnings from the Joseph H. Downes Memorial Endowment to help defray the travel expenses of graduate students attending workshops, seminars, and short courses. Awards will be made on a competitive basis. Travel related to research or job interviews and participation in annual discipline-oriented meetings are not fundable. Students should apply for this award before they are accepted to the program they desire to attend; funds cannot be requested in retrospect. Students are required to complete the [PDF application](#), which must be returned to [Dr. Terry Akai](#) by the appropriate deadline.

## **College of Science Travel Grant**

Depending if funds are available female students can apply to the Dean of the College of Science for travel funds. A letter should be written describing the purpose of the trip and the amount of funds required for the trip.

**For more information please contact the dean's assistant: Mary Ann Chrustowski, 168 Hurley Building Phone: 1-6456**