

# CSE Travel/Reimbursement Cover Sheet

Updated 3/30/16 - KRM

Reference# 1  
 Submitted to SSC

## PART I

\*This report is for expenses related to:

Travel  Reimbursement

Hosting (include a list of attendees and affiliations in notes or attached with receipts)

\*Note: Meals consisting of ONLY UM faculty/students may not be taken at a restaurant

Meeting held in Beyster Building?  Y  N

Alcohol served?  Y  N

\*I am:

Faculty  Staff  GSRA/GSI

Student with a fellowship

Post-Doc/Research Fellow

Temp/Hourly Employee  Visitor/Other

\*Name: 2

Uniqname: 2

\*For questions, contact: 3

\*Business Purpose (Why is UM paying for this expense? i.e. Attend and present at XX conference):

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Departure Date: 6 Return Date: 6 Purchase/Hosting Date: 6

Destination: 7 Conference Name: 8

\*Note: If personal travel is included, please explain in notes 9

\*Project name/shortcode: 10 Alcohol shortcode: 11

\*Faculty initials (required for student expenses): 12 \*Date: 12

## PART II (Please see receipts for amounts)

Cash Advance

Rackham Tvl Grant

Conference Tvl Grant

Airfare

Ground Transportation

Mileage: To/From DTW

Lodging

Rental Car

Mileage: Other (personal vehicle mileage)

Other Expenses:

Parking:

Date: 15 Description: 15 Cost: 15

Date: ↓ Description: ↓ Cost: ↓

Date: ↓ Description: ↓ Cost: ↓

Per Diem (choose one option):

Standard (all meals)

Dinner Only

None

Specific days/meals (please write date and circle meals you are claiming):

Date: 16 B L D Date: 16 B L D Date: 16 B L D

Date: ↓ B L D Date: ↓ B L D Date: ↓ B L D

Date: ↓ B L D Date: ↓ B L D Date: ↓ B L D

Notes (use back for extra space as needed):

17

## CSE Travel/Reimbursement Submission Guide

**\*If you are on fellowship or if you are an undergraduate student, your report will need to be processed by the CSE travel in-take staff member in 3808 Beyster\***

### How to fill out the form:

**Please reference the numbered CSE Travel/Reimbursement Cover Sheet (pg. 4 of document) for this section**

1. Check the relevant box for reimbursement type. Leave the reference number blank.
2. Print name of the person to be reimbursed (hereafter referred to as 'requester') and their uniqname
3. Enter a contact email address for any questions.
4. Check relevant box
5. The business purpose for the reimbursement. Examples:
  - a. "Attend and present at HotOS 2015"
  - b. "Faculty candidate dinner (candidate name)"
  - c. "Items for EECS 183 showcase"
6. Print departure/return dates, or date of purchase/hosting
7. Fill out travel destination
8. Fill out conference name
9. If personal travel is taken during university travel, such as adding a few days to the end of a trip to visit nearby friends or family. In these cases, the traveler should provide comparison airfare (which would represent how much the trip would have cost minus the personal days).
  - a. We are capable of reimbursing for the amount of the comparison airfare if it is less than the amount of airfare plus personal travel, or reimbursing for the full cost of the ticket if it is less than the comparison fare.
  - b. If the traveler does not provide comparison airfare, the processor cannot generate it retroactively. The processor instead must go to the airline's website, book the same flight to the destination city on the same days and the same amount of time in advance. As a result you may be reimbursed at a lower rate.
  - c. The University will not reimburse for any other personal expenses.
  - d. Also, be aware that airport parking will have to be reduced for the days of personal travel.
10. The project name or shortcode must be obtained from a faculty advisor. If the faculty advisor can only provide a project name, their research administrator will be able to provide a shortcode.
11. Leave this field blank. Only needed when alcohol is purchased during a hosted dinner.
12. **Faculty approval is required for all student expenses.** This can come in the form of initials and date on the cover page or an e-mail confirmation. The e-mail confirmation should be included behind the cover sheet in the submitted PDF document.
13. If the requester gets a cash advance or a travel grant, documentation that indicates the amount received (such as an e-mail) will need to be included with the report. When claiming the travel grant, please include the entire amount, including the taxes.

14. Check all relevant expense boxes
  - a. Mileage to and from DTW indicates that the requester drove (or was driven) to DTW with a personally owned vehicle (calculated from Ann Arbor > DTW at 28 miles)
  - b. "Other (personal vehicle mileage)" indicates that the requester had other personal vehicle mileage associated with the trip, such as driving to apply for a Visa.
15. Receipts under \$75.00 are not required to be submitted to the SSC unless they are one of the following exceptions listed below. Any purchase under \$75.00 can be listed here or in the notes section below. The following are exceptions to the \$75 rule and receipts must be included:
  - a. All airfare and train fare receipts must be included regardless of amount.
  - b. Detailed receipts are required for all hosting expenses regardless of amount.
16. If the requester wants standard per diem, dinner only or none, check the relevant box. If the requester wants specific meals/days, check the "specific" box and fill out the indicated dates/meals.
17. Any "other expenses" that don't fit in section 14 can be written here. Also, any special notes related to the travel can be written here as well, for instance if the airfare or lodging expenses were covered by the conference and therefore not included, etc. Remember that this form has been created by CSE and is a communication tool, therefore you can use this space to communicate any necessary details to the report processor.

#### **Submittal Process:**

- The completed cover sheet and receipts (over \$75 and any receipts for train fares and hosting, regardless of amount) should be scanned and turned into a PDF.
- The PDF should be saved in the following format:
  - Department acronym (CSE) , last name of requester, last name of faculty member in parenthesis, reimbursement type acronym (HST= hosting; TVL= travel; REI=reimbursement), date of return or purchase
  - For example:
    - CSE, Smith (Mudge), TVL, 06\_15\_15
    - CSE, Cormier (Flinn), REI, 06\_22\_15
    - CSE, Coleman (Olson), HST, 01\_22\_15
- The subject line of the e-mail to the SSC will be the same as the file name (above).
- The body of the e-mail can say something along the lines of "Please process. Thanks."
- Submit your report to: [expensereports@umich.edu](mailto:expensereports@umich.edu)
- Any questions and clarifications from the SSC pertaining to the submitted report will be sent to you as part of the reimbursement submission e-mail chain.
  - If the SSC asks a question that is unclear or confusing, you may forward the e-mail trail to [cse-reimbursements@umich.edu](mailto:cse-reimbursements@umich.edu) or visit the staff member at the intake desk in 3808 Beyster who will be able to assist you.
- The SSC will process the report and submit it to the requester for review and approval.

## **Basic Rules and Tips for Reimbursement Submissions**

### **Hosting Meals:**

- \$25 for breakfast (per person)
- \$25 for lunch (per person)
- \$50 for dinner (per person)
- A detailed receipt is required for all hosting expenses.
- A list of attendees and their university or business affiliations needs to be provided with all hosting expenses. This can be written in the notes section or included on the hosting documentation form (see website).
- If the total expense for meals goes over the max amount allowed per person, write in the notes section “Please reimburse max allowable limit for meal”.
- All faculty candidate or prospective student hosting will need to be directed to Kelly Cormier for approval; write in the notes section “Instead of default Concur approver, please use Kelly Cormier for this report”.

### **What to look for on receipts:**

- Airfare receipts need to show date of payment (to ensure that airfare was purchased 14 days in advance) and payment method or a confirmation number. If the airfare was purchased less than 14 days in advance, a reason will need to be provided to the SSC.
- Lodging receipts need to show date of payment as well as a method of payment. If they don't, another receipt or proof of payment (usually a credit card statement) will need to be provided.
- Ground transportation receipts are usually under \$75 and do not need to be included. When noting these on the cover page, write date, purpose of the expense (such as Taxi from airport to hotel) and the amount. All train fares receipts, even those under \$75, need to be included. These unnecessary receipts can be taped to a page of paper and attached to the hard copy of the report to keep with your records.
- Rental car receipts need to show payment date and method. Also, any fuel purchased for a rental car is reimbursable and can simply be noted in the “Other expenses” section.

### **Deadlines:**

- All reimbursements should be submitted to the SSC within 45 days of the purchase or return date.

### **What to do if the submitted report is returned with errors:**

- If information is missing or unclear in your submitted report, either the SSC or the research administrator in charge of approving your report will send it back for corrections with a note.
- If the SSC needs any additional information or clarifications, it is the student requester's responsibility to answer the SSC's e-mails in a timely fashion.
- If the research administrator finds errors with the report, it is the responsibility of both the SSC and the student to ensure that the report is corrected and resubmitted.