

How to Complete an Employee Expense Worksheet and the Documentation Required

Justification Standards

Expense worksheets are updated yearly (1/1/xx). Please use the most current form.

Units must ensure that the transaction justification and supporting documentation includes complete and transparent information about the transaction, to include:

- **WHO** initiated the transaction and who are the affected individuals or units?
- **WHAT** is the transaction for?
- **WHERE** did/will the activity take place (if applicable)?
- **WHEN** did/will the activity take place (if applicable)?
- **WHY** the transaction is being completed and how does the transaction relate to or benefit the account affected or charged?

Units need not repeat information in the justification that is already included in the transaction or supporting documentation. Rather to comply with policy, the justification must provide an explanation about the allowability, allocability, reasonableness and benefit to the project/University not already apparent within the transaction or supporting documentation.

Sample Justifications

Lab Supplies – *Supplies purchased were used on the production of the hydraulic ankle foot orthosis to be used at Gillette Children’s hospital. The three main expenses were a GFCl cable for added electrical safety, a small crescent wrench for tightening small fittings, and AA batteries. The production of this prototype is funded by NIH.*

Conference Travel – *Professor XX attended/participated in the APS MARCH meeting. The meeting was from March 12-17. He co-organized a session titled “Theory and Simulation of Fiber-Based Materials” and presented a talk titled “Objective Molecular Dynamics with Self-consistent Charge Density Functional Tight-Binding (SCC-DFTB) Method”. The talk presented to the scientific community was based on the research carried out in this grant.*

Deadline for Submitting Expense Worksheets

Travelers must provide adequate documentation to substantiate the travel, and **must submit non-sponsored travel reimbursement requests within 60 days of the conclusion of travel**. For travel on sponsored projects, travelers must submit travel reimbursement requests within 60 days of the conclusion of the trip or before the end date of the grant, depending on which deadline is sooner. If late, please provide a justification for why the request was submitted late. Expense reimbursement requests which are not adequately documented, or are not submitted within 60 days, should be denied unless there are extenuating circumstances. When travel reimbursement requests do not meet the requirements for documentation or timely submission, and there are no extenuating circumstances, but denial of the request would impose a financial hardship to the traveler, the reimbursement request may be approved as a taxable reimbursement to the traveler. **Additionally, these reimbursements may not be charged to sponsored projects, because they do not meet the University's policy requirements for documentation and timely submission.** Taxable reimbursements should be rare and infrequent.

Travel Status

An employee is in travel status when they are on business travel that requires an overnight stay.

Travel begins when the employee leaves their home or office for their trip destination.

“Extended day travel” is travel that is at least 12 hours and does not require an overnight stay.

Mileage Reimbursement

Travel Status

Mileage to/from the airport is reimbursed from when/where the employee's travel status began or ended.

Local Mileage

Employees traveling off-site on a typical work day, during their normal business hours can be reimbursed the difference from their home or office to their destination.

Combined Business and Personal Travel

Travelers must remove non-business related expenses before submitting a reimbursement request, when they combine personal and business travel. Reimbursement for airfare may not exceed the lowest available cost of a direct or uninterrupted route. If the traveler uses an indirect route or interrupts travel for personal convenience, any additional expenses incurred are the sole responsibility of the traveler and should be documented.

An airfare comparison showing what the flight would have cost had you traveled directly to the conference and back should be provided with your expense worksheet. Providing this comparison shows the flight you are booking is not more expensive than if you flew on the dates the business begins and ends. Reimbursement will be for the least expensive route.

Using a travel Agency Such as Expedia or Hot Wire to Purchase Lodging and Airfare

For auditing purposes a **separate itemized** receipt for lodging and airfare is required. If you cannot provide itemized receipts you need to provide the following documentation:

- A) For lodging the documentation needs to provide what the actual room charge was per night before taxes and what the taxes were along with the dates you stayed.
- B) For airfare the documentation needs to provide the dates of travel, where you are traveling to and from, the itemized details, the date purchased and the name of the traveler.

Lodging

****Lodging cannot be charged to a PCard**

Receipts are required for all lodging. Please include a copy of your airfare even if it was reimbursed earlier.

Reimbursement is up to 150% of the GSA or for conference travel the pre-negotiated rate that the hotel is charging for the conference you are attending. Documentation needs to be provided if the room rate exceeds 150% of the GSA and is a pre-negotiated rate that the hotel is charging for the conference you are attending. **Print out the pre-negotiated lodging rates from the conference web sites and include the information with your documentation when you fill out the expense worksheet.** If you are using a third party to book the hotel make sure they are giving you the pre-negotiated rate. Keep in mind most hotels only reserve a certain number of

rooms at the pre-negotiated rate so you need to book early to get the discounted rates. If a request for reimbursement is made for lodging, which exceeds the guideline and was not pre-approved or a pre-negotiated conference rate, the supervisor/manager may deduct the overage from the reimbursement request. In situations where a lodging rate falls outside of the University guidelines, the traveler must obtain pre-approval from the appropriate authorized approver by completing the [Request for Lodging Exception](#) form. If the traveler does not obtain prior approval, the authorized approver may deduct the overage from the reimbursement request.

Per Diem Meal Reimbursement

****Per diem meals cannot be charged to a PCard.**

Travelers do not need to provide receipts (under any circumstances) for reimbursement of travel meals or incidental expenses included in the daily per diem

When an employee's trip involves multiple cities (e.g. Chicago in the afternoon and London in the evening), the traveler should claim meal per diem specific for the destination city. This is to eliminate confusion and administrative burden.

The incidental (IE) amount of the per diem can be reimbursed even if no meals are being reimbursed.

Meals on the first and last days of travel are reimbursed at 75% of the per diem rate.

Travelers will not be reimbursed for:

- Any portion of the per diem that covers meals which are also provided as part of the conference fees, unless there is a business or health reason for an alternate meal. As part of the documentation please provide the program which states what meals were provided.
- If the meal provided is on the first or last day of travel the per diem should be reduced by the meal provided then multiplied by 75%.
- Extended day travel must be 12 hours or longer. Employees may occasionally request reimbursement for dinner per diem only and under prescribed limits. Breakfast and lunch are NOT reimbursable expenses for extended day travel.
- Travelers will not receive reimbursement for any meal when travel is less than 12 hours.
- When in travel status it is recommended that the employee's request separate checks for per diem meals or each employee claim their per diem and "work it out themselves" after being reimbursed.
- The University will not reimburse for documented alcohol expenses.

Meals and Tip Policy

According to University policy 20% is the maximum that can be reimbursed for a tip. The travel-related expense policy refers to the 20% limit, and LaCretia Bell (Director - Disbursement Services) interprets this to extend to all meals.

Being away from the University during a normal business day does not entitle one to charge lunch to the University. Neither does looking at work documents during lunch allow charging that lunch to the University.

For auditing purposes itemized receipts for meals you host need to be provided. The receipt needs to document whether any alcohol was purchased and the cost, tip amount and how many people attended. The maximum limit is \$100 per person.

Mileage

When reimbursement for mileage is being requested there needs to be documentation for the amount of mileage being claimed. A google map print out of the mileages between the areas you traveled works great as justification.

Car Rental

When booking a car rental, travelers are encouraged to use Fleet Services for local rentals or rent through one of our University-preferred vendors, National or Enterprise. While other vendors may appear to be cheaper, they typically do not include some insurance options that the University requires, unless you pay more. The Universities contracts with National and Enterprise include negotiated liability and insurance options that better protect you and the University if anything were to happen while you are traveling on University business. If you do not use University preferred vendors please document in your justification why you did not.

Currency Exchange

When charges are in foreign currencies, travelers must:

- Submit foreign expenses in U.S. dollars using the **exchange rate in effect on the date the expense occurred.**
- Include documentation indicating the exchange rates used to make the conversions. Documentation can be printed from the [OANDA](#) website, which provides current exchange rates.
- For purchases made with a credit card, use the exchange rates provided by the credit card company. **Include in your documentation a copy of the credit card statement showing the purchase and the amount charged.**

Purchase of Alcohol by University Departments:

Units may purchase, for use or consumption, alcoholic beverages under the following conditions:

- The activity or event for which the expense is incurred must have a legitimate University business purpose (e.g., faculty recruitment or donor relations activities);
- **The alcoholic beverages must be paid for with University non-sponsored private funds only, and they must be allowable on the intended source of funds.** (Fund 1701 or 1750)
- The expenditure and the circumstances for the consumption of alcoholic beverages must not jeopardize the University's reputation, or the health and welfare of those involved.

Hospitality Expenses Incurred While Traveling

The Hospitality policy also applies to employees incurring hospitality expenses while traveling on University business. Due to the higher expense limits for certain hospitality expenses, employees may not use this policy to circumvent travel per diem limits. Employees are assumed to be in "travel" status for purposes of reimbursement unless a clear case for hospitality status can be made, which must be documented. Employees cannot be reimbursed for both a hospitality meal and the per diem for the same meal.

Policy Web Sites

<http://uwidecontracts.umn.edu>

<http://policy.umn.edu/finance/travel>

[Per Diem – Lodging, Meals & Incidentals.](#)

<https://policy.umn.edu/finance/hospitality>

UM 1612 - Employee Expense Worksheet (Includes Travel) 

UM 1612I - Employee Expense Worksheet Instructions 

UM 1636 - Request for Domestic Lodging Exception 

Reimbursable / Non-reimbursable Travel-related Expenses

Sponsored Projects: Sponsors may have more restrictive or different policies than stated below. Travelers are responsible for being knowledgeable and compliant with the Sponsor's requirements.

Expense	Reimbursable (Subject to conditions)	Conditions
Air Transportation	Yes	<p>Traveler should choose the least costly method of transportation that meets the traveler's scheduling and business needs.</p> <p>When total flight time, excluding layovers, from departure to arrival is 8 hours or more (including connection domestic legs), travelers may, with preapproval from their unit, upgrade from coach to the next most economical class of travel over coach (business class in most cases, or first class where business is not offered).</p> <p>Traveler may not pilot their personal or leased aircrafts.</p> <p>Traveler may not take a private plane or non-approved air charter unless they obtain an exception by the Risk Management Office.</p>
Airline Seat Fee (preferred seating, exit row or aisle seat)	Yes	Travelers may select their seat to another seat within coach/economy on any flight, when no other coach/economy seats are available or it better meets the traveler's needs.
Airport Clubs and Lounges Memberships (e.g., Delta Sky Club)	Yes	Only allowable with valid business reason as determined by approving authority.
Alcoholic Beverages	No	See Administrative Policy: Hospitality and Other Special Expenses for more information.
Baggage Fees	Yes	Only allowable for first bag of personal belongings. Second bag is reimbursable if required for equipment, University business, etc., as determined by approving authority.
Change or Cancellation fees, air, hotel, etc.	Yes	Only allowable with valid business reason as determined by approving authority.

Check Cashing Charges, ATM fees and Bank fees	No	Included in the daily incidental fee related to per diems.
Gas for Commercial Rental Vehicles	Yes	Provided the vehicle rental has been approved.
GPS Rental (Global Positioning System)	Yes	Only allowable with valid business reason as determined by approving authority.
Ground Transportation	Yes	Must use the least expensive method of transportation (airport shuttles, taxis, car rental, etc.). Faculty and Staff may not use personal vehicles for University business unless approval is obtained from an appropriate authority.
Hotel "No show" Charges	No	Except in business situations as determined by approving authority.
Incidentals <ul style="list-style-type: none"> • Gratuities (for baggage handling, porters, hotel staff and staff on ships) • ATM fees, Bank fees, Check Cashing Charges 	No	A separate reimbursement is not allowed for these expenses. They are covered within the daily per diem reimbursement.
Inoculations	Yes	If required for international travel.
Insurance: (domestic vehicle rental) <ul style="list-style-type: none"> • CDW, Collision Damage Waiver • LDW, Loss Damage Waiver 	Yes (mandatory)	Only if renting from a non-contract car rental agency. Full Primary CDW/LDW Coverage is included in the National and Enterprise Car Rental contracts.
Insurance: (international vehicle rental) <ul style="list-style-type: none"> • CDW, Collision Damage Waiver • LDW, Loss Damage Waiver • SLI, Supplemental Liability Ins. • ELP, Extended Liability Ins. 	Yes (mandatory)	If renting outside the United States.
Insurance (vehicle rental-domestic & international) <ul style="list-style-type: none"> • PEC, Personal Effects Coverage • PEI, Personal Effects Ins. 	No	

<ul style="list-style-type: none"> • PEP, Personal Effects Protection • PAI, Personal Accident Ins. • ALI, Additional Liability Ins. • UMP, Uninsured/Under-Insured Motorist Protection 		
Insurance (flight or other trip insurance)	Yes	Trip insurance may be allowed for business purposes determined by the approving authority.
Insurance (travel health/security, CISI)	Yes	
Internet Charges	Yes	Allowable for business purposes determined by the approving authority.
Laundry/Valet	No, except as noted in conditions	<p>Included in the daily incidental fee related to per diems.</p> <p>However, travelers may request reimbursement for laundry for domestic travel lasting 7 consecutive days or longer.</p>
Lodging	Yes	<p>Up to 150% (of the night rate, before taxes) of the published per diem amount on the GSA website for domestic or U.S. Department of State website for international. Detailed receipts are required for all lodging.</p>
Meals	Yes	<p>Must not exceed the meal per diems published on the GSA website for domestic and U.S. Department of State website for international, including tax and tip.</p> <p>Reimbursements for first and last days of travel are reimbursed at 75% of the per diem rate.</p>
Mileage	Yes	<p>For travelers who use a personal vehicle for University Business for domestic or international travel.</p> <p>The mileage rate includes gas, vehicle maintenance, insurance, and other personal vehicle related costs. Rates can be found on the IRS website.</p> <p>Reimbursement (mileage and en-route expenses) must not exceed the lowest cost</p>

		of comparable coach airfare (e.g. advance booking). Travelers should always use the least expensive method of transportation while in travel status (e.g. airport shuttles, taxis).
Movies (in flight/room)	No	
Parking Fees	Yes	Reasonable. Parking fees at airports or off-airport facilities should not exceed the cost of round trip taxi fare to/from the traveler's home/office.
Passports	No	Except if specifically required by approving authority for University business.
Registration Fees	Yes	For legitimate University purposes.
Spousal Travel	No	For allowable acceptable expenses, refer to Administrative Policy: <i>Hospitality and Other Special Expenses</i>
Student Travel	Yes	This policy governs student travel when a student is traveling on behalf of the University for official University business only. Other travel must go through the Office of Student Finance.
Taxi Fares	Yes	Reasonable; not to exceed cost of vehicle rental.
Telephone Calls	Yes	For University business. Other calls at department discretion.
Toll Charges (bridges, tunnels, public roads)	Yes	While on University business.
Travel Agency Service Fees	Yes	For University business travel.
Travelers Check Charge	Yes	Limited to checks amounting to the total of any cash advance received.
Vehicle Rental	Yes	When necessary. Rental and gas charges may be reimbursed, but not mileage.
Vehicle (personal)	No	A traveler may not use their personal vehicle for University business, unless they have obtained preapproval from their supervisor or manager. Even if approved, personal vehicles are NOT covered by University insurance. The traveler is responsible to insure a personal vehicle used for University business. Travelers may be reimbursed mileage for domestic or international travel.
Visas for Foreign Travel	Yes	While on University business.

