

Traveling on Business?

Things to Consider/Remember

Before You Get Started

Have you checked your account? Check to ensure that you have adequate funds in the account(s) you will be using for your trip (IDA, PDF, externally funded grant, etc.), as well as the correct budget lines for your expenditures.

Do you need a cash advance? If yes, check with your department administrator about the best means to obtain the cash and allow adequate time. The University permits a maximum of \$500 for a seven-day period.

*Reminder: Cash advances and reimbursement requests **must be reconciled** within 60 days of your trip's completion.*

Reimbursement of Your Travel Expenses

(Proof of Travel and Purpose)

Flying or taking a train? Remember to keep your airline or rail ticket stubs and electronic ticket confirmation printout.

Renting a car? Keep your car rental agreement, payment receipt and gasoline receipts.

Driving your personal car? You will be reimbursed for mileage driven at current [federally mandated rates](#). Submit a mileage chart ([MapQuest](#), [Google Maps](#), etc.) to show miles.

Using your cell phone while away? Submit your monthly cell phone bill. Highlight charges incurred during the trip.

Going to a conference? Obtain a receipt confirming name, dates, venue, and registration fee paid.

Staying in a hotel? Obtain a detailed printout of the charges. You will be reimbursed for costs charged to your hotel room that are "related or necessary to university business and are reasonable" and are for *your own* stay.

Traveling abroad? For any expenditures in foreign currency, report the amount in U.S. currency. Document the [conversion rate for the time period](#).

Reimbursement for Your Meals

Did you get itemized receipts? Itemized receipts are required for *all* meals for total reimbursement.

*Note: Highlight any **alcoholic beverages**, so they can be charged to the appropriate NYU account, as they are un-allowable by the federal government.*

Considering the per diem option? The University offers a [per diem meal reimbursement option](#) which adjusts allowances based on location. First and last days of travel are prorated at 75% of the applicable daily rate.

Note: The per diem option is applicable only to travel with an overnight stay and must be used for the entire trip.

Did your trip include business meals? List the names of all diners, their affiliations and the meal's purpose.

*Remember: The University's general guideline is that total expenses for lodging and meals should not exceed **\$350 per day**.*

Other Issues or Questions

No detailed receipts or receipts are lost? You'll need to provide a signed [Missing/Inadequate Documentation form](#).

Other expenses, questions? Check with your Department Administrator.