

Conference Travel Quick Reference Guide

ORIGINAL RECEIPTS ONLY!!!!!!!

❖ Expenses

- Examples of expenses that can be reimbursed:
 - Hotel
 - Airfare
 - Meals
 - Conference/Course Fee
 - Parking/Car Rental/Uber/Taxi
- Please breakout expenses line by line!!
 - Do not combine airfare and hotel expenses or total all meals

❖ Meals

- Standard Limits
 - Breakfast- \$12
 - Lunch- \$18
 - Dinner- \$36
- Per Diem Rates (Meal allowance for whole day based on location)
 - SPU per diem rate is \$30
 - For specific locality per diem rates, please access the IRS per diem rates at www.gsa.gov

❖ Business travel expenses made on P-cards do not need to be included on a reimbursement request.

- Please flag or mark conference expenses on P-card statement to assure proper processing.

❖ Please submit a **signed** and **itemized reimbursement form**, original receipts, and any other documentation to Allison Screen *within 30 days of return*.

- Must contain an original signature or finance will not process the reimbursement

❖ If you have further questions, please consult the finance website (<http://spu.edu/depts/finance/forms/forms.asp>) or email me with specific inquiries.