

## Travel Expense Reports - UAS Sitka Campus

### Post-Travel

### Required Documentation

EXPENSE	WHAT YOU NEED / EXPLANATION
<b>Airfare</b>	<ul style="list-style-type: none"><li>• Boarding Passes - Only required if delays/changes to original itinerary</li></ul> <p><i>Special Note:</i> If you encounter flight delays/changes, write down the actual Departure and Arrival times on the boarding pass, and provide an explanation for the delay/change. Reimbursement will not be made for change penalties/fees due to traveler's negligence, or for personal use.</p>
<b>Lodging</b>	<ul style="list-style-type: none"><li>• Hotel receipt showing a \$0 balance</li></ul> <p><i>Special Note:</i> Reimbursement of lodging expense in excess of 1.5 times the published daily rate can only be made if approved in advance by your supervisor. If not approved in advance, reimbursement will be at the published daily rate only.</p>
<b>Rental Car</b>	<ul style="list-style-type: none"><li>• Rental car receipt showing a \$0 balance</li><li>• Gas station receipts</li></ul> <p><i>Special Note:</i> Unless absolutely necessary, <b>do not</b> return vehicle without filling up the fuel tank in order to avoid additional charges/fees.</p>
<b>Per Diem</b>	<ul style="list-style-type: none"><li>• Receipts are <b>not</b> required</li></ul> <p><i>Special Note:</i> Per Diem covers meals and incidental expenses based on the place of final destination. Incidental expenses include: fees, gratuities and tips for services of maids, waiters, and baggage handlers. If meals (including continental breakfasts) are made available at no cost to the traveler, e.g., meals provided at conference/meeting or included in daily hotel charge, the daily per diem rate <b>must</b> be reduced by ¼ for each meal provided.</p>
<b>Registration/Conference/Event Fees</b>	<ul style="list-style-type: none"><li>• Receipt showing amount and confirmation of payment is required <b>only</b> if paid by traveler</li></ul>
<b>Phone/Computer Connection Expenses</b>	<ul style="list-style-type: none"><li>• Phone charges must be documented as to date, person called, phone number, and reason for the call. Computer connection fees are reimbursable. These expenses must be reasonable in amount.</li></ul>
<b>Miscellaneous Receipts: Taxis, Shuttles, Parking Fees</b>	<ul style="list-style-type: none"><li>• Receipts are necessary <b>only</b> when the total requested reimbursement exceeds \$25 per travel authorization.</li></ul>

You must submit your Expense Report through the Concur Travel site: <http://www.alaska.edu/uatravel/>

Submit all receipts (paper or electronic format) to your travel delegate Sitka Campus Travel Coordinator