



VCU Procurement Services

VIRGINIA COMMONWEALTH UNIVERSITY

Documentation for Travel & Food Expenses

Why is documentation needed?

- to ensure that expenses are reimbursed in accordance with State and University regulations
- to verify that expenses submitted for reimbursement have been incurred by the traveler
- to document that all costs are reasonable, necessary and have been approved by the University

What documentation is required for travel and food related expenses?

All of the following requirements must be submitted as part of the reimbursement request through Chrome River. All expenses must include a valid business purpose that supports the University's mission.

- **Air, Rail or Public Transit Fare**
 - submit the final confirmation pages or invoice showing:
 - class of service (e.g., coach, business, etc.)
 - the Authorized Approver may grant permission for above coach/economy class under any of the following circumstances:
 - when it does not cost more than the lowest available coach fare (comparison must be attached to the travel packet)
 - for travel to Western Europe if the business meeting is conducted within three (3) hours of landing
 - for transoceanic, intercontinental trips involving flight time of at least eight (8) consecutive hours
 - if the traveler pays the difference
 - if the difference is placed on Local/University funds
 - itinerary (departure and arrival dates and locations)
 - total cost of service and proof of payment
 - first class air or rail travel is prohibited
 - flight change fees must be fully documented and explained
- **Rental Car Expenses**
 - itemized receipt for actual charges or itemized invoice and proof of payment

- fuel receipts must be retained and submitted for reimbursement purposes- credit card statements will not be accepted in lieu of receipts unless the detail shows “Automated Fuel Dispenser” or something similar to indicate only fuel was purchased
- the following expenses are prohibited on state or grant funds and must be charged to a local fund or not reimbursed:
 - fuel purchased from the rental vendor
 - insurance purchased by an employee for domestic travel, other than VCU’s rental contract vendor’s \$5/day damage waiver (DW) fee; and international travel, other than Liability Damage Waiver (LDW) and Collision Damage Waiver (CDW)
 - insurance purchased by a non employee other than Liability Damage Waiver (LDW) and Collision Damage Waiver (CDW)
 - additional services purchased such as GPS, satellite radio, etc.
- **Mileage**
 - for personally-owned vehicle use only
 - itinerary (departure and arrival dates and locations)
 - IRS mileage rate is \$.565/mile (effective January 1, 2013)
 - mileage may be reimbursed up to the allowable mileage rate of \$.565/mile regardless of number of miles driven as long as it was the most cost beneficial mode of transportation
 - fuel may not be reimbursed for usage of a personally-owned vehicle unless it can be cost justified
- **Hotel Expenses**
 - itemized receipt (also called hotel folio) or itemized invoice and proof of payment
 - cost justification if lodging rate exceeds the allowable state rate
 - cost justification if lodging rate exceeds 200% of the allowable rate and local funds to charge for overage
- **Per Diem**
 - for overnight travel only; per diem is not allowed on non overnight travel
 - per diem is based on the city in which the traveler lodged at each night
- **Business Meals**
 - itemized receipt or itemized invoice and proof of payment
 - attendee list or number of people in attendance and their affiliation with VCU
 - business justification

- per diem is based on a fixed rate set by GSA and VCU allows up to 150% of that rate on state or grant funds; overages must be placed on local funds; alcohol and alcohol related expenses must be placed on local funds
- meals for spouses/friends that do not have a business justification at the meeting must be placed on local funds
- **Registration**
 - itemized receipt or itemized invoice and proof of payment
 - must not be submitted for reimbursement until after the event has taken place
 - may be submitted for payment or prepayment on a P-Card or Purchase Order
- **Other Travel-Related Expenses** (parking, tolls, taxi, shuttle service, faxes, copies, printing, etc.)
 - itemized receipt or itemized invoice and proof of payment for expenses that exceed \$25

Definition of Terms and Acceptable Forms of Documentation

- **Attendee List**: Documents who was present at the event and their relationship to the university. A sign-in sheet or written account of the number of guests that attended and their relationship to the university are acceptable forms of documentation.
- **Authorized Approver**:
 - should have authorization over the account being charged,
 - should be the employee's direct supervisor,
 - should not be asked to approve the expenses for an employee to whom they report, and
 - can only approve those reimbursements within their transaction authorization limit.

An Authorized Approver may be an employee's supervisor or an employee delegated the responsibility by the responsible Dean or Vice President. While approvals must be made at the levels required by policy, approvals should always move up the chain of command from the payee, not down, to prevent the situation of a subordinate approving a superior's expenses.

- **Business Justification**: Details the business need for expenses.
- **Class of Service/Class of Fare**: Class of service refers to the type of fare purchased. Travelers should select the lowest available fare class (i.e. coach class) for business travel. The purchase of first class fare is prohibited. In the case of rental cars, class of service refers to economy, compact, intermediate, standard, full size, etc. The class of service may be found on your final electronic confirmation page, boarding pass, invoice, or itemized receipt.
- **Cost Justification**: Cost justification is a written explanation describing the reason for exception to policy and provides a calculation of cost savings.

- **Cost of Service**: Cost of service refers to the total cost of an expense. Cost of service can be found on an itemized invoice, itemized receipt, final electronic confirmation, or hotel folio.
- **Itemized Invoice**: An itemized invoice shows the individual line item costs of what will be purchased, all taxes, tips and fees, and the total cost of the transaction, but does not show proof of payment.
- **Itemized Receipt**: An itemized receipt shows the individual line item costs of what was purchased, all taxes, tips and fees, the total cost of the transaction, and proof of payment by cash, check or charge card.
- **Itinerary**: Details the dates and locations of trip departure and arrival. An itinerary is often included with the final confirmation page from the online purchase. Boarding passes also serve to detail the itinerary.
- **Per Diem**: Per diem is the allowance for lodging, meals and incidental expenses. VCU follows per diem rates set by the U.S. General Services Administration (GSA) which may be found at the following link: <http://www.gsa.gov/portal/category/21287>. Chrome River automatically pulls these rates into their tool.
- **Proof of Payment**: Proof of payment documents that expenses were incurred by the traveler. Itemized receipts, final electronic confirmations, copies of the front and back of a check, or credit card statements can all serve as proof of payment.

This matrix shows acceptable forms of documentation for each expense type					Itemized Receipt or Itemized Invoice & Proof of Payment				
	Attendee List	Address of Hotel or Personal Residence	Business Justification	Cost Justification	Class of Service	Cost of Service	Proof of Payment	Itinerary	Local Fund
Air, Rail or Public Transit			✓		✓	✓	✓	✓	If fare class is above coach and does not meet requirements
Alcohol	✓		✓			✓	✓		✓
Business Meal	✓		✓			✓	✓		If overage >150% or alcohol or spouse meals
Rental Car			✓		✓	✓	✓	✓	If fuel purchased from rental vendor, extra insurance, or convenience options
Lodging		✓	✓	If lodging rate exceeds allowable state rate		✓	✓		If > 200% overage
Mileage (personal car)			✓	✓				✓	
Other Travel-Related Expenses			✓			✓	✓		
Meal Per Diem		✓	✓					✓	