Instructions for student travel reimbursements
Required by the TAMHSC Finance Office

1. Complete and submit the Travel Expense Worksheet and the HSC Certification Transmittal along with all receipts.

2. You must turn in **original** receipts
   - Dates on the receipt must be within the range of dates traveled.
   - Receipt must show “proof of payment” (a credit card type and number or “cash payment”)
   - Tape all less than full-size page receipts onto an 8.5 x 11 sheet of paper.
   - You may tape multiple receipts to one page.
   - Tape all meal receipts for a single day to a separate sheet of page (ex: all receipts for Thursday on one page, Friday on another, etc.)
   - Tape across the entire top and bottom edges of the receipt so they may feed through a scanner without tearing.
   - Please do not tape over the printing on the receipt (we have found that cash register receipt paper and ink react to tape and highlighter ink, even clear tape can obscure printing on the receipt). Try to tape so that pertinent information – date/time, itemized food/drink, total amount, credit card number – remain readable.
   - *If the receipt cannot be read, it will be deemed an unallowable expense.*

3. Include a photocopy of the credit card(s) used for payments. You may black out the account number up to the last four digits but your name should show on the card.

You may also need to include a copy of credit card or bank statement(s) showing a charge has cleared. Again, you may redact other information but the charge, your name and last four digits of the account must be visible.

**Transportation:**

4. Include your e-receipt
   - If the e-receipt does not indicate payment in your name you will need to attach a credit card statement showing payment by a card in your name.
   - Preferred seating charges will not be reimbursed.
   - Checked bag fees will not be reimbursed.
   - Parking at DFW will not be reimbursed.

5. Taxi, shuttle, or train/subway expenses only from the airport to the hotel and from hotel to airport will be reimbursed.

**Lodging:**

6. Hotel bills must show your name and a zero balance.
   - If they don’t, contact the hotel to send you a copy with your name and zero balance. The finance office will return your request unpaid if you do not.
   - The receipt needs to show per-day charges
   - Write on the hotel receipt the names of the persons sharing the room
   - If you booked through an online service, include the confirmation of payment showing method of payment and amount paid.
• If one individual booked/paid full reservation online but shared room with other(s), use the Shared Expenses Receipt for reimbursement (see Jo Spears for help if needed)
• If you booked/paid through an online service or paid a roommate who paid the online service, you do not need to also include a receipt from the hotel. The online receipt or Shared Expenses Receipt is all that is required.
• You will not be reimbursed for rates exceeding $100 per day*

Meals:
7. Meal receipts must be itemized. The finance office will not reimburse from a receipt that only shows final balance.
   • You can only claim your own meals, so ask for individual receipts (you will not be reimbursed if you paid for someone else’s meal ... and they won’t be reimbursed without a receipt).
   • You will be reimbursed for three standard meals. Additional snacks are not considered reimbursable meals.
   • If you have a receipt with multiple orders, circle your individual order.
   • A receipt for one person with two entrees on it will be questioned and you will likely be reimbursed for only one entrée, regardless of explanation.
   • Food/drink purchased at the airport on the way TO the meeting are not reimbursable, food/drink purchased at the airport FROM the meeting are reimbursable.
   • You will not be reimbursed for meal expenses exceeding $40 per day*.

* You may have a maximum of $130 per day in combined hotel and food expenses. If hotel meets or exceeds $100 per day, you are then limited to $30 per day in food. If hotel is less than $90, you may not exceed $40 per day in food.

8. Deduct charges for alcoholic beverages from the total on the receipt (be sure to factor in tax and tip). If you have a drink or dessert listed on the receipt that may be mistaken for an alcoholic beverage, you should provide an explanation (a copy of the menu proving it is not alcoholic is better) or the finance office will assume it is non-allowable.

Conference and Other Fees:
9. Submit your registration receipt, your name badge from the meeting and a copy of your credit card statement that shows payment of your registration. You may black out the account number and all other unrelated charges that may show.

10. Submit your membership payment receipt and a copy of your credit card statement that shows payment. You may black out the account number and all other unrelated charges that may show.

Entertainment/Sight-seeing
11. Only expenses directly related to attendance at the AADR will be reimbursed. Additional taxi fares, food receipts, nor entrance fees for entertainment or sight-seeing will be reimbursed.

Reimbursements requests must be submitted to the Research Office no later than April 3, 2015