

FREQUENTLY ASKED QUESTIONS

- ❖ I traveled to a conference and two Professors are covering my expenses, how do I handle? If two projects are sharing the expense: You enter the split expense twice and upload the receipt twice.
- ❖ Does each expense have to be entered? Yes, each expense should have it's own entry – e.g. do not combine multiple days taxi receipts together.
- ❖ I traveled to a Foreign country and my receipts are in that language what do I need to do? Rutgers policy requires that you translate the receipts.
- ❖ Can I deduct my Travel insurance? No travel insurance is not an allowed expense per University policy.
- ❖ Do I have to keep my original receipts? Yes, You are required to keep your original receipts. If audit wants to see them it is up to the traveler to provide them.
- ❖ Can I deduct lunch or dinner if I travel to New York or Pennsylvania for a business meeting? No, you must be in travel status for 12 hours before lunch and dinners can be claimed.
- ❖ Can I deduct a student membership in a professional organization so I receive a lower rate for my conference fee? Rutgers does not pay for student memberships in professional organizations.

- ❖ I want to extend my travel beyond the conference date can this be done? Comparable airfare documentation should be provided that shows the extend travel does not incur any additional airfare cost. Please note that you will be responsible for any additional hotel and food costs on your own.
- ❖ I am going to a conference overseas and I find a cheaper airfare on a foreign air carrier, can I book it? All foreign travel must be in compliance with the Fly America Act.
- ❖ I don't have an itemized receipt for my meal, what do I do? Complete a Lost Receipt form and have it signed by your business person. Proof of payment must accompany a lost receipt form.