

# IMPORTANT INFORMATION TO PREPARE AN EXPENSE REPORT

<http://policies.rutgers.edu/sites/policies/files/40.4.1%20-%20current.pdf>



## **Project Charging Info:**

In order to complete the expense report the project charging instructions are needed:

Expenditure Organization: XXXXXXXXXXXX

Project: XXXXXX

Project Transaction Location: 2110

Business Line: XXXX

Task: XXX (if applicable)

This information is available from: Faculty/advisor or designate

## **Travel Advance Info:**

Reconciling Cash (Travel) Advances: create an expense report and put the cash advance number in the purpose field.

# Purpose/Justification Details

Regardless of funding source, only reasonable, appropriate and necessary travel and business expenses are reimbursable.

## RAN

Reasonable – means that cost of the goods or services are not excessive.

Appropriate – means that the expenditure is consistent with objectives of the program, project or task. Appropriate also means that the expenditure is allowable under the terms and conditions of the underlying funding source and/or policies established by the University. Please note that these Univ policies also include the details included in the letters from the auditing dept.

Necessary means that the expenditure is required to achieve the expected goals or outcomes of the program, project, or task.

## EXPENSE REPORT EXPLANATION AND JUSTIFICATION:

- Must be a **business** reason
- Must be fully descriptive and transparent
- Must explain how the expenditure(s) relate to the achievement of the program objectives and outcomes
- At times it is necessary to “Justify” individual expenses
- Late Expense Reports (greater than 60 calendar days from date of travel return) must include a **detailed justification** for lateness and **authorized signature (Dept office requires 7 business days for review and release)**

**Sample Business justifications:** **NO** - Collaboration @ University of XXXXX

• **YES** - Collaboration @ University of XXXXX with Dr. John Smith on [description of research work] on July 25, 2017

• **NO** - Conference travel to NIPS

• **YES** - Conference travel to NIPS held in Ontario Canada, August 5-9, 2017. NIPS helps to foster the exchange of research on neural information processing systems in their biological, technological, mathematical, and theoretical aspects. This is the work directly related to the project research on this NSF grant. OR presented paper.

**NOTE:** conference agendas **MUST** be included with all reimbursement requests.

## GENERAL INFORMATION

- All foreign travel must be in compliance with the Fly America Act.
- Itemized meal receipts are required for all meals. Foreign receipts must be translated.
- Travelers must attach original receipts for ALL travel-related expense in excess of \$50. All meal expenses require an original receipt regardless of the amount. Our travel policy defines a receipt as an original document itemizing the good(s) or service(s) purchased. A receipt must provide
  - A named payee and date that confirms payment has been made for a stated purchase.
- Receipts **must** show the form of payment if they don't attach a copy of the credit card statement. If paid in cash write that on the receipt. Don't write over any part of the transaction.
- Consolidate all receipts for individual expenses (i.e. hotel bill, cc charge) into one file to be uploaded.
- Lost Receipt forms must be approved and proof of payment must be included.
- Conference agendas **MUST** be included with all reimbursement requests.
- For Invited Talks, the invitation letter must be included with the expense report.
- If two projects are sharing the same expense: enter the split expense twice and upload the receipt twice.

Per Diem Rates can be found here <http://procurementservices.rutgers.edu/travel/reporting-travel-expenses>

Traveler must deduct any meals (Banquets/Receptions) provided at a conference from the daily per diem.

Per diem breakdown : Breakfast 20%, lunch 20% dinner 60%

Day of Travel:

Time of Departure:

12:01 am to 7 am

100% of Full Per Diem Rate

7:01 am to 1pm

80% of Full Per Diem Rate

1:01 pm to 7pm

60% of Full Per Diem Rate

7:01 pm to Midnight

0% of Full Per Diem Rate

Time of Arrival:

12:01 am to 7am

0% of Full Per Diem Rate

7:01 am to 1pm

20% of Full Per Diem Rate

1:01 pm to 7pm

40% of Full Per Diem Rate

7:01 pm to Midnight

100% of Full Per Diem Rate

Weekly per diems can be entered as one entry. Traveler **MUST** include the worksheet showing daily expenses.

Per diem description must be included.

- SAS Meal Policy – Per SAS Deans Office
  - Cost of dinner for a RU faculty while entertaining a guest \$50
  - Cost of dinner for a guest \$60
  - Cost of a bottle of wine \$35
    - These costs are inclusive of food, alcohol taxes and tip. Please note that alcoholic beverages can not be charged to State accounts or Federal grants.
  - Lunch with guest: total cost is \$30 for each guest and faculty/staff member
  - Breakfast with guest:\$20 each guest and faculty/staff member
- Additional information may be found at <http://procurementservices.rutgers.edu/travel/reporting-travel-expenses>

Expense Reports are subject to disclosure under the Open Public Records Act. They are also subject to examination by various state and federal authorities.

Many Expense Reports are sent to the RU Auditing Dept. for review. If any issue is found during this review an email is sent to the traveler that highlights the situation. And it is at this point that this requirement must be applied to all future Expense reports.