

Quick Tips: Expense Report Checklist

Reason or Purpose of reimbursement

- ❖ Detailed purpose of meetings and conferences must be provided on all expense reports. It must include applicable information: description of how it relates to research or project or grant, event name, dates, participants names, your role (attendee, speaker, etc.). Go to [Quick Tips for Business Justification](#) for further information.

Receipts

- ❖ Do not combine trips. Individual expense reports should be limited to a single trip.
- ❖ Proof of payment must be shown on receipt.
- ❖ If you lose an original receipt, the [Lost Receipt form](#) must be filled out.
- ❖ Expense reports must be processed within 60 calendar days of the travel end date or the purchase date. **(Dept office requires 7 business days for review and release.)** A receipt dated over 60 days requires a detailed explanation of why it is late. That explanation must include a department authorized signature. (Please see Docusign Late Expense Form document for more details)
- ❖ Meal receipts **must** be itemized and if written in a foreign language translated to English and must include a list of attendees if applicable.
- ❖ Hotel and restaurant receipts are reimbursed on an individual basis. Each person has to submit their own receipt. Do not share expenses on one receipt.
- ❖ Visas and all related visa costs are not reimbursable on federal grants.

Conference Registration

- ❖ It is a Rutgers policy requirement to attach the conference program. It can be obtained by either printing it from the conference website or by scanning the one distributed at the conference.
- ❖ Original receipt with proof of payment is required

Hotel

- ❖ Hotel bill must be itemized and any expenses not related to the business of the trip (meals, movies, room service, mini-bar, telephone charges, etc) are not reimbursable.
- ❖ The majority of American hotels provide breakfast (continental is considered breakfast by Rutgers University in all instances). It will be assumed breakfast is served unless proof to the contrary is provided. This also applies to per diem reimbursements.

Per Diem

- ❖ Meals provided at events and conferences must be deducted. The Per Diem portion of the expense report is easy to navigate to eliminate said meals
- ❖ If any per diem option is selected, receipts are not required and the per diem rate must be used for the entire trip.

Airfare

- ❖ Must include itinerary, boarding pass and proof of payment.
- ❖ International flights must be through an American air carrier. If there is a reasonable explanation, other than price for using a non-American carrier, a written explanation must be provided. It is recommended that if such a situation arises that you discuss this with a member of the CS Business Staff prior to booking the flight. Airline code shares are handled through individual flights and must be noted on the itinerary/ticket.
- ❖ If a meal is provided in flight, it is not reimbursable. If you have special circumstances other than it is impalpable, provide a detailed explanation.

Car Rental

- ❖ The car rental contract is mandatory with the itemized receipt. If the contract is lost and there is no way to obtain a copy then you must complete a Lost Receipt form – and that requires a department authorized signature.
- ❖ A chart comparing other forms of transportation is required in some instances. Before

renting a car discuss the situation with a member of the CS Business Staff.

- ❖ If a public transportation shuttle is provided, the use of private transportation must be explained. If renting a car is necessary, then a detailed reason stating exactly why and what the car was used for must be included.

Foreign Currency

- ❖ Foreign currency needs to be converted to USD in which can be adjusted in CONCUR. A copy of your Credit Card statement showing the USD amount should be included along with an itemized receipt.

Students Guide to what to include:

- a) Student is a presenter at conference.
 - a. Justification/purpose should highlight “role” at conference and if paid from federal source explain how this relates to project work.
 - b. Copy of conference program, with the paper presented highlighted
 - c. Registration receipt, hotel receipt, flight/train itinerary
 - d. Boarding passes
 - e. Itemized meal receipts
- b) Student attended the conference because they have a paper, not presenter
 - a. Justification/purpose should highlight “role” at conference and if paid from federal source explain how this relates to project work.
 - b. Copy of conference program, with the paper presented highlighted
 - c. Registration receipt, hotel receipt, flight/train itinerary
 - d. Boarding passes
 - e. Itemized meal receipts
- c) Student attended the conference because it was important for their research (no paper)
 - a. Justification/purpose should highlight “role” at conference and if paid from federal source explain how this relates to project work.
 - b. Copy of conference program
 - c. Registration receipt, hotel receipt, flight/train itinerary
 - d. Boarding passes
 - e. Itemized meal receipts