

## UNIVERSITY GUIDELINES FOR MEDICAL STUDENT REIMBURSEMENT

The purpose of the reimbursement must be to present your research at a national meeting. Travelers must submit reimbursement request with required supporting documentation within 10 business days of travel. Sales tax is not a reimbursable expense.

When attending a conference or other event, supporting documentation (such as the conference brochure, itinerary or letter of invite), listing the date(s) and purpose of the event, must be attached to the expense report.

All original, itemized receipts and accompanying documentation may be scanned and submitted to the Office of Student Research as a single, combined pdf file via the [Qualtrics student reimbursement form](#).

**There is no reimbursement of third party expenses. If you are sharing an expense (lodging, meals, etc.), you must provide a receipt for only your portion of the expense for reimbursement. For example, if you shared lodging costs, the hotel/motel should be able to print a receipt for your cost of the lodging. Venmo is not an acceptable form of payment.**

**Please Note: Original, itemized, and dated receipts must be submitted with request for reimbursement or claim will be denied.**

### **Airfare**

Travelers are expected to book the **lowest available economy class airfare**, consistent with business requirements. Whenever possible, make travel plans early enough to book flights at least fourteen days in advance. This will allow one to take advantage of special advance purchase fares. Use e-tickets when they are available. Most airlines impose a fee for paper tickets and their related shipping costs.

### **Use of Personal Automobiles**

Students may use their personal vehicles for business purposes. The use of a personal vehicle for University business will be reimbursed at the federal mileage allowance rate for business travel published in the Controller's Office Fact Sheet (Please contact the Office of Student Research for current mileage rate). This rate covers the cost of vehicle usage, including gasoline. In addition to this allowance, travelers will be reimbursed for tolls and reasonable parking fees. **Note: There is a limit on vehicle reimbursement of no more than the economy class airfare for a similar trip.** The University assumes no liability for any loss or damage to the employee's vehicle. If an accident occurs when a traveler is using his/her personal vehicle for business travel, the student's personal automobile liability and physical damage insurance is primary.

### **Train**

Travelers should book service on Metro-North, Amtrak or Acela consistent with their business needs. University policy allows business class service on Amtrak or the lowest class of service (i.e. business class) on the Acela and has negotiated discount rates with Amtrak.

**Please note: If Acela is booked, the student must also provide a printed quote of what it would have cost to travel via economy class service using the same travel**

**dates.**

### **Individual Meals**

Travelers will be reimbursed for reasonable meal expenses. All meal receipts must be itemized or the claim will be denied by the Office of Student Research.

### **Documentation**

Original detailed receipts (**not confirmation of reservation**) in the name of the student being reimbursed are required for all reimbursements processed through Accounts Payable. Receipts may be scanned and emailed. For travel expenses, the reimbursement request must establish the following elements of each expense: date, place, amount and essential character of the expenditure. Original receipts must be submitted for the following travel expenses:

- **major mode of transportation:** for air travel, the passenger receipt coupon must state the traveler's name, the airline carrier, the date of purchase, and the last 4 digits on the student's credit card. Travelers can request a passenger coupon at check-in. If a traveler is unable to obtain a coupon, a copy of the itinerary with proof of payment (e.g., personal credit card statement) may be submitted in combination with the flight confirmation of reservation.
- **lodging:** the original itemized hotel receipt. Note that if the student is sharing the room, an itemized receipt showing only the student's portion of the hotel room payment should be submitted.
- **personal meals:** Students must present itemized receipts for meal expenses.

### **Non-reimbursable expenses**

Non-reimbursable expenses include, **but are not limited to**, car rental (unless preapproved by the Office of Student Research), child care, pet care, in-room alcoholic beverages, gym and recreational fees, laundry or valet service, personal grooming services, car rental insurance, dues, lost baggage, lost or theft of cash advance money, airline tickets, personal funds or property, parking tickets or traffic violations, meals for spouses/guests, travel-related expenses for spouses/guests.

### **NOTE:**

Expenses that are reimbursed based on the conditions set forth above are not treated as income to the individual and generally will not be subject to tax withholding or reporting. If an expense does not satisfy the conditions set forth above, but is reimbursed, the amount may be reported as taxable income and subject to tax withholding and/or reporting.