



Guidelines for Reimbursement 2010-2011



All forms related to reimbursements are located
<http://www.rhsmith.umd.edu/deptofcounsel/students/forms.cfm>

Information about your spending ceiling account:

Remember that your spending ceiling is University funds and follow University and State policies and regulations regarding the use of these funds. There are two types of use for your ceiling funds: Travel and Non-Travel. You are responsible for the appropriate use of your funds.

Persons of contact.

Ann Law – Business Manager
alaw@rhsmith.umd.edu
301-405-5424

Fuping Tong – Account Associate
ftong@rhsmith.umd.edu
301-405-2307

Ann Law will review all requests before submission to Fuping Tong for processing into the University's travel and purchasing systems. There are several options for payment through the University's system once the request for spending has been approved.

- University FRS transfer of funds (usually based on internal purchases such as software purchased through OIT, DBS (business cards) and Office Max (Boise – for supplies).
- Fuping Tong is a University Credit card holder for both travel and non-travel related purchases.
- Justina Blanco is also a University credit card holder for both travel and non-travel related purchases and can be used only if Fuping Tong is not available.
- Reimbursement – after you pay with your own money submit original receipts for reimbursement – a 3-4 week process.

***ALL purchases whether they are travel or non travel and made by any of the above mentioned forms of payment require original receipts to be submitted for documentation purposes regarding the usage of University funds. ***

***Any questions regarding reimbursement can best be answered by Justina Blanco – jblanco@rhsmith.umd.edu, Fuping Tong – ftong@rhsmith.umd.edu, or Ann Law – alaw@rhsmith.umd.edu.



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All forms related to reimbursements are located **Forms required for approval and usage of spending ceiling accounts:**

Travel Approval Request (TAR):

- Must be completed **prior** to leaving for trip or paying for **any** expenses,
 - **at least 2 weeks in advance.**
 - TAR should include all possible expenses for the trip, to prevent unauthorized expenses/reimbursements.
- Signatures should be obtained in the following order:
 - Department chair of your program.
 - Business Office - Ann Law.
 - PhD Director Dr. Shapiro (or Justina Blanco if Dr. Shapiro is not available).
- After obtaining all three signatures, the TAR should be handed to Fuping Tong.
 - Request a copy for the Ph.D. office file.

Record of Travel Expenses:

- Must be completed **within 60 days of return.**
- All expenses requested for reimbursement should be indicated on the form.
- Tips for expenses:
 1. **Airline receipts:**
 1. Documents must indicate “Receipt”, “E-ticket Receipt”, “Your Receipt”, or “Ticket Receipt”.
 2. It should include
 - flight itinerary
 - itemized cost
 - price paid
 - form of payment.
 3. A reservation confirmation or ticket confirmation is not sufficient, unless it’s accompanied by boarding passes.
 2. **Airline baggage fees**
 - Must have original “Airline Baggage Receipts” from airline and time of purchase.
 - credit card statement alone is not sufficient.
 3. **Train:** Boarding passes must include price paid.
 4. **Tax/Bus/Metro/Subway/Bridge/Tolls:** If you cannot provide receipts, please state the reason, exact cost, to/from destinations, and toll/station names.



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5. **Hotel:** www.rhsmith.umd.edu/departmental/students/forms
 - Hotel invoice/folios should include
 - your name
 - description of charges per day
 - total paid
 - form of payment
 - **\$0 balance.**
 - It should **NOT** include room service or any extra fees not related to the room rate or taxes applicable.
6. **Conference/Membership Fees:**
 - Membership fees are **NOT** reimbursable. – see **Non-Travel Reimbursements**
 - Conference fees are reimbursable with the following information:
 - an official receipt indicating
 - your name
 - conference name
 - price paid
 - form of payment
 - **\$0 balance.**
7. **Meals:** Itemized receipts must show each item that was purchased. Alcohol is not reimbursable by the state.
8. **Parking:** Airport parking receipt must indicate in/out dates and total paid.
9. **Rental Car:**
 - Must provide itemized receipt showing:
 - Rental dates
 - Detailed cost
 - Total cost
 - Form of payment
 - Coverage collision damage waiver fee (CDW/LDW) is **NOT** reimbursable.
10. **Shared Costs:** Only the person who paid for the bill should be reimbursed; however, it can be split amongst student spending ceiling accounts.
11. **Current Per Diem:** \$42/day (\$8 breakfast, \$10 lunch, \$24 dinner)
12. **Current Mileage Rate:** \$.50/mile **rate may change throughout the year.



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All forms related to reimbursements are located ~~Non-Travel Related purchases using spending ceiling account.~~

Remember that all purchases with the spending ceiling are considered University Funds and subject to University Policy standards. It is always important to receive approval before the purchase to ensure that proper procedures for being reimbursed.

Examples of items allowed to be purchased with spending ceiling account:

- Supplies for office/carrel
- Copy Services and Printing Services
- Postage
- Software
- Technology Resources (may request explanation and subject to tagging)**
- Membership fees (specific instructions)
- Instructional Material
- Supplies/food items for meetings

*Some equipment purchases are subject to the University's asset tagging system – please check with Fuping Tong or use Smith IT.

**Membership fees must be paid first by the member and then reimbursed. See Fuping Tong form more specific instructions.

Non-Travel Approval Request:

- Must be completed **prior** to purchases.
- Signatures should be obtained in the following order:
 - Department chair of your program.
 - Business Office - Ann Law.
 - PhD Director Dr. Shapiro (or Justina Blanco if Dr. Shapiro is not available).
- After obtaining all three signatures, the non-travel form should be handed to Fuping Tong.
 - Request a copy of the Ph.D. office files.

Non-Travel Expenses Statement:

- Must be completed after purchases.
- Proper invoices and receipts should be handed to Fuping Tong for reimbursement.
 - If Fuping is not available please submit to Justina Blanco.
- Request a copy for Ph.D. office file.