The Following Slides are to Provide Specific Examples and Answer Common Questions Regarding PAA Travel Reimbursement

- Sample Completed Expense Statement for reference
- Instructions with illustrations
- Example Questions and Answers

UNIVERSITY OF MARYLAND
COLLEGE PARK
EXPENSE STATEMENT

Is Individual on UMCP Payroll at the time of reimbursement?

Yes No Student

Department: MPRC
TAR # (mprc to fill in)

Date: 4/25/2018

KFS Account Number	Social Security Number +	First Name and Middle Initial	Last Name
mprc will fill in	123-45-6789	Alexa	Google

+ Social Security Number MUST be provided. If not applicable, please provide immigration status with visa and passport number

Home Street Address and Apartment #: 123 Pleasant Street
Home City, State Zip Code: Fast Expense Statementville, MD 20742

Home Telephone:
Work Telephone:
E-mail Address: lcanbereached@umd.edu

*Contact person's name, phone number, and e-mail (when applicable): jdoiron1@umd.edu or 301-405-6403
    *This is the person who will be contacted if there are any questions about the receipts, expenses, itinerary, etc.

Purpose of Travel: PAA 2018 Annual Conference in Denver, CO - Where I presented my paper, "Name of Paper Here" on Thursday, 4/26/18. Copy of my listing in the PAA program catalogue is provided along with my expense statements.

EXPENSES

Date (mm/dd/yy)	4/25/18	4/26/18	4/27/18	4/28/18				
Breakfast ^		$10.00	$10.00	$10.00				$30.00
Lunch ^	$12.00	$12.00	$12.00	$12.00				$48.00
Dinner ^	$25.00	$25.00	$25.00					$75.00
Lodging *	$100.00	$100.00	$100.00	$100.00				$400.00
Taxi/Metro/Bus*	$15.00			$15.00				$30.00
Air/Rail *				$200.00				$200.00
Auto Rental *								$0.00
Parking Fees*								$0.00
Tolls*								$0.00
Telephone/internet*								$0.00
Registration Fees *								$0.00
Gratuities (non-meal)								$0.00
Other:								$0.00
Other:								$0.00
Other:								$0.00
Private car mileage (whole numbers)					0	Miles at	$ 0.545	$0.00

TOTAL EXPENSES $783.00

^ Only meals listed will be reimbursed and only up to the allowable per diem rates. Meal costs
  include related gratuities. Receipts are not required for meals at or under per diem rates.
  7/1/17 - Current domestic meal per diem is $10 breakfast, $12 lunch, $25 dinner.
  Meals provided at the event or inflight are not reimbursable.

* Original Receipts must be obtained for all expenses not covered through Per Diem.

* Please do not attach receipts for expenses not being requested. Do not list expenses paid by UMD.

ITINERARY

(mileage will be checked using Google maps)

*Please complete times of travel and destinations for all travel

Date (mm/dd/yy)	4/25/18	4/28/18							
Start Time	8:00 a.m.								
End Time		6:00 p.m.							
From	UMD	Denver, CO							
To	Denver, CO	UMD							
To									
Auto Mileage									0

Are additional memos attached? ☒ Yes ☐ No

_____
Traveler's Signature   Date

- **Be sure to fill in SS#, address, email and specific contact info as it pertains to you**

Is Individual on UMCP Payroll at the time of reimbursement?

☒ Yes   ☐ No   ☐ Student

UNIVERSITY OF MARYLAND
COLLEGE PARK
EXPENSE STATEMENT

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TAR # (mprc to fill in)

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> o   Be sure to Include details in your reason for travel as shown in the example above
>
> o   Be sure to **provide** copy of your listing in the PAA program to support your statement, along with your receipts

- **Be sure your Expense Dates and Times match your Itinerary dates and times; and match claimed expenses**

EXPENSES

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To	Denver, CO	UMD						
To								
Auto Mileage								0

- **Most errors are generated around confusion regarding meal time per diem.**

Examples:

- If I leave at 8:00 a.m. on Wednesday, 4/25, can I put down per diem for breakfast that day? *No, you must leave PRIOR to 6:00 a.m. to qualify for breakfast that day.*
- What if I arrive home at 6:30 p.m. on 4/28, can I put down per diem for dinner that night? *No, you must arrive home after 7:00 p.m. when completing travel for dinner to count. You will still qualify for breakfast and lunch that day. Please see #3 in Tips for PAA Travelers for details on times.*
- I only paid $8 for Breakfast on 4/27 and I paid $16.00 for lunch on 4/27 – Can I provide you with my receipts for reimbursement? *No, you are only approved for per diem amounts while on travel for PAA. Please only enter the per diem rates of $10 for Breakfast, $12 for Lunch and $25 for Dinner. That is the only amount you will receive for approved per diem meal times.*

- Another common area of confusion – Air, Hotel or ground transportation receipts MUST have BOTH your name on it AND confirmation of payment.

Example. –

Denver Sheraton – Total $400.
Paid by Name: Alexa Google, Visa xxxxxxxxxxx1234, $400 on 4/28/18

- *In the above example – if it was only a hotel confirmation and not an actual receipt that showed payment, you will need to go back and obtain an actual receipt with payment confirmation.*
- *If the receipt showed payment but lacked your name "Alexa Google" (for this example), then you must either:*
  - *1) Obtain a copy of the receipt that shows your name associated with the payment, OR*
  - *2) Provide a copy of your digital cc statement showing the payment, OR*
  - *3) Provide a copy of your credit card with your name listed, as well as the last four digits that match the payment on the bill.*

- It can get particularly confusing if you <u>share</u> a hotel room or Uber with another participant.

  - *Totally fine to share, however, each of you must have a receipt that must have your name on it showing proof of the exact amount you paid. So, if the total bill was $400 and you ("Alexa Google") split it with your friend "Siri Apple"…. Then you need to have a receipt that shows:*

Denver Sheraton – Total $200.
Paid by Name: Alexa Google, Visa xxxxxxxxxxx1234, $200 on 4/28/18

AND

Denver Sheraton – Total $200.
Paid by Name: Siri Apple, Visa xxxxxxxxxxx5678, $200 on 4/28/18

Questions:

- What do I do if the hotel only gave us one receipt that is under "Siri Apple" for $400, since Siri is the one who reserved it originally even though we both paid? *You have a few choices.*
    - *1) Siri can claim the entire amount on her expense statement and pay you back the amount you paid the hotel.*
    - *2) Go back to the hotel and have them re-issue the receipt to reflect both payments.*
    - *3) Both provide original receipt, but claim only the portion you paid. <u>However,</u> both of you must provide your credit card statements showing proof of payment <u>AND</u> provide a written statement with the receipt from Siri stating that even though the entire bill is under her name, she is only claiming half because the other half was paid by you and that she understands she will NOT receive the full reimbursement amount. She must ALSO provide the same statement on her expense receipts as well.*

- What do I do if I arrived early to the conference or stayed a day later? *In order to receive reimbursement you must provide the reason why it was required for you to be there early or stay late.*
    - *Examples could be…. I needed to attend a pre-conference lecture that I was invited to, OR My presentation was on the very last day and I could not get a flight out that night.*
    - *Totally acceptable reasons, however, you need to provide a specific, written, statement as to your reason and provide backup to support it.*

- But what if I stayed late because I wanted to travel around Colorado while I was there? *Totally fine, however, you will NOT be reimbursed for your per diem during that extra time, nor will you be reimbursed for the extra night(s) in the hotel AND you must provide a comparison flight showing what you would have paid to fly home on the date that the conference ended. If the comparison flight is lower than the flight you took at a later time, than you will be reimbursed for the amount of the comparison flight and NOT the flight you actually took.*

- What if I took an Uber out to Estes Park in the middle of the conference so that I could see some sights? *Your Uber will not be reimbursed as it is not conference related.*