Travel Procedures
Receipts and Electronic Submission
Based on Travel Policy revisions, 1/1/2014

Receipts

1. Receipt Requirements:
   a. Travel expenses - non-food: itemized receipts are required
   b. Travel expenses – food: this is NOT a per diem; still requires an overnight stay.
      i. Domestic: receipts can be submitted, but are not required for actual expenses up to $60 per day.
      ii. International:
         1. Receipts can be submitted, but are not required for actual expenses up to $75 per day.
         2. All receipts are required for actual expense up to $90 per day (from the first dollar spent).
         3. Keep a log of expenses for underdeveloped countries.
         4. An itemized receipt is required for a travel meal for multiple UVM employees paid by one employee.
         5. Business meals: itemized receipts are required.
            • While on travel status, the cost of the business meal is counted toward the daily maximum reimbursable amount.
      iii. Daily maximums include the sum of cash, personal credit card and UVM purchasing card.
   c. Incidental expenses up to $10 per day: tips, bellhop, housekeeping, etc., no receipts required.

2. Receipt retention: original documentation must be maintained for seven years for audit purposes.
   a. Clearly mark that documentation must be saved.
   b. Indicate a destruction date.

Receipt Requirements

<table>
<thead>
<tr>
<th>Type of Expense</th>
<th>Itemized Receipts Required?</th>
<th>Dollar Threshold?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel – non meal</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Travel – meal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>o Domestic</td>
<td>No, keep journal</td>
<td>Up to $60 maximum</td>
</tr>
<tr>
<td>o International</td>
<td>No</td>
<td>Up to $75 maximum</td>
</tr>
<tr>
<td>o International</td>
<td>No, keep journal</td>
<td>$90 maximum, all receipts</td>
</tr>
<tr>
<td>o International – underdeveloped countries</td>
<td></td>
<td>$90 maximum</td>
</tr>
<tr>
<td>Travel – meal</td>
<td>Yes</td>
<td>$60 / $90 maximum per day per employee still applies</td>
</tr>
<tr>
<td>o Multiple UVM employees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Meal</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Business Meal while on travel</td>
<td>Yes</td>
<td>Included in $60 / $90 maximum per day per employee</td>
</tr>
</tbody>
</table>
Travel Procedures
Receipts and Electronic Submission
Based on Travel Policy revisions, 1/1/2014

Submission Procedures

1. Paper expense reports: mail to Disbursement Center, 19 Roosevelt Hwy, Colchester, AND
   • Attach required original, itemized receipts to expense report; OR
   • Attach required receipts to expense report in PeopleSoft, when functionality is available.

2. Electronic Options: these options apply to expense reports that are submitted and approved.
   a. Expense report entered by employee, no required receipts:
      o Use the notify button on the expense report screen, to travel@uvm.edu, telling
        Disbursement Center that expense report xxxxxx is submitted and approved.

   b. Expense report entered by employee, required receipts:
      • Email travel@uvm.edu with a copy of the expense report AND
        i. Attach scanned images of the required receipts to the expense report in
           PeopleSoft; OR
        ii. Email scanned images of the required receipts.

   c. Expense report entered by delegate, printed expense report signed by traveler, no
      required receipts:
      • Email travel@uvm.edu with a copy of the expense report, signed by the traveler.

   d. Expense report entered by delegate, printed expense report signed by traveler, required
      receipts:
      • Email travel@uvm.edu with a copy of the expense report, signed by the traveler, AND
        i. Email scanned images of the required receipts; OR
        ii. Attach scanned images of the required receipts to the expense report in
            PeopleSoft.

   e. ABSC
      i. Expense report entered by delegate, printed expense report signed by traveler, no
         required receipts:
         • Email travel@uvm.edu with a copy of the expense report, signed by the traveler.
      ii. Expense report entered by delegate, printed expense report signed by traveler, required
          receipts:
         • Email travel@uvm.edu with a copy of the expense report, signed by the traveler, AND
           1. Email scanned images of the required receipts; OR
           2. Attach scanned images of the required receipts to the expense report in
              PeopleSoft.
## Submission Procedure

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Notify button</td>
</tr>
<tr>
<td>Employee</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Email expense report and receipts (or attach receipts in PS)</td>
</tr>
<tr>
<td>Delegate</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Email expense report</td>
</tr>
<tr>
<td>Delegate</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Email expense report and receipts (or attach receipts in PS)</td>
</tr>
<tr>
<td>ABSC</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Email expense report</td>
</tr>
<tr>
<td>ABSC</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Email expense report and receipts (or attach receipts in PS)</td>
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