

University of Miami
RSMAS Undergraduate Program
Standard Operating Procedure
EXPENSE REPORT

Please be sure to have all detailed receipts, a syllabus, a class roster, and any other necessary documentation for each item before creating an expense report.

Each receipt for airfare, hotel, etc., needs to show that the charge has been **PAID**.

If payment confirmation cannot be determined from a receipt, a credit card statement showing that your personal credit card has been charged will be accepted. (You may use a black marker to cross out all other charges on your credit card statement if you wish).

Reimbursements must be submitted within 30 days. After 90 days, the University may not reimburse you.

Any expense reports for courses or lab supplies must include a syllabus.

Put all receipts in order by date. All receipts need to be stapled (or taped) on to 8.5" X 11" sheets of paper. (If attaching the thin thermal paper receipts, do not use tape, as any ink under the tape will disappear). Number each of your receipts by placing a number in front of each receipt on the 8.5" X 11" sheet of paper. You may put more than one receipt on a piece of paper, but each receipt should be numbered. If your receipt is longer than 11", you need to cut it, and attach it in order on one sheet of 8.5" X 11" paper. If a receipt needs more than one sheet of paper, please give both halves of your receipt the same number (2a and 2b for example).

If your expense report will have more than 4 or 5 receipts, please create a numbered spreadsheet with an explanation of each expense to the right of the number. The numbers on the spreadsheet should correspond to the numbers you wrote in front of each of your receipts. On your spreadsheet, type the corresponding dollar amount to the right of the explanation. Show a calculation of the total you expect to be reimbursed.

University of Miami Tip Sheets: <https://canelink.it.miami.edu/training/workday-finance/>

The University's travel policies "D015E Electronic Travel & Business Expense Reimbursement Policy," may be found when you type "**D015E**" in the search bar on the main UM web page.

- AIRFARE:** Airline carrier, flight departure dates, return dates, and class of flight must be filled in. **(Be sure to attach your detailed flight itinerary).**
- AIRFARE COMPARISON:** If you are going on a business trip and would like to go a day or two (or more) early, or stay a day or two (or more) late, you must do an airfare comparison. One airfare must show the days of travel just for the trip, and the other airfare must show the days of travel for the extra days. Both flight itineraries (with all of the details) must be attached to the expense report.
- ALCOHOL:** RSMAS allows a limit of one alcoholic beverage per full meal.
- CONFERENCE:** Conference agenda and registration fee receipt must be attached.
- FIELD TRIP:** A syllabus and a list of students must be included for any reimbursement that pertains to a course.
- FOOD RECEIPTS:** Itemized receipt must include a listing of **everything that was consumed, including each food and beverage item**. A list of participants must also be included/attached on the main attachment tab.
- GRATUITIES:** Tips beyond 20% will only be reimbursed at a maximum of 20%.
- HOTEL:** Date of Arrival to hotel, departure date, number of nights in hotel, and name of hotel brand/company must be filled in. All of these details must show on your receipt.
- INCIDENTALS:** Sometimes it is impossible to obtain receipts for such things as transportation, business related telephone calls, telegrams, baggage handling, and gratuities. If less than \$75, the University will allow reimbursement.
- MILEAGE:** A Google Maps printout must be included to show mileage.
- PER DIEM:** You must include a printout of the applicable GSA rate.
- Domestic per diem rates can be found at: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
 - Foreign per diem rates can be found at: https://aoprals.state.gov/web920/per_diem.asp
- Under "Eligibility," fill in 12 hours for the first day and last day of travel (no matter what time you leave or return from your home). This will calculate at 75% of per diem.
The days between the first and last day will pre-populate to 24 hour days. Leave those at 24 hours each.