

Expense Reports: Helpful Hints and Reminders

MEALS:

Meal Per Diem Rates:

Breakfast \$15 6am-10am

Lunch \$18 10am – 2pm

Dinner \$30 3pm – 7pm

Must be in travel status to receive meal per diem, (does not apply when athletics travel with team).

If meals are provided by a hotel, conference or event, meal per diem cannot be claimed.

Total should include any taxes and tip. In Maryland, 20% gratuity is calculated based on subtotal. We do not pay Maryland state taxes. Same for athletics when in Florida due to our Florida tax exemption. All other states, the tip is calculated on the total amount @20%.

For meals, make sure to include which type in the memo section of expense lines, (breakfast, lunch or dinner).

Different rates apply for high-cost metropolitan areas. See Travel Policies and Common Rates.

Meals while traveling in-state or out-of-state should be the expense item used for overnight travel. For same day travel, the expense item should be food service when using Diners Club and a food service approval form is required to be completed and signed. If it is a reimbursement, the expense item should be Employee Non-1099 Reportable Training.

REQUIREMENTS

Receipts must be itemized. For any missing information or missing receipts, complete a Missing Receipt Affidavit and have it properly signed. Exception; Diners Club cash withdrawal fees.

Spend Authorizations are required for travel related expenses only.

Expense reports initiated more than 60 days past the time when the expense was incurred for personal reimbursement must be reimbursed through payroll. If the reimbursement is for expenses incurred six months ago or longer, written approval must be obtained from the VP of Admin & Finance or the Assistant VP of Admin & Finance.

TRAVEL

For travel, the start date is the first day of the trip and the end date is the final day of the trip. For things like hotel only, registration etc. the start and end date are the same day the card was charged.

The State discourages prepayment of hotel charges. Diners Club should be used to hold/reserve only.

Agendas, arrival date, time, business topics, departure date and time and list of attendees (if they are included in your expenses) should be included for all expense reports.

No premium upgrades are allowed for things like airfare, rental car, hotel, etc. Must choose the most economical cost. One checked bag is allowed for flights, unless it is a sports team with additional equipment.

If the expense is on an employee's Diners Club card but the expense is for someone else, the expense report needs to be in the name of the person whom the expenses are for.

For mileage reimbursement, the expense item needs to be mileage (in-state or out-of-state). Must include commute miles. For example, you left from your home to travel to a conference, the commute mileage is the distance between your home and your regular job location. If you left from your job location, the commute miles would be zero.

To claim \$.70 cents per mile, you must prove that you tried to reserve a state car, and one was not available. Otherwise, the rate to claim is \$0.35 cents per mile.

For foreign travel, the State reimburses based on the per diem rates set by the U.S. Department of State. These rates vary by location and are designed to cover lodging, meals and incidental expenses. For more information on foreign travel, see Travel Policies and Common Rates.