

JSU Travel Reimbursement Form Instructions

Click 'Enable Editing' once the Form Opens in Excel

1. Complete the top portion of the form (in blue) by filling in every field. It's important to list the destination, purpose of travel and dates of travel as that uniquely identifies the trip and matches it to the travel request.
2. Enter each day for which the traveler is requesting per diem on row 18. The date of each day should be in a separate column (from column B through column H).
 - a. If the traveler attended a conference where some meals were provided, request per diem for only the meals that the traveler paid for out of pocket. The amount requested to be reimbursed will be less than the daily per diem rate in this case.
 - b. If the traveler did not have any meals provided during the trip, simply enter the full day's per diem amount in row 22 'Meals Total' for each date listed.
 - i. You can use previously established percentages for each meal, if that makes sense for you: Breakfast 20%, Lunch 29%, Dinner 51%. However, it is not necessary to list the daily per diem amount divided by these percentages – you have the option of simply claiming the entire per diem amount on row 22 'Meals Total' unless some meals were provided for the traveler.
3. Enter the amount for each night of lodging to be reimbursed on row 24. **These costs must be supported by receipts.**
4. Travel by Personal Vehicle: List the date of the miles driven in column A. Then list the starting point and the destination point in the 'From' and 'To' columns. List the total miles accumulated in driving from the starting point to the destination point in column H. Enter the rate of reimbursement for the mileage in column I. The total will auto-calculate in column J based on what you have entered in the other fields.
 - a. NOTE: The rate you enter for mileage reimbursement is based upon whether JSU Transportation had a vehicle available for your use. If they did not, enter 62.5 cents in the rate column I. If there was a vehicle available but you elected to use your private vehicle regardless, enter 22 cents in the rate column I.
5. Travel by Public Carrier: List the date of travel and the 'From' and 'To' destinations. List the mode (airplane, train, boat, bus) in the next column. List the total cost paid for the ticket in the next column. **These costs must be supported by receipts.**
6. Other Expense: Enter the date and amount paid for registration, taxi, parking, gas for a rental vehicle or baggage on the relevant row. If you have a receipt for another type of cost, enter a description of that cost after 'Other:' then list the date and amount of that receipt. **These costs must be supported by receipts.**
7. Traveler signs the form and sends it to their supervisor for signature. Traveler must monitor the approvals as they are applied to ensure that the fully approved reimbursement form reaches the Travel Office. Email travel@jsums.edu to inquire about the status of a reimbursement request.