



Travel Reimbursement Guidelines Psychology Department

Faculty members and graduate students invited to deliver a paper, present a poster, or chair a symposium at a conference may be eligible to receive reimbursement of travel expenses from the University. Graduate students in the 1st, 2nd, 3rd and 4th years may be reimbursed one time per fiscal year (July 1 – June 30); faculty presentations may be reimbursed two times per fiscal year. Only the first author on a presentation will be funded. Others can be considered on a case by case basis by petition to the Chairperson. Travel forms can be obtained in the Psychology Department (see the hanging document organizer behind the printer and fax machine); they are carbon copied forms and therefore not accessible in an electronic format. ***At least 4 weeks before travel departure, all pre-trip paperwork must be submitted to Jessica Festa to be considered for departmental funding, regardless of whether an advance is requested. Only travelers who do adhere to this guideline may be approved for travel funds.***

Pre-Trip Responsibilities

- Complete the following sections of the travel form prior to traveling.
 - Name of Traveler, Department, Phone #, Home Address, Destination (City & State), Home City, State, & Zip; Departure & Return Dates, Purpose of the Trip (indicate type of presentation and conference name), coverage during your absences (faculty & lecturers)
 - Estimated costs
 - Reimbursable travel expenses include: airfare, hotel accommodations, meals, conference registration fees, taxis, public transportation, mileage (\$0.50 per mile), poster printing
 - Suffolk adheres to federal per diem rates for lodging and meals. Suffolk does not reimburse requests that exceed daily per diem rates. See www.gsa.gov for specifics.
 - See the Meals and Incidental Expenses (M&IE) for daily caps for faculty.
 - Graduate students seeking reimbursement may not exceed \$5 for breakfast, \$10 for lunch, and \$25 for dinner expenses for a total of \$40 per day for M&IE.
 - See the Lodging column for daily hotel caps.
 - Poster printing is reimbursable up to \$65 per poster. Record the expense on the 'other' line on Suffolk's travel form. Anyone seeking reimbursement for poster printing expenses agrees to deliver poster to staff following the conference to display in the department for up to a semester.
 - The standard size for posters is 36 x 60 inches but travelers should check conference guidelines.
 - Travelers can select a printer of their choice.
 - Please plan ahead. The standard shipping time is within 7 business days.

after the 4 business day deadline should include a letter to a letter to Mr. Flannery, the Vice President of Finance detailing the reason for not adhering to University guidelines.

- Completed post trip travel paperwork is reviewed by staff and the chairperson and forwarded to the Business Office. When travel forms do not reach the Business Office within 10 days of the traveler's return date, the request for reimbursement may be denied.
- Complete the following fields on the post-trip travel form:
 - Actual Costs
 - Form of Payment: Indicate how each item was paid (cash, credit card, check, etc) Take into account per diem requirements for food and lodging at www.gsa.gov to ensure the request for reimbursement does not exceed limits.
 - All receipts must indicate the form of payment (cash, credit card, check, etc). If the payment type indicated is credit card, a portion of the credit card number must appear on the receipt (for example: xxxx xxxx xxxx 1234). Taxi cab receipts are the exception to this rule.
 - If the receipt does not meet the above specifications, travelers should print out a copy of the bank or credit card statement from which the expense was paid, highlight the expenses, and submit it with the travel form. Expenses not pertaining to the trip can be blacked out.
 - Receipts submitted without acceptable payment info will not be reimbursed.
 - Actual Total Trip Cost
 - Sign and date in the Traveler field
 - Check off the appropriate box for check distribution: mail or hold for pickup

Travelers with questions can contact Jessica Festa via email at jfesta@suffolk.edu or via phone at 617-305-1921.