Reimbursement Reminders:

- Get **itemized** receipts showing method of payment, a credit card slip is not a valid receipt by itself.
- Turn in receipts as soon as possible – ideally within 14 days of expense to avoid getting taxed.
- Make use of the SILLC Credit Card to avoid “out of pocket expenses” Note: excludes lodging.
- Insurance on rental cars, personal accident insurance, and flight and travel insurance are not reimbursable.
- Tips on meals cannot exceed 20% and there will no longer be exceptions to this rule. **New!**
- Meals for departure and return days, for primary destination, with overnight stay is reimbursable up to 75% regardless of departure and arrival times. EXCEPTION- if a meal is provided on a travel day, the meal amount will be deducted from the 75% **New!**
- Non-Commercial Lodging - There will be NO Per Diem allowed for travelers staying in non-commercial lodging. To get reimbursement: Submit original, itemized receipts with credit card slip if applicable, not to exceed established Per Diem rates. **New!**
- Special Dietary Needs Rule - Continental Breakfast is considered a full meal. Per Diem will no longer be allowed for special dietary needs for travelers who choose not to partake in a provided meal. It is the traveler’s responsibility to make prior arrangements with conference/event organizers and hotels to accommodate their dietary needs. In the event a
traveler’s needs cannot be accommodated, the traveler must provide
details of who they contacted and the reason the request was denied.

NEW!

- Airport Parking reimbursement limited to $6.00 per day in Phoenix and
  $4.50 per day in Tucson (base rate does not include tax). New!
- Do not alter receipts (e.g. highlighting, taping, crossing-out) – if you are
  only being reimbursed for part of a receipt, attach a note for SILLC Business
  Team
- Digital orders must be downloaded into a University owned device for
  reimbursement.
- For any non-travel reimbursement, use the SILLC Employee Reimbursement
  Form.
- Meal Reimbursement without an overnight stay is now allowable. However,
  it is TAXABLE INCOME and an original itemized receipt is required. $13.00
  for 6-12 hours consecutive travel or $20.00 for 12+ hours of consecutive
  travel. New!
- Long Term Travel - Travelers are allowed regular Per Diem lodging and meal
  reimbursement rates for the appropriate season, not to exceed seven (7)
  days. After the initial seven (7) day period, meals and lodging will be
  reimbursed as follows: meals- at the rate of fifty (50%) percent of the full-
  day and lodging - at the rate of twenty-five (25%) percent of the amount
  allowed for the destination. New!
- If traveling on UA business other than conference activity, please submit
  with travel authorization a detailed daily itinerary which includes
  information such as dates, people worked with/collaborated, places visited
  (museums, temples, libraries, etc.) and type of research worked on. New!
Helpful hints Travel:

- SILLC Travel Authorization Form for business travel must be turned in prior to travel to ensure reimbursement and that you are covered under the university’s travel insurance policy.
- Please, include the full name of the conference or provide direct link to the conference when filling out SILLC Travel Authorization Form.
- SILLC Travel Authorization Form for domestic travel should be turned in 2 weeks before travel and 45 days for international trips.
- Please obtain department head signature before turning SILLC Travel Auth. form to SILLC Business Team.
- International trips must be registered in the University International Travel Registry (http://us-risk.terradotta.com)