

Tips for Travelers of the University of Maine System

BEFORE you leave for your trip:

- Obtain written permission to travel from your supervisor.
- Determine if your trip qualifies you for meal reimbursement(s).
 - Does your travel require an overnight stay, or does it require that your work day begins 2 hours earlier or ends 2 hours later (“extended day”. See [APL IV-B](#) pgs 7-8 for more information)?
 - If your trip does qualify you for meal reimbursement(s), decide whether to request reimbursement at Per Diem or at Actual before you leave. Also be aware of reduced rates to account for partial day’s travel or for meals furnished at no cost to traveler (i.e. conferences).

Meal	% of Rate Allowed	Per Diem (\$46)	Actual (\$48)
Breakfast	20%	\$9.20	\$9.60
Lunch	25%	\$11.50	\$12.00
Dinner	55%	\$25.30	\$26.40

- Remember that original and itemized receipts with proof of payment are required for all reimbursable expenses.
- Remember that tips are reimbursable up to 15% of the cost of any meal (you may round up to the next dollar).
- Remember that the University, as a rule, does not reimburse travelers for alcohol.

If you are using your Purchasing Card for any expenses on the trip, remember:

- The card must not be used for personal purposes, regardless of the intent to reimburse the University. These can include rental cars or hotel expenses for extra days, extra airfare expenses for a side trip, etc.
- Please refrain from paying for others meals. For example, if Tom pays for Sally’s meal, she cannot be reimbursed at a per diem rate because the University has already paid for a meal at actual. If Sally submits and is reimbursed her travel expenses before Tom and has already been capped at \$48 for the day and Tom paid for her lunch, money will have to be taken out of Tom’s reimbursement.

AFTER you return from your trip:

- Complete a Travel Expense Voucher within 30 days of return of the trip. Completing the TEV using the computer versus hand written helps ensure we charge the proper chartfield and also calculates the reimbursable total.
 - If there are Prepaid or PCard expenses related to the trip, be sure to document those charges in the Expenses Paid by Univ. column of the TEV to fulfill our requirement for our quarterly state legislative report.
- Deduct any expenses, alcohol purchases, or excessive tip amounts from your non-purchasing card/personal receipts. If you are seeking only a partial reimbursement of the receipt amount, please clearly indicate the amount that is referenced on the TEV.
- Turn in original PCard receipts to your Purchasing Card Coordinator if applicable.
- Obtain a signature of authorized approval for your TEV, and submit it to Susan Cota at Business Services.