MEAL REIMBURSEMENTS:

- The Request for Meal Reimbursement form needs to be completed with itemized receipts attached.
- The “Alcohol” OR “Food Only” box (located in the upper right corner of the form) must be checked before the reimbursement form is submitted for processing.
- All participants must be listed on the form. If additional space is needed, please attach a separate document.
- Meal Reimbursement request packages should be brought to Susan Peaslee (EB II rm 3312) for processing or placed in Susan’s mail box.

PERSONAL REIMBURSEMENTS:

- The Request for Personal Reimbursement form should be completed with itemized receipts which indicate proof of payment attached.
- The “Pre-Travel Expenses” OR “Other Expenses” box (located in the upper right corner of the form) must be checked before the reimbursement form is submitted for processing.
- Personal Reimbursement request packages should be brought to Susan Peaslee (EB II rm 3312) for processing or placed in Susan’s mail box.

PRE-TRAVEL EXPENDITURES:

- To receive reimbursement for expenses prior to the actual dates of travel (airfare, conference registration fees, etc.) complete the Request for Personal Reimbursement form.
- Proof of payment for these expenditures is required and the Itemized receipts must be attached to the form.
- Claimant’s Signature (person seeking reimbursement) is required.
- Students should have their supervisor sign their reimbursement forms.
- Reimbursement request package should be brought to Susan Peaslee (EB II rm 3312) for processing or placed in Susan’s mail box.
- NOTE: Expenses that are submitted for reimbursements within 5 business days of the trip will NOT be processed. Please include these expenses on the Post Travel Reimbursement Form that you will complete upon your return.

POST TRAVEL REIMBURSEMENT:

- The Request for Post Travel Reimbursement form MUST be completed with itemized receipts, which indicate proof of payment, attached.
- All fields are required to be filled out on this form.
- Conference agendas, itineraries, website printouts, etc. need to be submitted along with your reimburments.
- Expenses that have been pre-paid should NOT be included in your request.
- Meals will be reimbursed at the standard per diem rate.
- Mileage will be reimbursed at the prevailing rate at the time of travel.
- Unique circumstances involving your travel reimbursement MUST be documented and discussed with Susan Peaslee.
- Post Travel Reimbursement request packages should be brought to Susan Peaslee (EB II rm 3312) in a closed envelope for processing or placed in Susan’s mail box. Please try to tape down small receipts (w/o covering printed information) to ensure all materials stay together.

NOTE: To ensure processing runs smoothly/quickly, please review the following prior to submitting the form:

- Discuss all unusual or unique circumstances as soon as possible. Be sure to document this via email or on a separate sheet of paper as well.
- Make sure all personal information is completed and project numbers and/or descriptions are included.
- Make sure the required itemized receipts and/or appropriate supporting documentation is attached.
- Tape down all receipts that are smaller than letter size paper; the tape should NOT cover any words. Avoid using staples. Receipts are copied/scanned by the department and university accounting offices; therefore, documents should be able to go through a scanner/copier smoothly.

FOR ASSISTANCE, PLEASE CONTACT
Ann Hunt (Phone: 513-7300 Email: aehunt@ncsu.edu) for 5 accounts
Linda Honeycutt (Phone: 515-7926 Email: lshoneyc@ncsu.edu) for non 5 accounts

Revised: 05/25/12