

ESU 7 TRAVEL REIMBURSEMENT PROCEDURES

RECEIPT (S): Please attach the following:

- A) **All** meal receipts must be **ITEMIZED RECEIPTS ONLY.** (Credit card receipts showing only the total are **NOT** accepted unless attached with itemized receipt. Both receipts must be attached for reimbursement (credit card and itemized receipts). Handwritten receipts will only be reimbursed if the restaurant does not serve alcohol and a copy/photo of the menu is provided.
- B) Meal tips are reimbursed at 15% of the total bill.
- C) No alcohol receipts reimbursed.
- D) Meals are reimbursed at the IRS per diem rate.
- E) Parking in a Garage or Lot—receipt required for reimbursement. Airport Parking will be reimbursed at the long-term economy rate. Metered on-street parking costs do not require a receipt. Airport Parking will be reimbursed at the long-term economy rate.
- F) Taxi, Uber...Etc must have a receipt. ESU will reimburse a 15% tip of total bill.
- G) Rental car summary of charges and confirmation required.
- H) Airfare itinerary and cost and payment summary required for reimbursement

MILEAGE:

- A) Reimbursement is based on the **IRS mileage rate.**
- B) Central accounting requires map quest (beginning and end address and directions included)

To check for a Per go to: <https://www.gsa.gov/portal/category/100120>