REIMBURSEMENT

TABERs (Travel and Business Expense Reports) must be submitted within 30 days of travel or incurring the business expense.

https://www.stevens.edu/sit/finance/taber-tips

Receipts:
- must be itemized
- must be electronically scanned and attached to the TABER
- including the purchase of alcoholic beverages must clearly indicate the cost of the alcohol. Alcohol costs cannot be charged directly or indirectly to a federal grant or contract it must be accounted for separately. (Use object code 6148.)

PCARD RECONCILIATION

By the 7th of each month, expenses incurred on a PCard must be reconciled by the card holder using PNC Active Pay. Supervisor review and approval is due by the 11th.

Scanned and uploaded receipts must be itemized and in the case of a meal or other food expense, all alcoholic beverage expenses must be identified. Alcohol costs must be charged to object code 6148 as it cannot be charged directly or indirectly to a federal grant or contract; it must be accounted for separately.


PAPER RECORD RETENTION

No paper needs to be submitted. All documentation is to be scanned and electronically attached. Please ensure the electronic attachment is legible. Original documentation may be kept on file in the department or properly disposed of (shredded), once the reimbursement is approved and finalized. The electronic version will serve as the permanent record of the transaction.

CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Accounts Payable</th>
<th><a href="mailto:ap@stevens.edu">ap@stevens.edu</a></th>
</tr>
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<tbody>
<tr>
<td>Campus Support</td>
<td><a href="mailto:Finance-support@stevens.edu">Finance-support@stevens.edu</a></td>
</tr>
<tr>
<td>PCard Administrator</td>
<td><a href="mailto:pcard@stevens.edu">pcard@stevens.edu</a></td>
</tr>
<tr>
<td>Risk Management</td>
<td>201-216-8568</td>
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<td>Sponsored Accounting</td>
<td><a href="mailto:sponsored-accounting@stevens.edu">sponsored-accounting@stevens.edu</a></td>
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<tr>
<td>Faculty Support Center</td>
<td><a href="mailto:FacultySupportCenter@stevens.edu">FacultySupportCenter@stevens.edu</a></td>
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<td>Website Information</td>
<td>Division of Finance <a href="http://www.stevens.edu/sit/finance">http://www.stevens.edu/sit/finance</a></td>
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</tr>
<tr>
<td>Travel Portal</td>
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</tr>
</tbody>
</table>

REMEMBER THESE THINGS

If you will be... | Be sure to...
---|---
Traveling | Obtain approval from your supervisor using the Travel Authorization Form http://www.stevens.edu/sit/finance/processes-forms

Submitting a reimbursement request from...

| Federal Funds | Get itemized receipts for all expenses |
| All other funds | Get itemized receipts for all expenses >$50. |

Using your PCard | Get itemized receipts for all transactions |

Business and Travel Expense Policy Quick Reference Guide

A companion document to the Business and Travel Expense Policy

http://www.stevens.edu/provost/sites/default/files/Business_and_Travel_Expense_Policy.pdf

Colleges, Schools, Divisions and Departments may have more restrictive guidelines than the policy. Please check with your Dean, Vice President, Chair or Manager for additional details.

Any expenses to be charged to a sponsored account are subject to review by the Office of Sponsored Accounting for approval in accordance with the individual sponsor’s rules and restrictions.

Division of Finance
Stevens Institute of Technology
One Castle Point on Hudson
Hoboken, NJ 07030
Phone: 201-216-8000
Fax: 201-216-5137
E-mail: finance-support@stevens.edu
The University provides travel accident coverage for all active employees on University approved and directed travel. (Consult Appendix C of the Business and Travel Expense Policy.)

TRANSPORTATION

Travelers are expected to select the most cost effective options for all business travel.

Please arrange travel through the travel portal, find it in the menu on this page, http://www.stevens.edu/sit/finance.

Airfare: Generally, the most cost effective is a coach class, non-stop flight plus reasonable baggage expenses.

Rail: Generally, the most cost effective is coach class standard train. If justified and deemed appropriate by department, school, or college, the cost of extra fare trains (Acela) is reimbursable.

Personal Vehicle: The employee will be reimbursed at the approved mileage rate for the most direct route between locations; IRS for non-sponsored funds and GSA (U.S. General Services Administration) for sponsored funds, check the finance website for rates: https://www.stevens.edu/sit/finance/mileage-rate. Tolls and parking fees are also reimbursable. Mileage verification is required (include electronic version of web-based mapping service, i.e., Google Maps, MapQuest, etc.)

Rental Vehicle (domestic): Stevens has preferred providers. Please contact procurement@stevens.edu for the current preferred provider list. Fuel costs, tolls and parking fees are also reimbursable. Insurance coverage is provided by an existing University policy, decline additional coverage offered.

Rental Vehicle (international): Contact Risk Management prior to traveling internationally to determine insurance requirements.

MEALS

The University will reimburse travelers for the reasonable cost of their own meals incurred while traveling. The option to choose between reimbursement on a per diem basis or for the actual cost of meals is available to employees only. Per diem rates used are those provided by the U.S. General Services Administration (GSA). Consult the GSA website http://www.gsa.gov/portal/content/104877 and enter the destination city for the rates. For international travel involving sponsored accounts consult with Office of Sponsored Accounting with questions.

LODGING

The University will directly pay (including by PCard) or reimburse a traveler for lodging expenses for the single occupancy cost of a standard room incurred during university related travel. Generally, trips of less than 50 miles one way do not qualify for university support of an overnight stay.

TRAVEL DELAYS OR EMERGENCIES

In the event of an unplanned travel delay, reasonable expenses such as an additional night of lodging, meals or an airfare change fee are considered reimbursable business expenses.

STATE SALES TAX

The University is exempt from paying state sales tax on purchases that pertain to University operations.

When possible individuals incurring business expenses should ask for the exemption in appropriate situations.

Stevens Sales Tax Exempt number is included on the face of the PCard. This exemption may not be recognized outside of New Jersey.

Sales tax paid with personal funds for travel or business meals is always reimbursable.