*The ORSP policy follows the JU Travel Policy but contains additional requirements for reimbursement. Acceptance of this award indicates the policy below was read and agreed to by the traveling faculty member.*

1. The ORSP does not assume any obligation to reimburse employees for expenses that are not in compliance with the approved policies and procedures.
2. Faculty and administrative support are strongly encouraged to check all calculations and receipts for eligibility prior to sending to the ORSP. Incorrect expense reports will be returned to the department for correction.
3. Please ask your server to put any alcohol on a separate receipt and keep the receipt for your records.
4. Expenses will be reimbursed for one traveler per Expense Report. Each traveling faculty member should submit an Expense Report and individualized receipts.
5. For expenses paid using a JU purchasing card (P-Card), submit statements to ORSP well in advance of their due date to the Controller’s Office with the account either left blank or with your own department account codes; we will add the appropriate ORSP account numbers for the expenses, sign off for approval, and submit directly to the Controller. Any expenditures over the awarded amount will need an account number if they are to be reimbursed.
6. All reimbursement requests must include original itemized receipts detailing the date, place, and amount of the expense or item(s) ordered. Copies of credit card statements are not acceptable as receipts.
7. Eligible Expenses, Maximum Amounts Allowable, and Documentation Required is provided in the table on the following pages.

| **Eligible Expense Items** | **What the ORSP will Reimburse**  | **Documentation Required for Reimbursement** |
| --- | --- | --- |
| **General** | First request as Attendee – up to $1,000 in actual expensesFirst request as Presenter – up to $1,300 in actual expenses |
|  | * All reimbursement requests must include documentation of attendance at the event – an agenda, program, name badge, etc. If a faculty is on presenter-status at the event, please be sure to include the acceptance letter with the application and/or reimbursement request.
* Travel expense reports with appropriate documentation must be submitted to ORSP within **ten (10) business days** of the return date listed on the application form. ORSP reserves the right to deny any reimbursement received after the 10-day period.
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| **Registration** | * Conference fees for attendance
* Membership fees will be reimbursed only if required for registering as a conference **presenter.** Attendee-status memberships are ineligible.
 | * Itemized receipt from providing organization
 |
| **Meals and beverages** | * Full days of travel will be reimbursed to a maximum of $50 total.
* First and last days of travel will be reimbursed to a maximum of $30 total.
* As an example only: $11 breakfast, $15 lunch, $24 dinner = $50
 | * Original itemized receipts are required for reimbursement and must be attached to the travel expense report.
* Any daily meal costs exceeding the maximum amounts (as stated on the left) will be the traveler’s responsibility.
* Any alcohol should always be on a separate receipt that does not need to be submitted to the ORSP.
 |
| **Hotel/Lodging** | * Standard/economy hotel room. Any upgrades beyond the standard room are ineligible for reimbursement.
* Please make hotel reservations on a personal credit card or on a university credit card (P-card) and submit the paid receipts with the travel reimbursement spread sheet.
* If the hotel is within Florida, there should not be a charge for sales tax. Obtain a copy of the university’s tax-exempt certificate from Academic Affairs or from the Controller’s webpage and present to the hotel at check-in/checkout.
* Shared hotel rooms/suites with more than one JU faculty member may be submitted for reimbursement on one receipt.
 | * Original itemized hotel bill must be submitted.
* It is the traveler’s responsibility to cancel guaranteed hotel reservations when necessary; any cancellation charges arising from the failure to cancel reservations is the responsibility of the employee. Always request and retain the cancellation number when canceling reservations.
* Room service charges must include an itemized receipt for the food and beverage served; a line item on the hotel bill is not sufficient.
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| **Transportation via commercial Airlines** | * Coach/Economy class only, plus baggage fees. Upgrades are ineligible for reimbursement.
* When ticketless airline travel is booked, the traveler must request a receipt from the airline or travel agency at the time of the booking or at check-in at the airport. This receipt must provide details of flights, destination, and payment. The receipt must be submitted with the reimbursement request.
 | * Original airline ticket receipt or invoice detailing flights & destination. Proof of payment and boarding passes must be submitted with the reimbursement request.
* For online purchases, a copy of the email confirmation and itinerary may be used for receipt purposes. This documentation must provide details of flights, destination, and payment. The email confirmation is to be submitted with the reimbursement request.
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| **Transportation via Private automobile** | * Travel by private auto in excess of 20 miles round-trip (but less than 400 miles round-trip) is reimbursable at 100% of the current federal rate (as reflected on the GSA webpage).
* Damage to personal automobiles used on official business is considered covered by private insurance.
* The University does not assume liability for deductibles or any other uninsured loss to the vehicle.
 | * Mileage should be reported using MapQuest and should be over 20 miles or under 400 miles round trip per trip.
* Taxi/Rideshare Service: Fares for these services, including reasonable tips (up to 20%), are allowable. Receipts must be attached to the request for reimbursement.
* All travel must utilize the most direct and/or economical route.
* Travelers can only claim gas OR mileage, not both.
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| **Transportation via Rental Cars** | * Rental cars should be used for any trip exceeding 400 miles round-trip.
* Reimbursement for trips exceeding 200 miles one way or 400 miles round trip shall not exceed equivalent coach air fare or other reasonable available transportation (i.e., rental car plus gasoline).
 | * Receipts must be attached to the request for reimbursement.
* Advance reservations for compact or intermediate automobiles should be requested. The car rental agreement should be in the name of the traveler and Jacksonville University.
* Employees renting automobiles on University business are covered under corporate insurance policies; optional insurance coverage should be declined.
 |
| **The ORSP will not reimburse the following expenses:** |
| * Alcoholic Beverages and applicable taxes
* Annual fees for personal credit cards
* No-show charges for hotels or car rentals
* First or business class airfare upgrades
* Hotel/lodging upgrades
* Gift cards or gifts to friends or relatives in lieu of meals and lodging
* Life or travel accident insurance premiums
* Instructional supplies/materials
* Shipping costs for the above
* Parking fines and traffic tickets
* Personal care items
* Professional licensures & certifications.
 | * Laundry, valet, or dry-cleaning charges
* Personal entertainment such as hotel room movies, newspapers, magazines, health club facilities, etc.
* Repairs or towing of personal vehicles
* Baby-sitting/pet-sitting
* Any expenses for travel companions
* Mini-bar refreshments or other snacks in addition to the meal reimbursement
* Internet service charges
* Optional valet parking services
* Annual Memberships to the host organization if they are required for registration as a conference attendee**; presenter-status** membership fees are eligible.
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| * Travel awards are made to **individual** faculty for a specified destination and date. Each awardee is expected to submit their own expense report with separate, itemized receipts for *their* expenses. Travel companion expenses should not be on the same receipt, nor should expenses of another faculty member. Faculty who share rooms/suites with other faculty may submit one receipt for lodging.
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