

**Yale School of Management
Business Office
Employee Reimbursement Guidelines**

The following information is required for all reimbursements:

- Name
- Business purpose for each expense: For example: "ABC Conference, March 26-28 in Dallas", or "Trip to Boston to meet with a colleague at Harvard for purposes of drafting a paper".
- Sign reimbursement form: Support staff may not sign for you since your signature is certifying that the expenses have not been nor will they be paid from another resource in the future. By signing, you are also certifying that the expenses incurred were actual, reasonable and were incurred for official business of the university.
- File reimbursement form and supporting documentation within 10 days of expense/ return from trip

Documentation Requirements:

- Hotel: Original itemized folio from the hotel. The University will not reimburse movie or game charges, mini-bar charges, gym and pool fees, etc. The folio must indicate that the bill was paid.
- Airfare: Original passenger receipt. If electronic ticket, the "Itinerary/Receipt." If ticket is purchased online, print out the last reservation screen. The documentation must show proof of payment and details of the trip including airline, dates traveled, class of travel, as well as the origination and destination locations.
- Bus/Train Tickets: Original receipts. The University will not reimburse for upgrades (appears under accommodation charge on train tickets).
- Rental Cars: Original rental car agreement showing proof of payment. The University will not reimburse for additional insurance charges for domestic car rentals.
- Taxi: Original receipts.
- Mileage: No receipt required. Indicate total number of miles traveled. The current mileage rate for business is \$0.445/mile; for moving \$0.18/mile. Note: The University will not reimburse the purchase of gasoline unless it is for a rental car.
- Meals: Original itemized receipts for all meals. If no receipt available, use the per diem rate based on the city traveled to available at <http://www.yale.edu/ppdev/Guides/bluepages.pdf>. Receipted meals and per diem meals cannot be reimbursed on the same day – one or the other must be used. When travel only covers part of a day, use the following website to determine the amount to be reimbursed.
http://www.gsa.gov/Portal/gsa/ep/contentView.do?programId=9704&channelId=-15943&ooiid=16365&contentId=16177&pageTypeId=8203&contentType=GSA_BASIC&programPage=%2Fep%2Fprogram%2FgsaBasic.jsp&P=MTT
- Business Meals: Original itemized receipt, explanation of meal business purpose plus a list of meal attendees and their business relationship to Yale.
- Conference Expenditures: Any conference expenditures listed on an ER or P-card should include a printout or copy of the conference program that indicates the purpose, location and dates of the event. It is also important to clarify and indicate if meals are provided as part of the conference fee. In such cases travelers are not eligible to receive a per diem reimbursement, but must submit itemized receipts for non-conference meals.

Questions? Contact the Business Office at 203.432.6004 or e-mail SOMBbusiness.office@yale.edu.