

TRAVEL EXPENSE CLAIM PROCEDURES

- Upon returning from a trip, complete the Travel Expense Claim Form and submit to the Tower Foundation with your original receipts.
 - If there are unused funds from a travel advance, they must be returned with the completed form; if there are funds due the traveler the completed form will be used as authorization for reimbursement.
 - Claimant signature and account authorized signature are required.
 - The travel expense claim should be filed within 30 days after the completion of travel.
 - Submit a copy of the University travel approval.
 - Reimbursement for student travel must be accompanied by the University's Student Travel Informed Consent form.
 - Travelers are responsible for complying with Tower Foundation travel policy. This policy applies to all travel expenses paid by the Tower Foundation regardless of the source of funds.
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TOWER FOUNDATION TRAVEL POLICY

When traveling, please keep in mind that you are expending donor funds.

The Tower Foundation will reimburse a traveler for supportable business expenses:

Substantiation of Travel

Please provide records such as the conference itinerary to substantiate the dates, location and business purpose of your travel. Reimbursement is made on amounts expended. **Receipts are required for expenditures of \$25 or more, and may be required if an employee routinely requests the same amount or an amount slightly less than \$25 for multiple meals.**

Reimbursement for incidentals is based on actual expenditures and will not exceed \$7 per day.

Independent consultants will be reimbursed for actual expenditures and are required to submit receipts. Travel reimbursements to independent contractors will be reported as income on IRS Form 1099-MISC.

Standard Mileage Rate

The maximum allowance for mileage is **according to the SJSU rate** for all business miles. See **http://www.sjsu.edu/pass/docs/ap/info/travel_guide.pdf** for the current rate. Travelers should maintain a log of travel miles, destination and business purpose. In keeping with IRS guidance, mileage will be reimbursed from the University to the destination unless the miles were driven on a weekend.