

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.
 - For international travel, submit a copy of the University travel approval.
 - 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

The Tower Foundation travel policy follows the Internal Revenue Service Guidelines and will reimburse a traveler for supportable expenses according to one of the following three methods:

1. FULL PER DIEM BY LOCATION

Substantiation of Travel

To claim per diem, you must provide records such as the conference itinerary to substantiate the time, place and business purpose of your travel. Visit the following web sites for most current rates.

- Continental United States Domestic Per Diem Rates
www.gsa.gov
Select "Per Diem Rates" under Travel Resources
- Foreign Travel Per Diem Rates
ww.state.gov/travelandbusiness

2. ACTUAL LODGING EXPENSE PLUS PARTIAL PER DIEM

Per diem to be used for food and incidentals.

3. ACTUAL EXPENSES WITH RECEIPTS

Original receipts for all expenses must be submitted to claim reimbursement using this method. Note: There is no allowance for incidentals with this method.

A traveler must choose one of the above methods. Only one method of reimbursement may be used for the entire trip.

Independent consultants will be reimbursed only through method three and are required to submit copies of receipts.

Standard Mileage Rate

The maximum allowance for mileage is **according to the SJSU rate** for all business miles. See <http://www.sjsu.edu/pass/facultystaff/travel/guide/transportation/index.shtml> for the current rate. Travelers shall maintain a log of travel miles, destination and business purpose.