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.

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/finance/docs/travel_guide.pdf for the current rate. Travelers shall 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.