



## Travel & Reimbursement Services

### Reimbursement Packet Guidelines

- Please use a paper clip for attaching the pages of the packet - **NO Staples**.
- **ORIGINAL** receipts are required - please tape all receipts on one side of paper to be included in the reimbursement packet.
- **NO** double-sided printing - please print on one side of the paper only.
- Mileage rate changed to \$0.535/mile January 1, 2017. **Please attach mileage logs** for reimbursements that have dates and mileage total.
- Foreign trips **REQUIRE** conversion documents attached to the reimbursement - we recommend using [www.oanda.com](http://www.oanda.com)
- Conference brochures are **REQUIRED**. They must include:
  - Name of conference or meeting
  - Dates of conference or meeting
  - Location of conference or meeting