Reimbursement Packet Guidelines

- **Airfare Receipts** – Card must be listed with an amount next to it, showing proof of payment. NO e-credits will be reimbursed.

- **NO Staples** – Please use a paper clip for attaching the pages of the packet.

- **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 $0.545/mile January 1, 2018. **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

- **Conference brochures are REQUIRED.** They must include:
  - Name of conference or meeting
  - Dates of conference or meeting
  - Location of conference or meeting

*Failure to adhere to these guidelines will result in delayed reimbursement time, and the packet may be sent back to the submitter.*