



Travel & Reimbursement Services

THE UNIVERSITY OF UTAH

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.