

Travel Reimbursements

Important Information

1. All travel requests must be submitted **two weeks** prior to travel.
2. All receipts must be submitted within **14 days** of your return or you will not be reimbursed.
3. All receipts must have a **method of payment** displayed:
 - a. If a **VISA card** is used, the **last four digits** must be displayed on the receipt.
 - i. If the last four digits of your VISA do not appear on your receipt, a **credit card statement** reflecting the charge must be provided in addition.
 - b. If paying by **check**, you must provide a front and back copy of cancelled check alongside your receipt.
4. To be reimbursed for a hotel, you must submit the **itemized hotel bill** received upon checkout.
5. There is a **per diem food allowance** for travel. The first and last days of travel are \$27/day and all days in-between are \$36/day.
 - a. Please do not submit any food receipts as all food is covered by this food allowance.
6. If possible, please do not pay anything in cash.
7. Travel insurance, extra baggage charges, and overweight baggage charges are **non-reimbursable**.
 - a. Exceptions can be made for extra baggage when equipment is involved.
8. The only charges which can be **reimbursed in advance** are airfare and conference fees.
9. If you are using a Ramapo College van as your means of travel, a **van request** must be submitted in advance.
 - a. For each *calendar year* you must submit a "**driver authorization form**" and a front and back copy of your license to the CA office in order to be eligible to use college vehicles.
 - i. Once every three years a defensive driving course must be completed through the college.