

TRAVEL REIMBURSEMENT CHECKLIST

This document is meant to be viewed with electronic expense forms. Please refer to either the domestic (pg. 1) or international (pg. 2) sections of this document when traveling using Wexner funds.

PLEASE SUBMIT FOR REIMBURSEMENT WITHIN 2 WEEKS OF PAYING THE EXPENSE(S).

DOMESTIC

Flight

- Receipt with your name and/or email address on it, saved as a PDF and re-named "Flight Receipt"

Hotel/Airbnb

- Receipt(s) with your name and/or email address on it, saved as a PDF and re-named "Airbnb (or hotel) Receipt"
 - Proof that a partial or full payment has been made (as opposed to an "estimated" total, indicating you won't be charged until after your stay)

Misc. Expenses (e.g., conference/registration fees)

- Receipt(s) with your name and/or email address on it, saved as a PDF and re-named "Registration Fee Receipt", OR "Conference Deposit Receipt", etc.
- Something showing program description/draft itinerary/fees, saved as a PDF and re-named "Program Description"

Expense Form (to be sent as excel file)

- Name and address filled out in the top left corner
- Name of learning opportunity included in row 7 (e.g. Shalom Hartman Institute)
- Every expense should be in its own line on the spreadsheet
- For EACH expense, date of payment is listed in column B
- For EACH expense, description of expense (e.g., flight from CMH to LGA) is listed in columns C-E
- For EACH expense, total cost listed in column F, G, J, or K
 - Mileage will only be reimbursed if you are the driver and you're in your own vehicle (cost of rental cars and/or rental car mileage will not be reimbursed) and will only be reimbursed *after* your trip
 - Include the number of miles driven in column H and the reimbursement amount will be automatically calculated in column I at the IRS rate of 58 cents/mile
 - "Proof" of miles driven must be provided (as a PDF, re-named "Proof of Mileage") from Google maps (or something similar) showing starting address, ending address, and total mileage
 - Our per diem rate is \$5/breakfast, \$10/lunch, \$15/dinner regardless of how much was spent on the meal. Per diems do *not* require a receipt.
 - Use column K ("Other") for hotel/Airbnb, registration fees, or any other expense that doesn't fit into one of the other categories in row 8
- Name typed on the signature line in row 31 along with the date

INTERNATIONAL

Flight

- Receipt with your name and/or email address on it, saved as a PDF and re-named "Flight Receipt"
- Itinerary/program schedule showing at least 12 hours of Jewish learning, saved as a PDF and re-named "Itinerary"
- If applicable, proof of [foreign currency conversion](#)
 - Adjust the date based on the date the expense was paid, which may be different from today's date
 - Save as PDF and re-name "Flight Currency Conversion"
 - The only part of the document needed is one that shows the foreign currency amount, the USD conversion, and the date of the conversion rate.

Hotel/Airbnb

- Receipt(s) with your name and/or email address on it
- Proof that a partial or full payment has been made (as opposed to an "estimated" total, indicating you won't be charged until after your stay)
- If applicable, proof of [foreign currency conversion](#)
 - Adjust the date based on the date the expense was paid, which may be different from today's date
 - Save as PDF and re-name "Hotel/Airbnb Currency Conversion"
 - The only part of the document needed is one that shows the foreign currency amount, the USD conversion, and the date of the conversion rate

Expense Form (to be sent as excel file)

- Name and address filled out in the top left corner
- Name of learning opportunity included in row 7 (e.g. Shalom Hartman Institute)
- Every expense should be in its own line on the spreadsheet
- For EACH expense, date of payment is listed in column B
- For EACH expense, description of expense (e.g., flight from CMH to LGA) is listed in columns C-E
- For EACH expense, total cost listed in column F, G, J, or K
 - Our per diem rate is \$5/breakfast, \$10/lunch, \$15/dinner regardless of how much was spent on the meal. Per diems do *not* require a receipt.
 - Use column K ("Other") for hotel/Airbnb, registration fees, or any other expense that doesn't fit into one of the other categories in row 8
- For EACH expense that's in a foreign currency, the foreign currency amount AND the USD conversion should be included
 - In columns C-E, list something like "Uber from airport to hotel: XXX euros = XXX USD"
 - The USD amount *only* should then be listed again in either column F, G, J, or K
- Name typed on the signature line in row 31 along with the date