

## OSP Student Travel Grant Expense Form Instructions

### 1) You must submit original receipts for all expenses and evidence that the traveler has paid the bill.

- Receipts must include the date, the address of the business or organization, and the traveler's name (write on the back if no space is available on the front of the receipt)
- Evidence of payment includes receipts showing the last four digits of a credit card number, a hotel bill showing a zero balance, the traveler's credit card statement (with all other transactions and the total balance due blacked out), etc.

### 2) The Student Travel Award Expense form must be received by the Office of Sponsored Programs no later than 30 days after the last date of travel.

- **Note:** Financial Services must receive the travel reimbursement request before the University's year-end close (May 31), so when traveling in May, you must submit your paperwork before the standard 30-day deadline. Financial Services must receive reimbursement requests before the grant closing date if the travel is paid using a grant account.

### 3) The [Academic Affairs Travel Authorization Form](#) and the signed OSP Student Travel Award agreement must be included with the Student Travel Award Expense form.

**Header:** Provide your full legal name, your mentor's name, the dates of travel, the name of the office(s) providing the match, and the purpose of your travel

#### Transportation Costs

- 1 & 2: Submit an original itinerary with the indicated form of payment or the actual ticket that shows the amount paid, including the form of payment. Only coach or tourist fare is reimbursed. (A reservation confirmation is insufficient.)
3. Submit original receipts for taxis, rideshare services, buses, rail, etc.
4. a. Either submit receipts for fuel charges or complete the private automobile section on page 2 of the Excel form. Once the table on page two is complete, the total should be entered automatically on page 1. If not, enter the value in the total expenses column for this line.
  - If the table on page 2 for mileage reimbursement is completed, please use the [IRS standard mileage rate](#) that was in effect at the time of travel from Bradley University to the travel destination (Include a map with route and mileage from an online map service (i.e., Google maps, Bing maps, etc.).
4. b. Submit the original rental invoice with proof of payment and any related gas receipts (It must be clear that the fuel charges are related to the approved travel.)
4. c. Submit original receipts for tolls, parking, etc.

#### Related Travel Expense

5. Requests for hotel reimbursements must include the hotel portfolio (bill) showing a zero balance and the payment method. Room service and meal charges are not reimbursable expenses
6. Include the conference registration form and schedule (dates for meeting). If a check or personal credit card is used for payment, proof must be provided to demonstrate that the individual paid for the registration (copy of check or credit card receipt or statement).
7. Detail expense on the **Other Expenses and Documentation Substantiation** section on page 2 of the Excel form.

#### Meals

- **Meals are not an allowed expense on expense for Student Travel Grants**
- Other offices may reimburse meals with adequate documentation (itemized receipts).
  - Students do receive a per diem.
  - Alcoholic beverages are not a reimbursable expense.

**Obtain the signatures in the following order:** 1) Student, 2) Student's Mentor, 3) Office providing match, and 4) OSP