

| item | type of receipt | notes |
|---|-----------------------------|--|
| Airfare: Note: Do not book any international air travel prior to contacting a member of the project. We cannot guarantee reimbursement for self-booked international travel. Special rules apply. Airfare reimbursement requires: A paper, original printed airline ticket showing the cost of airfare (rarely available) OR E-ticket or e-receipt showing cost of airfare and proof of payment and one of the following: <ul style="list-style-type: none"> • Boarding passes • Hotel folio in your name, identifying the dates of the trip OR Credit card statement proving ticket purchase(s) and one of the following: <ul style="list-style-type: none"> • Boarding passes • Travel itinerary Please save your boarding passes whenever possible. | | |
| Baggage fees, flight change | original | must show amount and proof of payment |
| Rail fare (see also Subway) | e-receipt | must show amount and proof of payment |
| Train ticket | original | required only when other supporting documentation is not available (e-receipt plus hotel folio, etc.) |
| Hotel folio | e-receipt | must show zero balance and traveler name; scan acceptable |
| Booking service receipt | unacceptable | prepaid service that does not itemize rooms by night is unacceptable without supporting documentation |
| Auto Mileage Reimbursement (IRS rate) | other | include a map (or link to one) showing the exact mileage for claim (you cannot claim 450 miles and provide a map showing 448 miles); address must be accurate |
| Auto Rental | original | must show amount and proof of payment |
| Gas receipts | original | must show amount and proof of payment |
| Toll receipts | n/a | reimbursed as per diem incidentals |
| Taxis, airport shuttles, etc. | original | must show amount (including tip, if being claimed); credit card statement an acceptable substitute |
| Airport parking | varies | original or e-receipt; must show amount and dates in/out |
| Subway, local rail | n/a | typically reimbursed as per diem incidentals |
| Meals | n/a | reimbursed as part of the per diem |
| Per Diem: Meals and incidental expenses | request via email or letter | Based on federal rates. 75% of rate on travel days. domestic: http://www.defensetravel.dod.mil/site/perdiemCalc.cfm foreign: http://aoprals.state.gov/content.asp?content_id=184&menu_id=81 |
| Other (hotel internet, snacks, visa fees, etc.) | conditional | receipt requirement varies by expense type; most items covered by per diem |

What constitutes proof of payment? Item must show amount charged to credit card (“\$\$ charged to CC ending in 1234”). Otherwise, a credit card billing statement must be provided.

Questions? Contact: Lisa Cerrato (lisa.cerrato “@” tufts.edu)