

Department of Mathematics Reimbursement Guidelines

The goal of this policy is to reimburse faculty, staff and graduate students for their expenses incurred as part of their responsibilities at Iowa State University, while treating everybody equitably and preserving departmental funds as much as possible.

1. The Department fully reimburses expenses that were incurred on business that employees were asked to perform for the Department, i.e. business expenses that are a condition of employment. This includes items purchased at the request of the Department, and expenses during travel when the traveler was required by ISU to travel.
2. The Department treats all reimbursement requests on optional travel and/or meals equally, i.e. the Department does not distinguish between funding sources. The only exception to this rule may occur when departmental funds are insufficient to provide full reimbursements for optional travel / meals: In this case the Department may limit reimbursement to a maximum US\$ amount.
3. All travelers, whether asked by ISU or on optional travel, need to keep a log of their daily travel time and location, indicating which parts were personal and which ones were ISU-related.
4. All travelers will be reimbursed for actual expenses of tickets, lodging, meals and other allowable expenses. This requires that all expenses, including meals are documented by a receipt. Meals with itemized receipts will be reimbursed up to the maximum allowed or the actual meal cost, whichever is less.
5. All receipts that are not in English need to be presented with an English translation.
6. All receipts that are not in US\$ need to be presented with a currency conversion, using official international conversion rates, or actual conversion rates as they are used on credit card receipts. In case credit cards are used that charge international transaction fees, these fees will be reimbursed.
7. The Department does not reimburse alcohol-related expenses, even if the reimbursement request involves 206 or 497 accounts.
8. The Department treats reimbursements for travel to Canada or Mexico like all international travel, i.e. actual expenses will be reimbursed. The only exception to this rule may occur when departmental funds are insufficient, see Item 2. above.

These Reimbursement Guidelines are approved by the ISU Controller's Office.

Car Rental Guidelines

(ISU Office of Risk Management at <http://riskmanagement.iastate.edu/201112ORMNewsletter.pdf>)

ISU has a contract with Enterprise/National: Contract ID/account number is XZ62073, PIN is IOW.

Renting under this number automatically includes loss damage waiver and liability coverage.

If Enterprise/National is not "reasonably available from a logistical and vehicle availability perspective" then one can use a different company, but one needs to buy both the minimum liability coverage and collision damage/loss damage waiver. (Both will be reimbursed.)

For further details on travel reimbursements see <http://www.controller.iastate.edu/travelinformation/>, in particular <http://www.controller.iastate.edu/travelinformation/allowableexpenses.htm> .