

Travel Policies:

The Treasurer's Office requires that original receipts be provided for any reimbursable expenses that are \$34 or more that you may have incurred during your visit.

If you traveled by plane, this includes any **boarding passes**.

Highlights from the travel policy:

Travel-related expenses, if any, should be itemized on the Travel Voucher. Receipts for such charges should be obtained whenever possible, and must be obtained for any expenses of \$ 34.00 or more. As outlined below, personal expenses are not reimbursable.

Personal expenses such as movies, baby-sitting services, clothing, personal grooming, reading matter, gifts, personal telephone calls (other than noted above), flight insurance, entertainment, and so forth, are not considered necessary travel expenses and, as such, are not reimbursable. Lost or stolen cash or property is not reimbursable. Unusual circumstances concerning any costs not normally reimbursed should be discussed with the Travel Accounting office in advance.

All airline travel should be booked in coach class, utilizing the "lowest logical available fare."

Travel Reimbursement Form

Please complete the travel voucher form and return the form and your original receipts to:
Linda Belfield
Princeton University
Firestone Library
Industrial Relations Section
Princeton, NJ 08540

The travel form is on the web at:

<http://web.princeton.edu/sites/TreasurersOffice/OperationsSupport/InvoiceProcessing/Files/Forms/EmployeeBusinessExpenseReport.pdf>

Please cut and paste the URL if you experience any problems opening the page.

Expect reimbursement in two to three weeks.