

# Travel Expenses

## ➤ *How to Submit Travel Expenses*

Submit the Following to Amy:

- 1) Complete Expense Submittal form.
- 2) Receipts (paper clipped to Expense Submittal form and/or in an envelope):
  - a) Hotel
    - i) If you didn't stay at a hotel, please explain why.
  - b) Parking
  - c) Rental car (with justification)
  - d) Toll
  - e) Airfare
  - f) Public transportation (shuttle, bus, taxi, etc.)
  - g) Registration
    - i) Please indicate if meals were included in registration and which meals were attended. Example: Tuesday lunch, Thursday dinner.
  - h) Food (check with Amy before travel to find out if receipts are needed)

Mileage to KCI Airport is reimbursed at:

- 54 miles each way
- 120 miles round trip if for KUCR or Endowment reimbursement

➤ **Expenses must be submitted within 30 days of return from travel.**