

Student Travel Reimbursement Information

Benton Travel Fund

- Each organization will have up to \$1000 to send an individual/team to a national competition (e.g. Patient Counseling, Clinical Skills, Business Plan, Formulary, etc.)
- Once the individuals are identified from the local competition, please share with them the following information.

Travel Forms

- Students traveling must complete the required travel forms prior to leaving or they will not be reimbursed for their expenses. The following forms are required:

All trips require:

[Participating in Trip form](#) – one per trip

[Waiver, Release and Indemnification form](#) – one for each person

If driving own vehicle:

[Use of Personal Vehicle form](#) – one form for each vehicle

[Motor Vehicle Report](#) - one for each driver

[Fair Credit Report](#) – one for each driver

Before and During Your Trip

- Keep ORIGINAL RECEIPTS for airline tickets, meeting registration (email confirmation is appropriate), shuttles, taxis, and airport parking
- Meals & Incidentals are paid on a per diem, receipts are not required.

	Low	High*
	\$30	\$40
Breakfast	\$6	\$7
Lunch	\$8	\$11
Dinner	\$13	\$19
Incidentals	\$3	\$3

***High Rate Locations**

1. Arizona - Phoenix/Scottsdale
2. California – San Diego/San Francisco/LA
3. Washington DC
4. Minnesota – Minneapolis/St. Paul
5. Florida – Naples and Miami
6. Illinois – Chicago
7. Massachusetts – Boston/Cambridge
8. New York – NYC Metro area
9. Pennsylvania – Philadelphia
10. Virginia – Alexandria/Fairfax/Arlington
11. Missouri – St. Louis
12. Texas – Dallas

- Helpful Hint: Keep receipts even if you do not turn them in, it is the best way to track what you spend on meals.
- Updated policy: http://www.drake.edu/busfin/policies_folder/acct_accountspayableguidelines.php#meals

After Your Trip (within 30 days of your return)

- Complete the [Travel Reimbursement Form](#).
- For each expense record the date the expense occurred, the dollar amount spent under the appropriate column heading, a brief description of the event, and the total dollar amount spent.

Date	Transportation	Hotel	Per Diem	Misc	Description	Total
2/1/09				150.00	Conference registration fee	150.00
4/18/09	250.00				American Airlines Ticket	250.00
6/18 – 6/20		200.00			Holiday Inn	200.00
6/18			54.00			54.00
6/19			54.00			54.00
6/20			54.00			54.00
Total	250.00	200.00	162.00	150.00		762.00

- If your travel allotment is a specific dollar amount, submit receipts that come closest to that total. The Student Affairs Office will modify the final total to reflect that amount you were awarded.
- **Print out and sign the box at the bottom left of the form.**
- Turn in form and original receipts to Cline 106.
 - * Please note: Accounting will not accept a faxed copy of the Travel Reimbursement form or copies of receipts.
- Dr. Chesnut will complete the account information, sign, and submit your form and receipts to the Accounting Office.