**Instructions for Reimbursement of Student Travel Expenses**

Congratulations on receiving funds to present a paper/original scholarship at a professional event! The following information will help ensure reimbursement requirements are met—**please read carefully** and reach out to the Office of Research & Innovation (dminser@iup.edu) with any questions.

**Notes before you go:**

* Travel expenses are paid up front by students and reimbursed through the university. Reimbursable expenses include conference registration fees, lodging, and travel expenses (i.e., airfare or vehicle mileage). Food/meal expenses are **NOT** eligible for reimbursement.
* Save all receipts for hotel registration, airfare, conference registration, etc. Paid receipts must accompany any item submitted for reimbursement. **Receipts must display your name and show that the expense was paid by you**.
* When traveling to an event requires driving a vehicle **AND** you are going to request reimbursement for your travel expenses, use the calculator under Vehicle Options on [Travel Services](https://www.iup.edu/financialoperations/services/travel/index.html) website page to determine if using a rental vehicle through IUP’s contracted rate will be less expensive than driving a personal vehicle. **Per university policy, the least expensive option must be used; a rental vehicle is generally less expensive than mileage usage**.
* The Travel Expense Voucher (TEV) and supporting receipts must be submitted to the Office of Research & Innovation at dminser@iup.edu within 1 week of return. Once approved, the TEV and accompanying documents will be forwarded to the Travel Office to issue reimbursement.

**Reimbursement: IUP offers two options, direct deposit or mailed check.**

* Direct deposit enrollment is conducted securely via DocuSign and can be completed by visiting the [Accounts Payable website](https://www.iup.edu/financialoperations/services/accounts-payable/index.html) and selecting “ACH Authorization form” under “Employee Reimbursements”. **Note: direct deposit enrollment must be completed prior to submitting travel expenses for reimbursement.** If using direct deposit, please note ‘direct deposit’ in the address field on the TEV.
* If opting to receive a mailed check, please document your mailing address on the Travel Expense Voucher. This is the address that the Travel Office will use when mailing your reimbursement check.

**Steps upon your return:**

* Complete and sign the TEV. This [sample Travel Expense Voucher](https://www.iup.edu/research/files/resources_for_researchers/funding_research/research_funding_for_students/sample-travel-voucher.pdf) may assist you when completing your TEV. **When completing the TEV, do not alter or delete the formulas built into the spreadsheet.**
* Email the completed TEV, ***in Excel format,*** with supporting receipts attached to the Office of Research & Innovation (dminser@iup.edu) within 1 week of your return. **Note: funds will be forfeited if travel documents are not submitted within 30 days of your return (or if you have not made a reasonable effort to communicate with the Office of Research & Innovation during this time).**