

# What to Include in the Travel Expense Report (TER)



- ❑ **Receipts:** Scanned copies of detailed receipts are accepted for reimbursements. Occasionally, receipts may not be available upon the submission of the TER. In these cases, a missing receipt form must be submitted for the expense. A single scan inclusive of all receipts is acceptable. Credit card statement screenshots are used for **back-up only** and are not acceptable as receipts. All receipts attached should be original receipts.
- ❑ **Conferences, workshops, meetings, etc.:** a **PDF** of the **agenda** and/or brochure must be included for reimbursement. **DO NOT ATTACH A LINK TO AN AGENDA**- the TER will be returned to you.
- ❑ **Mileage:** if being claimed (from home to the airport), a Google Map or similar PDF showing the miles traveled needs to be attached as part of the claim.
  - [Privately Owned Vehicle \(POV\) Mileage Rates](#)
  - [Google Maps](#)
- ❑ The **Travel Summary Report (TSR)** is a required form for all Rubin Obs **travel** and must be included for reimbursement to be made. Please use most current version of the **TSR** - all others versions will be returned.
- ❑ **Meals & Incidental Expenses (MI&E) Per Diem:** the traveler is required to submit a copy of the per diem rate for the location of which he or she traveled for the business event. Please feel free to use a PDF version of the itinerary summary email the Travel Administrator sends prior to departure.
  - [Domestic MI&E Per Diem Rates](#)
  - [Hawaii, Puerto Rico, Guam, etc. MI&E Rates](#)
  - [Foreign MI&E Per Diem by Location](#)
  - [Foreign MI&E Per Diem Breakdown](#)
- ❑ **Foreign travel:** if any receipts are in a foreign currency, attach **[Oanda.com](#)** conversion PDF for **each** charge on **the date** it was charged and/or submit credit card statement with conversion in USD.

For questions and forms please see the [Rubin Obs Travel Website](#) or contact [Erin Carlson](#), Rubin Obs Travel Administrator.