

## **Reimbursement Tips:**

Please help us to make the reimbursement process as quick and simple as possible, by keeping a few important things in mind. Thanks!

1. **Timing:** Return receipts as soon as possible! Out-of-pocket expenses (i.e. airfare, conference fees, mileage, hotel, meals, books, etc.) 120 days through 366 days from the date incurred will be reimbursed as taxable income to the employee. Expenses >366 days from the date incurred will not be reimbursed. To further expedite the process, please fill in the Yale or Visitors reimbursement form and attach receipt. Thanks!!
2. **Payments:** Specify form of payment (P-card, personal credit card or cash) on the reimbursement form. *Proof of payment* = last four digits of credit card.
3. **Travel:** American carriers are required for federally funded trips. Yale booking tool [Egencia](#) will help by preventing use of unallowable carriers if you specify federal funds are being used.  
  
Yale policy requests that you get the lowest available economy class fare (within reason).
4. **Meals:** Please submit detailed meal receipts:
  - a. Date, amount and location
  - b. List of attendees or participant including their position and affiliation for meals up to and including 10 people; 11 or more: name of group and affiliation. Group meals are to be \$100 or less per person (including tax & tip).
  - c. Separate checks for meals and alcohol, if federal funds are charged. (Alcohol is not allowed on sponsored awards)
  - d. Sponsored awards only pay for the travel expenses of the speaker. For related meal expenses of the host and other attendees please use startup or University funds, as available.
5. **Business purpose:** For any reimbursement, please provide a brief description of how it benefits the sponsored award or Yale.
6. **Non-reimbursable expenses:** In-room movies, "no-show" charges for hotel and car service, personal parking tickets or traffic violations, upgrades (air, hotel, car, train etc.).
7. **Talk to us:** Please see either Amy Davis, Jeff Nelson or Ade Ellafi for further information or clarifications.

For detailed Yale policy information online, see Yale Policy: [Travel on University Business](#)

*Thank you!*