# **CFEST**

(Center for Faculty Excellence in Scholarship and Teaching)

#### PROCEDURE FOR REIMBURSEMENT

### ORIGINAL RECEIPTS ARE REQUIRED FOR ALL EXPENDITURES

## Prior to your trip:

Complete a Travel Request form (available at: <a href="www.ship.edu/CFEST/Grants/Forms">www.ship.edu/CFEST/Grants/Forms</a>). After all signatures are secured, send the form to Sherry Dinsmore (<a href="sldins@ship.edu">sldins@ship.edu</a>, x1348, HH109) in the Office of Professional, Continuing, and Distance Education (PCDE).

- Pre-payment of registration fees is possible.
- ❖ Travel advancements may be made up to 80% of your travel

## Return from your trip:

Complete a Commonwealth Travel Expense Voucher and sign in the lower left corner. The Voucher is due within 30 days of the end of your trip to Sherry Dinsmore, HH109. Attach original receipts (including meals). All receipts must be converted to US Dollars.

**MEALS**: Meal receipts must be for meals consumed by traveler only and will be reimbursed to the allowable per diem rate. **Meal receipts must be an itemized bill and not a credit card receipt.** 

**LODGING**: Hotel Bill showing \$0 balance. **Telephone calls and internet charges are not reimbursed by CFEST**. The Pennsylvania State System of Higher Education has established maximum daily rates for lodging in all states. If lodging exceeds the maximum allowable rate, a justification for the additional amount will be required.

**REGISTRATION**: Copy of registration form outlining what was covered in the registration fee (meals, tours, etc.). Copy of receipt showing registration fee was paid. **CFEST does not fund membership fees**.

**ADVANCEMENT**: If advancement was received, receipts must equal or exceed amount of advancement. If expenses were less than advancement, traveler will be required to reimburse the University for the difference.

**FINAL REPORT**: A final report is due within 30 days of your return trip or completion of your activities.

Send your completed Final Report and Commonwealth Travel Expense Voucher with original receipts attached to Sherry Dinsmore, HH109 within 30 days (Final Report can be completed online at <a href="http://www.ship.edu/CFEST/Grants/Forms/">http://www.ship.edu/CFEST/Grants/Forms/</a>). If you have any questions about funding, please contact Sherry (sldins@ship.edu, x1348).