**Travel and Non-Travel Reimbursement Guidelines**

**Business Purpose**

Reimbursement requests must be supported by a written business purpose, regardless of the item, type of service, amount, or form of payment. Please be as specific as you can for the business purpose (who, what, when, where, why)

**Non- travel reimbursements**

\* Each receipt is expected to detail sufficient and reasonable information to support the transaction and may not just provide a total. At a minimum, receipts should provide the following content.

* Name of merchant
* Amount of charge
* Transaction details (what was purchased)
* **Form of payment used (very important)**
* Transaction Date
* Tax and delivery charges

\* If any of the receipts do not include a form of payment, please provide a copy of your transaction from the credit card used to make the payment.

\* When a receipt is required and cannot be obtained or has been lost and all measures to obtain it have been exhausted, a **Missing Receipt Declaration** should be completed.

**Travel reimbursements**

**Airfare**

\* Provide flight itinerary (not only a receipt) showing flight details such as the traveler’s name, total costs, dates, flight class, and payment method

\* Flight change fees require SBO approval

**Ground transportation**

\* Indicate to and from (i.e. LAX to Hotel) for Uber, Lyft, public transportation (taxi, bus, metro, etc.) purchases

Rideshares with premiums are not reimbursable, only Uber X and Lyft standard are

reimbursable (Uber XL”, “Uber SELECT”, “Uber BLACK”, “Uber SUV”, “Uber LUX”, or “Lyft Plus” are not permitted.)

\* The cost for a town car, limousine or other type of executive ground transportation service that exceeds the cost of a customary taxi charge is only allowed when justified by a business purpose and approved by the SBO.

**Privately owned vehicles**

\* For mileage reimbursements (personal owned vehicle), please provide the addresses for the starting point and ending points.

**Rental Vehicles**

\* The university will reimburse travelers for the cost of renting a vehicle, plus associated rental car expenses (e.g. gasoline).

**Lodging**

\* Provide an itemizedhotel statement (not only a receipt) listing the room rate per night, total amount paid and payment method.

\* If other expenses were incurred (parking, internet, phone, meals, etc), please separately identify them on the receipt.

**Meals**

\* Provide itemized receipt listing what was ordered and method of payment

\* Write on the receipt type of meal (breakfast, lunch, dinner)

\* Alcoholic beverages must be identified on the receipt.

\* For group meals (less than 10 people), include names and business purpose

**Conference reimbursements**

\* Provide a business purpose, conference location and dates.

\* Registration receipt should show your name, cost, and payment method.

\* If you were a presenter, please include the page of the program where your name appears

**How to submit the reimbursement request:**

\* Complete the POIR expense report and submit it along with your receipts to Aurora at [aurora@usc.edu](mailto:aurora@usc.edu).

\* Save each receipt as a separate file (make sure the text is legible and all images are sharp). A photo of the receipt is acceptable. Send them as individual files in one email.