



## Helpful Hints

This form is used for all Carleton payments (excluding student organizations). The Business Office processes payments each week on Thursday. Please allow 7 *business* days for processing. The deadline to submit requests is 12:00 pm Thursday to be included in the following Thursday's check run. Submit all original, itemized receipts for out of pocket expenses. Payment will be delayed if Accounts Payable is required to seek additional information or returns a request which does not have adequate support or proper approval.

Please enter a full business or home address for outside vendors. This information helps us to select the correct vendor for payment. A complete name, not a nickname, or shortened name, is required (i.e. use Katherine instead of Kathy)

If the payee is a Non-Resident Alien (Non-US Citizen), please contact Shari Mayer at x4022 to determine tax withholding.

For international travel, attach documentation for foreign currency conversions showing the date and the rate used.

Please submit reimbursement requests within 60 days of return from trip or expense or it may be subject to taxation. Ref. IRS Publ. 463

**TRANSPORTATION:**

- A) Airfare should be booked through the most economical means including the use of travel web-sites or travel agency.
- B) Personal mileage reimbursed at Carleton rate. *Attach mileage log or MapQuest type mileage documentation.*
- C) Car rental reservations may be made if it is economical and a business necessity. A "mid-size" model is considered adequate. Collision damage or personal insurance should not be accepted for business travel rentals since the College self-insures; however, insurance should be accepted when traveling outside of the United States.

**LODGING:**

- A) Hotel/motel reservations should be made at reasonably priced locations using standard accommodations.
- B) Laundry and cleaning is allowed only on trips of one week or longer.
- C) Movie rentals are a personal expense and not reimbursable.

**MEALS:**

Meals & Incidental Expense (M&IE) Guidelines:  
 \*Northfield/Apple Valley/Burnsville/Eagan - \$9 for breakfast, \$13 for lunch, \$29 for dinner, including tips, and \$5 for incidentals  
 \*Minneapolis/St. Paul - \$12 for breakfast, \$18 for lunch, \$36 for dinner, including tips, and \$5 for incidentals  
 Guidelines for M&IE rates at other destinations can be found at [www.gsa.gov/mie](http://www.gsa.gov/mie)  
 Attach original detailed receipts; credit card statements do not provide sufficient documentation.

**ENTERTAINMENT:** All College entertainment must have a substantive business purpose. Include the names and business relationship of attendees and explain the business purpose (benefit) to the College.

Complete reimbursement guidelines are available from the Business Office website: <http://apps.carleton.edu/campus/business/AcctPay/>

### Travel Budgeting Tool

Description/Dates	Monday	Tuesday	Weds	Thursday	Friday	Saturday	Sunday	
Hotel Room Expenses								Total Hotel: \$
Tel. chrgs on Hotel Bill								
Other chrgs.								
Meal - Breakfast								Total Meal Expenses: \$
Lunch								
Dinner								
Transportation								Total Transportation: \$
Personal car costs								
Rental car costs								
Gas purchases								
Taxi, bus, etc.								
Tolls								
Parking								
Other Expenses								\$
<b>Grand Total</b>								<b>\$</b>

Approved by Supervisor or Div Head

Date