

Travel Reimbursement

Frequently Asked Questions

(Don't forget to read the detailed guidelines for travel reimbursements on the back of the application form!)

When should I submit my application for reimbursement?

You should submit your request AFTER the event has taken place.

How long after my trip can I submit my application for reimbursement?

You must submit your reimbursement application and all of your documentation (including signed application form, original receipts, proof of attendance, and any necessary signatures) **within 60 calendar days of the LAST DAY of the conference or event** that you have attended. (While exceptional extenuating circumstances for late submissions may be taken under consideration, reimbursement for late submissions is not guaranteed.)

Can I receive reimbursement for travel expenses related to an elective I'm taking for credit?

The Medical Alumni student reimbursement program is designed to defray travel expenses for medicine-related activities that students participate in "above and beyond" their credit requirements, such as conferences, seminars, poster presentations or medical mission trips. Travel expenses for required credit courses or elective courses taken for credit will not be reimbursed through this program. We also cannot reimburse expenses for travel related to testing, licensing or residency interviews.

How many trips can I be reimbursed for per year?

As a medical or MPH student, you are eligible for \$300 worth of travel expense reimbursement per calendar year. This \$300 amount can be used across more than one trip, as long as all the trips take place within the current calendar year (Jan. 1 – Dec. 31). Reimbursement for each trip must be requested on separate applications. **Unused allowances from previous years cannot be rolled forward to the current year; future allowances cannot be used in advance.**

Can I be reimbursed for attending a virtual conference?

Registration fees for virtual conferences can be reimbursed. Fill out the usual reimbursement request form and attach documentation of your registration payment. Proof of virtual attendance is required! If your conference organizer does not send you an e-mail thanking you for your attendance, you can often request proof of attendance from them. You may also want to take a screenshot of the conference in progress.

What documentation do I need?

You must submit **original receipts** for any amounts claimed, as well as **proof that you actually attended the conference**. (It's a good idea to hang on to any and all conference materials you receive at the event!)

Acceptable receipts: Meal receipts should be time and date stamped and show the location of meal purchase; otherwise, you should clearly indicate what date and meal they are for.

If you have only an email receipt, please print the receipt and include with your documentation. (E-receipts may be e-mailed to edgertoe@upstate.edu, but because we are often unable to open large image files or screenshots sent through e-mail, please send them at a small to medium size - less than 1 MB if possible - and make sure they will print legibly. Please do not use a black background for phone screenshots, as these are difficult to print. We recommend sending each photo or screenshot in a separate mail.)

We cannot accept receipts for e-payments which do not indicate the date of purchase or item purchased, such as Venmo receipts. (Printable information about your e-purchases may be available through your account page.)

Acceptable proof of attendance: You may submit any of the following: Your conference badge; a photo of your conference badge; a photo of yourself in front of a conference welcome sign; a conference attendance confirmation issued AT or AFTER (not before) the conference; agenda or other materials handed out at the conference, preferably with your name on it; correspondence sent to you after the event by the conference organizers, mentioning that you attended the conference. **Please note that a receipt for an advance registration payment is not proof of attendance.**

How much can I claim for food?

You will be reimbursed for separate meals (breakfast, lunch or dinner) only. There is a maximum allowance of \$10 per each breakfast, \$10 per each lunch, and \$25 per each dinner. (For example, if you submit a receipt for a \$30 dinner, you will receive only \$25 of that expense.) Alcohol purchases, extra snacks or incidental groceries will not be reimbursed. Please make sure all meal-related receipts have a timestamp or written indication of the time they were purchased.

How are gas expenses reimbursed?

Any gas expenses claimed must be accompanied by a dated receipt. The date on the receipt must be within one week (7 days) of the end of the conference. (In other words, please refill your gas tank within 7 days of the end of the conference!)

I shared a hotel room with another Upstate student who paid part of the room expense.

How do we all get reimbursed?

Your reimbursement application should only include expenses that you were personally responsible for. If your share of a \$300 hotel expense was only \$150, you should only claim \$150 on your application. (Likewise, your travel companion should also only claim the part of the expense that they were personally responsible for.)

If you paid the entire cost of the hotel reservation, and were paid back by your travel companion(s) who also intend to seek reimbursement: 1) Make a copy of your original reservation receipt(s), and have all of your travel companions sign and date the relevant receipt(s). They should also indicate the amounts that they were responsible for. You should also sign the receipt(s) and indicate the amount that you were responsible for. 2) Submit this signed copy along with your reimbursement request. You should also include the original, unsigned receipt(s). (The other students who shared your expenses on your trip do not have to resubmit this copy; we will keep it on file and attach it to their reimbursement applications when they are submitted to our office.)

I shared a meal or took a cab with another Upstate student. How do we all get reimbursed?

See the instructions for shared housing costs, above.