

Travel Expense Reimbursement Guide

The Graduate School's Office of Educational Effectiveness (OEE) will reimburse individuals for reasonable, necessary, appropriate and approved travel and business expenses incurred in the performance of university business.

Airfare

- Only coach/economy fare is reimbursable.
- We cannot cover "early bird registration" fees.
- Travel by air when the distance is less than 200 miles requires approval.
- Airfare cost comparison may be necessary to justify method of transportation, times of travel or if personal travel is combined with business travel.
- The flight itinerary, documenting payment by credit card and cost breakdown, must be submitted for reimbursement.

Mileage

- Mileage reimbursement is based on current IRS rates, currently \$0.54/mile.
- A Statement of Automobile Travel form (AC 160) must be completed and attached to the travel voucher.

Taxis/Parking/Tolls

- These fees are reimbursable at actual amount incurred only.
- Original receipts must be submitted for reimbursement.

Meals

- Buffalo per diem meal rate is \$13.00 for breakfast and \$51.00 for dinner, for any meals not with departmental faculty/staff.
- Meals with departmental faculty/staff are the responsibility of the department and should **never** be paid by an external evaluator.
- **You should not purchase any meal for another evaluator**, as you can only be reimbursed the per diem rate for one person, per meal.
- Reimbursement is not provided for lunches or alcoholic beverages.

Lodging

- OEE is responsible for booking your hotel.
- Room charges are billed directly to OEE.
- Personal calls, pay TV or movies, room service, meals and laundry are not reimbursable.

If you have questions about allowable travel expenses, please contact OEE in advance:

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