

RCP Travel and Expense Reimbursement Request Procedure

Eligible expenses: RCP will reimburse reasonable project-related expenses incurred by faculty or students, including travel to and from the University of Minnesota (not your home) to RCP’s partner community, printing, and project-related supplies. For expenses other than travel in a personal vehicle, the University of Minnesota requires that you provide an itemized receipt (not just a credit card receipt) in order to be reimbursed.

Ineligible expenses: Lodging, meals, books, computer hardware or software, and parking at the University of Minnesota are NOT eligible expenses.

To request reimbursement, you must submit a completed and signed U of MN Reimbursement Form, which can be downloaded from the RCP website (Note: If the form does not appear in your browser window, check your “Downloads” folder):

- For calendar year 2016 travel: <http://z.umn.edu/2016travelform>
- For calendar year 2017 travel: <http://z.umn.edu/2017travelform>

Directions for Completing Reimbursement Request Form

1. Complete all areas in yellow

- **Empl ID:** Provide your U of MN student ID number (or employee ID if you have one)
- **Name:** Provide your first and last name
- **Email:** Provide your U of MN email address
- **Address:** Provide the address where you would like your reimbursement check sent.
- **Travel Destinations(s):** Provide the location(s) you traveled to.
- **Travel Date(s):** Provide the date or date range the travel took place.
- **Detailed Expense Justification:** Fill in the sentence formula provided for each trip.

2. Detail your expenses in the section at the bottom.

- For travel in a personal vehicle, list the to and from location for your mileage request. The form will calculate the reimbursement amount after you fill in the mileage column.
- For all other expenses, list the date of the purchase, the location of the purchase, and the purpose of the purchase. The amount of the purchase should be entered in the “Other” column on the right side of the form. *NOTE: You must provide an itemized receipt that lists your purchases (not a credit card receipt) to be reimbursed for any items or services purchased.*

Date MM/DD/YY	Description/Business Justification Use as many lines as necessary.	v if Required Receipt is Missing	Transportation			Other	Totals \$
			Miles	Rate*	Mileage		
01/29/16	Roundtrip travel from UMN to Rosemount City Hall	<input type="checkbox"/>	50.00	0.540	\$27.00		\$27.00
04/30/15	Printing final RCP report for Rosemount project, FedEx Print & Ship, 1430 W. Lake St., Minneapolis, MN 55408	<input type="checkbox"/>		0.540		\$37.90	\$37.90
03/14/15	Purchase of 10 \$10.00 Target gift cards as incentives for focus group participants, Cub Foods, 2850 26th Ave S., Minneapolis, MN 55408	<input type="checkbox"/>		0.540		\$100.00	\$100.00
05/04/15	Roundtrip travel from UMN to Rosemount Community Center	<input type="checkbox"/>	52.00	0.054	\$2.81		\$2.81
Totals			102.00		\$29.81		\$137.90
							\$167.71

(continued on back)

3. **Sign and date the form** where it says “Signature of Payee and Date.” ***Unsigned forms will be returned to you and will delay your reimbursement.***

4. **Submit the completed form**, along with itemized receipts for any purchases made, to RCP:

By email: rcp@umn.edu

By campus mail: Resilient Communities Project, 330 HHHSPA, Del Code 7452A

By U.S. mail: Resilient Communities Project, CURA – U of MN, 330 HHHSPA, 301 19th Ave. S.,
Minneapolis, MN 55455