

## REIMBURSEMENT GUIDELINES

NSF requires that travel – including meals, housing and transit are conducted by the most economical method. In all instances, receipts are required except for per diem meals. Shared expenses must be explained in a separate document.

**GSA Rates should be used:** <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>

**Reimbursement Process:** Receipts should be sent to [gradstudies@msubillings.edu](mailto:gradstudies@msubillings.edu), a W9 is need for reimbursement. Please direct questions to [jana.marcette@msubillings.edu](mailto:jana.marcette@msubillings.edu)

### TRAVEL

**Participants must be traveling 50 or more miles to be eligible for reimbursement.  
Airfare and auto-rental may not both be used/reimbursed during the same trip.**

**AIR** – use economy/coach class fares for all grant travel, plus reimbursement for first checked bag.

- Not reimbursed
- a) Upgrades of any kind
  - b) Flight Insurance
  - c) Booking agent fees
  - d) Use of frequent flyer mileage

Multi-destination flights Obtain comparative list of flights to/from destination, using actual airline.

**Example 1:** Home Base (A) to Conference (B) with plans to continue Personal travel (C)  
Grant will reimburse A to B, so obtain pro forma cost of flight from A to B

**Example 2:** Personal travel (C) to Conference (B) with return to Home Base (A) or back to (C)  
Grant will reimburse based on pro –forma from A to B and return

**AUTO RENTAL** – use economy auto for travel, if total cost is less than cost of economy air. If auto is chosen for travel, obtain comparative airfare for same travel. The lesser cost will be reimbursed. Gas, parking and tolls will be reimbursed with receipts.

**PERSONAL AUTO** – mileage reimbursement for personal auto is \$0.56/mile. Attach a Mapquest or Google Map showing miles driven. Parking and tolls are allowed – with receipts.

**LOCAL TRANSIT** – use of public transportation is encouraged, including shared rides - shuttles/taxis, trains and buses.

### MEALS

Meals on travel are reimbursed as per diem on a travel request. GSA rates should be followed.

Not reimbursed

Meals - when provided at a conference; unless there is a mitigating circumstance (e.g. late arrival, early departure or strict dietary needs not met)

### HOUSING/HOTELS

Receipts must be provided for reimbursement of housing on grant travel. If sharing a room or some unique arrangement is made, a copy of total receipt and an explanation of expense reimbursement requested is required. If conference room rates are obtained, these must be used . GSA rates should be followed.

Not reimbursed

- a) Rooms not applying conference rates when available. Mitigating circumstance will be considered, where a plausible written explanation is given.

### OTHER EXPENSES

Other expenses must be accompanied by receipts and explanations where necessary.

Not reimbursed

- a) Telephone, fax, entertainment, liquor, internet access