



Travel Expense Documentation

Business Services → Purchasing, Pcard and Payables

Internal Revenue Service publication 463 *Travel, Entertainment, Gift and Car Expenses* sets forth requirements for reimbursing employees for business travel and entertainment expenses (T & E). Employee requesting reimbursement must provide documentation as outlined below. If employee received a travel advance, he/she must return to Macalester College any amount advanced in excess of the substantiated expenses within two weeks after the T & E event.

Guidelines for Travel Expense Reimbursements:

Travel Meals – 704002

- Date - include breakfast, lunch or dinner notation
- Business purpose
- Location
- List of attendees (list self if alone)
- Include detailed receipt and credit card receipt

Guidelines do not apply to local food/meals – 700005



Transportation and Mileage –704003, 704004, 704005

- Date(s)
- Business purpose
- Destination
- Mode of transportation *
- Miles traveled *



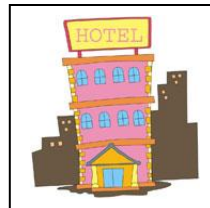
Conference Fees - 704500

- Date(s)
- Business purpose
- Location
- Name of conference



Hotel - 704001

- Date(s)
- Business purpose
- Location



Airfare - 704000

- Date(s)
- Business purpose
- Destination
- Domestic or international *
- Miles logged *



*Not IRS required. Tracking is for “President’s Climate Commitment Initiative” reporting.

