

Going on a Student Organization trip?



Things you should know before you go...

*****Reimbursements cannot be given without original receipts*****

Dining expenses:



- If your student organization allows for reimbursement of meals, the maximum amount that will be reimbursement is \$10 for breakfast, \$15 for lunch, and \$20 for dinner. ** Students may not combine meal allowances if they skip a meal (i.e. your allowance for dinner does not become \$35 if you skip lunch).*
- **Itemized** receipts of each meal for which you request reimbursement should be turned in with reimbursement paperwork. **Alcohol purchases **are not** reimbursable on student organization trips.*
- If a meal receipt is for more than one person, the names and relationship of those people to Duke Law should be listed on the reimbursement paperwork.

Airplane Travel:



- **Keep boarding passes!** These passes are proof that you were on the flight and must be turned in with your receipts.
- If you paid out of pocket for a flight and need reimbursement, turn in boarding passes with a print off of the flight confirmation, detailing the cost of the flight and the departure/arrival times, when you file for reimbursement.

Hotel:



- Only the cost of the room and taxes are covered when student travel on behalf of a student organization. After the room and taxes, the student staying in the hotel is responsible for all other expenses incurred on the room (i.e. long distance calls, mini bar, movies, etc).
- Upon checking out of the hotel, the student who stayed at the hotel is responsible for getting an itemized copy of your hotel expenses and turning this in with all other receipts.

Car travel:



- When renting a car for out of town travel, submit the itemized receipt from the rental car company detailing all rental car information. **This applies even if the charges were on a Student Affairs credit card.*
- When driving your personal car for student group travel, please note the address of the destination that the student group traveled to. Mileage will be reimbursed at the rate currently published by the Internal Revenue Service. (e.g. a MapQuest printout documenting mileage is sufficient.)