

- You must submit *an itemized receipt* in order to obtain reimbursement for business meals regardless of the method of payment. As a reminder, department paid business meals cannot exceed \$50.00 per person with a 4 person maximum. This applies for both lunch and dinner. Any exceptions MUST be approved in writing by either the Chair or Associate Chair **prior** to the event.
- Per MAPP 05.02.02, expenses for business meals/refreshments that involve only UH employees must be approved by either Dr. Wells or Fred McGhee. The form for this is the last attachment which must be submitted to the college on the same day as the meal or the next business day if the meal was after business hours. Please note, if you use a University credit card to pay for the meal without the approved form, you will have to write a personal check to pay back the expense of the meal.
- Per MAPP 04.02.01A, we cannot process late reimbursement requests (including travel reimbursements) past the allowed *60 days*. Please get with our office staff every time you return from a trip as this applies to trips where the only reimbursement requested is for meals.
- You must submit the Foreign Travel Specific Statement Addendum and Export Controls and Travel Embargo Form (forms attached for easy access) that describes the purpose and benefit for the trip along with your Travel Request (TR). ***TR must be submitted 14 days prior to departure.*** I have also attached the UH Travel Guidelines for your reference. Once you return from the trip, you are required to submit an agenda as well as a trip report that describes the daily activities and meetings you attended before your reimbursement can be processed.
- Per MAPP 04.02.01B, you must submit the Domestic TR before your departure date. If the TR is not submitted before your departure, a justification memo must be submitted to the Chair or Associate Chair along with your reimbursement for approval.
- Please remember that if staff help you with conference or travel arrangements, the individual faculty member is still responsible for providing the “Purpose and Benefit” description to go with your Travel Request.
- Per MAPP 04.02.01B, detailed receipts are required for lodging expenses. Lodging receipts should include the following information: (a) name and location of hotel, (b) dates lodged, and (c) separate amounts for charges such as lodging, hotel occupancy taxes, meals, and telephone calls. For purposes of assigning the correct account, lodging expenses do not include hotel occupancy taxes or telephone calls, which are considered incidental expenses. Credit

receipts/statements are not considered lodging receipts. This year due to a decreased staffing level, we will no longer pre-pay lodging. You will have to submit the Lodging receipts for reimbursement once you return from the trip.

- Please note, we cannot pre-pay rental cars.
- Physics Staff is available to assist you with conference registration if you prefer.
- Staff will process your meal and domestic travel reimbursement within 3 days and Foreign Travel within 1 week from the date you turn in the receipts.
- All research staff **MUST** apply through the UH on-line job system. This applies to all new-hires research staff. Physics currently has a post doc position posted on the website with HR. If you need a posting with a different title, please let me know.
- All items that cost more than \$5,000 must go through Purchasing Department.

If you have any questions or need additional information, please feel free to contact the Physics Staff.