

**Rutgers, The State University of New Jersey  
Department of Chemistry & Chemical Biology**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Place Visited: \_\_\_\_\_ Date(s): \_\_\_\_\_

Reason for Visit: \_\_\_\_\_

Did you receive a travel advance for any of the expenses below? \_\_\_\_\_ If yes, list amount of advance: \_\_\_\_\_

*Note: Attach original receipts for reimbursement. If attending a conference, traveler must attach conference itinerary/brochure. Receipts in a foreign language must be translated enough to clearly describe each expense. Foreign currency conversion will be based on Oanda currency converter unless credit card statements are attached showing the actual conversion rate billed. All TABERS must be submitted within 60 days of travel; if submitted after 60 days a valid justification for the late reimbursement must be included.*

| Travel Details   | Amount<br>(in US \$)                       |
|--|--|
| <b>Airline / Flight No. (Coach class only):</b> Attach airline ticket receipt/e-receipt showing all times of departure, flight #s, class of service, ticket #, cost, and proof of payment. Attach boarding passes if available. If charging a grant, must use U.S. domestic carriers, if available, regardless of cost or convenience. Upgrade to business or first class is at traveler's expense, unless documentation from physician is provided. |  |
| <b>Train and/or Taxi:</b> Attach original receipts.  |  |
| <b>Rental Car:</b> A rental car is allowed only when there is a business justification or no other means of comparable transportation is available. Reimbursement is limited to intermediate size vehicle. Must attach original receipt AND original, signed rental agreement.   |  |
| <b>Personal Car:</b> Mileage is reimbursed at \$0.535/mile. Attach a map for mileage or use RU Map on <a href="http://www.rutavel.rutgers.edu/mileagechart.doc">http://www.rutavel.rutgers.edu/mileagechart.doc</a> .  |  |
| <b>From _____ To _____ : # of Miles:</b><br><b>Return- From _____ To _____ : # of Miles:</b>   |  |
| <small>*Effective January 1, 2017, the mileage reimbursement rate is \$0.535 per mile.</small>   |  |
|  | <b>Total Mileage Cost (\$0.535/mile*):</b> |
| <b>Tolls and Parking:</b> Attach original receipts.  |  |
| <b>Gas:</b> Gas will be reimbursed only when using a rental car. If using a personal car, only mileage will be reimbursed.   |  |
| <b>Lodging:</b> Must submit original receipt which specifies rate, dates of stay and evidence of payment.  |  |
| <b>Registration Fee:</b> Attach original receipt, schedule of fees, and a copy of the conference itinerary/brochure.   |  |
| <b>Per Diem/Meals:</b> Per diem of \$50 or IRS rates based on location (see <a href="http://www.rutavel.rutgers.edu">www.rutavel.rutgers.edu</a> ). No per diems for meals provided. If requesting actual reimbursement for meals, must provide itemized receipts for all meals. A credit card receipt alone is not sufficient.  |  |
| <b>Other:</b> Attach original receipts and explanation of expense. Supply items cannot exceed \$500.00 total.  |  |
| <b>Traveler's Signature:</b>   | <b>TOTAL:</b>                              |

|  |                        |
|--|------------------------|
| <b>Principal Investigator's Signature:</b> | <b>Account Number:</b> |
|--|------------------------|

Please complete form, attach original receipts and mail to:  
**Rutgers, The State University of New Jersey  
 Department of Chemistry and Chemical Biology  
 610 Taylor Road, Room 142, Piscataway, NJ 08854**