Lake Institute & IU Travel Reimbursement Instructions

After your travel, you may email or mail receipts for travel expenses that you incurred. If you choose to mail receipts, please email or call Amber to notify her that they are being mailed.

Indiana University will reimburse any of the following expenses:

- Standard/main cabin airfare, hotel rooms and hotel parking, rental cars, taxi/ride share (Uber, Lyft, etc), public transportation, airport parking, fuel (if you drove a rental car), mileage to and from departure airport or travel destination, and tolls.

No seat selection, upgrades, or legroom fees can be reimbursed for a flight. Baggage fees are reimbursable.

All receipts must show the payment type and a $0 balance; this includes lodging receipts. Hotel reservation confirmations will not be accepted.

Food receipts are **not** needed. You will be given a **per diem** amount for each meal you are not provided during your travel time. The amount is determined by federally regulated per diem rates based on location and date of travel.

If you travel to the event by personal vehicle, you will be paid $.65 per mile, up to 500 miles. Any amount from 501 to 3000 miles will be paid $.32 per mile. This is calculated by our system, so you must provide addresses. Please provide your work address unless your home address is closer to the trip destination.

Reimbursement requests submitted after 60 days become taxable income. Reimbursements will not be paid after 120 days.

Please copy and paste the template below into an email with your attached receipts and fill in your information to replace the bolded words. This email should be directed, along with any questions, to Amber Harter, harteram@iu.edu.

Amber,

*I have returned from my trip to **City, State** for **purpose of travel**. I left on **DD/MM/YY at appx time** and returned on **DD/MM/YY at appx time**. I am attaching receipts for reimbursement here:*

(list and attach those which apply):
Flight Receipt - $amount
Rental Car Receipt - $amount
Lodging Receipt(s) - $amount
Parking Receipt(s) - $amount
Taxi/Shuttle/Uber/Lyft receipt(s) - $amount
Toll Receipt(s) - $amount
Mileage Request – starting address and destination address
My host/lodging/conference provided the following meals: XXXXX