

JMU DEPARTMENT OF PSYCHOLOGY REIMBURSEMENT GUIDELINES

Please discuss your expenses with Cathy Roberson (robesci@jmu.edu; Miller Hall 1121; 568-2555) before spending any personal funds. Special procedures must be followed in order for you to be reimbursed. Below are some general guidelines that need to be followed in order for JMU to pay your expenses.

TRAVEL EXPENSES

- √ Travel Authorization Form:
 - If the cost of your trip exceeds \$499, several weeks before your trip, you must fill out a Travel Authorization form.

- √ All receipts must be in the name of the person requesting reimbursement. JMU Guidelines will not permit us to reimburse students for expenses that are paid by parents, faculty members, or other students participating on the trip. For example, if you would like reimbursement for hotel expenses, make sure the hotel bill is in your name. Similarly, your receipt for conference registration fees must be in the name of the person being reimbursed.

- √ Air Travel:
 - You must fill out a Travel Authorization form prior to purchasing your plane ticket.
 - You must keep a receipt of your purchased plane ticket.
 - You also must save all boarding passes.

- √ Rental Cars:
 - JMU will not pay for extra insurance. (If you opt for extra insurance, you will need to pay for it yourself.) In addition, JMU will not pay for gas beyond the rental agreement.

- √ Your Car
 - JMU will pay \$.55 per mile if <100 miles/day roundtrip or \$.246 per mile > 100 miles/day roundtrip. This includes gas cost.

- √ Hotel Charges:
 - You must keep your hotel receipt showing a "0" balance.
 - Person getting reimbursed must show his/her name on the hotel receipt as payee. (If multiple people are sharing a room, hotels can split a receipt so each person can have his/her name on a portion of the receipt.)
 - Please check with Cathy Roberson about the amount you can be reimbursed for your hotel expense. (Each city has a maximum amount of money that can be reimbursed.)

- √ Meals
 - No receipts are required for meals.
 - The amount of money you can be reimbursed for meals is a fixed rate based on the number of days traveling and the location of your trip. (Please check with Cathy Roberson about the amount of money you can be reimbursed each day for food.)

- √ Other Expenses
 - Keep receipts of all additional expenses (e.g., parking, taxi, registration fee).

OTHER EXPENSES

- √ Copying
 - All copies must be made on the Psychology Department copy machine. Cathy Roberson will arrange for you to have a copy machine code for your project.

- √ Poster Printing
 - A separate application is required to request that the Department of Psychology print a poster to be used for a conference presentation. The department requires that students who have posters printed at departmental expense also present their poster during the Spring Symposium.

- √ Materials / Supplies
 - The department can not reimburse most expenses. Instead, the department must purchase these supplies on your behalf. Again, please speak with Cathy for details BEFORE purchasing anything.