

According to the [University of Michigan SPG](#); Please note the following information regarding requirements for receipts and limitations to reimbursable expenses: [Receipts are required for reimbursement of all expenses.](#)

**Travel by Air:**

- Reimbursement for airfare is subject to the following University restrictions:
  - U-M can provide reimbursement for coach fare only.
  - An original receipt or electronic statement indicating the flight details, amount paid and method of payment is required.
  - Travelers should always select the lowest price airfare within the bounds of the most logical schedule.
  - Flights should be booked at least 14 days in advance. Flights booked with less than 14 days advanced purchase require an explanation comment for the booking delay for the approver's review. Approvers may deny charges that result from last minute (less than 14 days) airline booking.
  - U-M cannot provide reimbursement for flight insurance.
  - U-M can provide reimbursement for up to two pieces of checked luggage only.

**Travel by Rail:**

- Reimbursement for train fare is subject to the following University restrictions:
  - The University will reimburse the cost of train fare when it is less than the cost of standard coach airfare or there is a valid business purpose for traveling by rail.

**Use of Personal Vehicle:**

- Reimbursement for use of a personal vehicle is subject to the following University restrictions:
  - A personal vehicle may be used in order to save time or reduce costs when several people are traveling together.
  - Reimbursement is calculated per mile based on the current federal mileage reimbursement rate.
  - Reimbursement may not exceed the maximum allowable rate for federally sponsored programs, and is limited to the amount of standard coach airfare.
  - Tolls and reasonable parking charges will be reimbursed in addition to the mileage allowance.
  - Mileage should be calculated from the traveler's office to the business destination or airport.
  - When using a personal vehicle for travel to and from the airport, mileage reimbursement should not exceed the distance from the traveler's university office to the airport.
  - Fuel costs are included in the per-mile reimbursement rate and are not reimbursable as a separate expense.
  - The university does not assume liability for damage to personal vehicles used on university business and does not assume liability for deductibles or any other uninsured loss to the vehicle.
  - Cost of repairs to a vehicle, whether or not they result from the traveler's actions, are not reimbursable.
  - Under no circumstances will the University reimburse parking fines or moving violations.

**Rental Vehicle:**

- Reimbursement for rental vehicles is subject to the following University restrictions:
  - Reimbursement will be made for reasonable fuel charges, in addition to the rental price.
  - The University will reimburse the cost of a rental vehicle when it is less than the cost of standard coach airfare.
  - Vehicle maintenance is the responsibility of the rental company and will not be reimbursed by the university.

**Other Transportation:**

- Reimbursement for other transportation is subject to the following University restrictions:
  - o The University will reimburse for shuttle or taxi fares to and from airports and railroad stations when such service is not included in air and rail fares, and where public transportation is not practical.

**Lodging:**

- Reimbursement for lodging is subject to the following University restrictions:
  - o The University will reimburse lodging expenses at a reasonable standard room rate that would be incurred routinely by regular business travelers.
  - o The traveler should exercise good stewardship when selecting a location, taking into consideration proximity to the business destination and safety.
  - o The traveler or the travel arranger should inquire about available government rates, the Big Ten consortium rate, or the conference lodging rate and select the lowest available rate.
  - o An original receipt outlining itemized hotel charges, amount paid and method of payment is required.

**Forms: You must complete the Travel and Business Hosting Expense Report and submit it for expense reimbursement and reconciliation within 45 calendar days of the completion of the event.**