Travel Reimbursement Form Instructions/Policies

Supporting documents are required for Expenses over $75.00. Receipts, MapQuest mileage, etc. should be scanned prior to starting this form. We recommend saving the documents on your desktop until payment (reimbursement) is received. This form is for employees and/or faculty of the College. Reimbursements for students and/or outside contractors must be requested on a Check Request eform.

Travel Entertainment Policies to consider before submitting eform:

- Nichols College reserves the right to deny reimbursement for any expenses deemed inappropriate, excessive or inconsistent with the Nichols College Travel/Entertainment or Purchasing Policy. myNichols>Administration>Policies
- We operate under an "Accountable Plan (AP)" which prevents us from having to report reimbursements on your W-2 as income (subject to FICA and Income Taxes). A requirement of the AP is timely reimbursements. We ask that all reimbursement requests be submitted within 30 days of the travel undertaken.
- Do not request reimbursement for expenses already paid for with a Nichols College Purchasing Card.
- Usually, compute mileage from Nichols to your destination (use your ORIGIN if closer to your destination). Costs between home and Nichols are personal commuting costs and cannot be reimbursed. Submit proof of mileage- a MapQuest (or similar) document between Nichols (or ORIGIN) and your destination is perfect and is considered a best practice for this purpose.
- Please do not use generic statements like 'hotel' or "conference". Instead include the "why" of your expenditure, e.g. Leadership Conference 04/20/2016.
- **Vehicle rentals**- employees are required to rent vehicles through Enterprise or National Car Rental. The corporate discount code is XZ10824. For complete details please reference *Car Rental BUSINESS USE* posted on myNichols>Administration>Departments>Purchasing>Travel.
- All lodging expenses require supporting documentation irrespective of the total cost. Reference *Hotel Discounts*: myNichols>Administration>Departments>Purchasing>Travel.
- **Meals –** Substantiation must include the itemized receipt as well as the signature receipt.
  a. Overnight travel - as a general rule, the college anticipates that costs for meals shall not exceed $50 per day. Breakfast $10, Lunch $15, Dinner $25. Exceptions for travel to large cities may be made by the traveler's supervisor.
  b. Day travelers- for unusually long working hours the College will reimburse (same rates as above) for breakfast for travel beginning before 6:30 a.m. and/or for the evening meal for travel ending after 7:30 p.m. Please note: the IRS considers a meal to/from a day trip event (within normal working hours) as personal cost and not to be reimbursed.
  c. Business Meals - There must be a business purpose for the meal and specific business discussion must take place. Substantiation must include itemized receipt, signature receipt, and name of the person or group present at the meal.
- The College will not reimburse for the following expenditures:
  a. Lost or stolen article or charges to gain entry to a locked vehicle while traveling
  b. Travel expenses related to family members
  c. Movies or in-room items charged to hotel/motel bills
  d. Personal expenses incurred at home as a result of being away on College business

To submit eform:

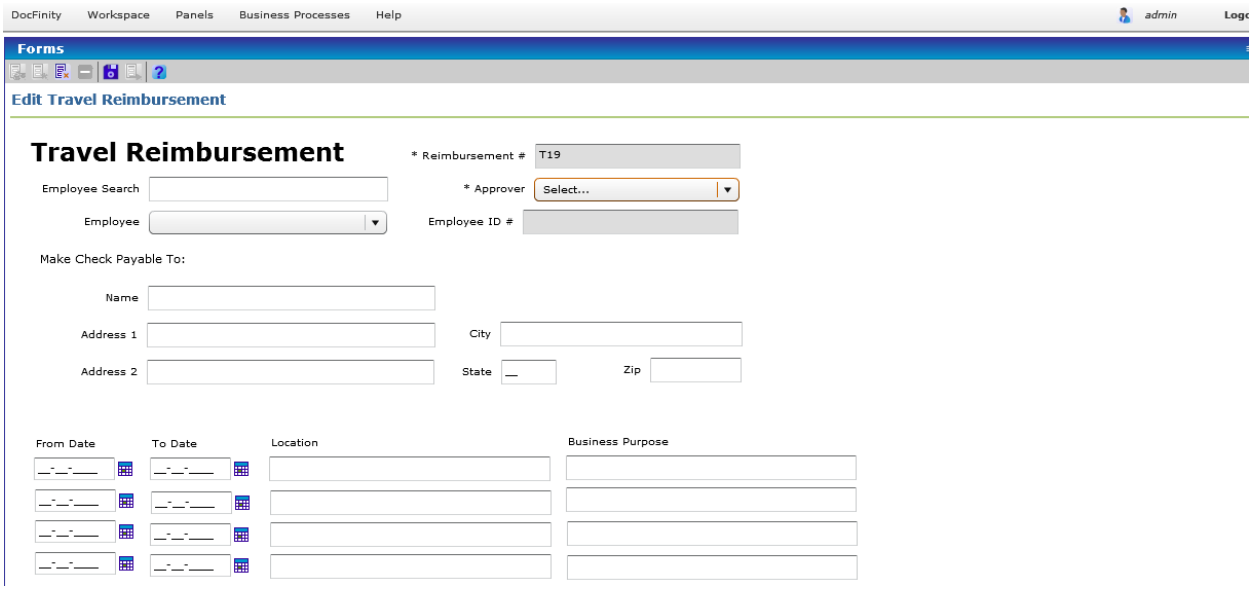
Use Google Chrome

Turn pop-up blockers off for

DocFinity

Go to Hub.nichols.edu->Employees

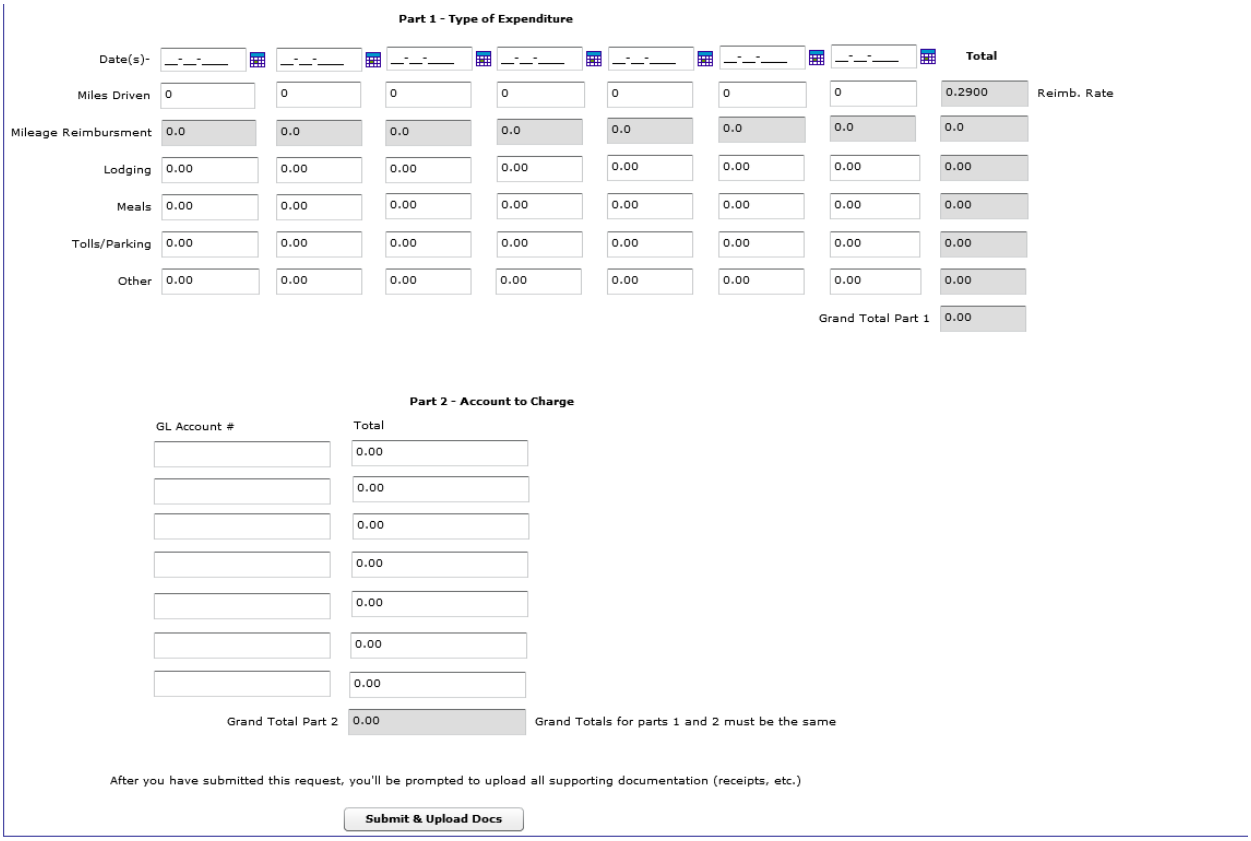
Choose Travel Reimbursement



Employee Search: Enter the last name of person requesting the items. Choose from dropdown. Use % for a wildcard search.

Select Approver

Enter date range, location and purpose of business.



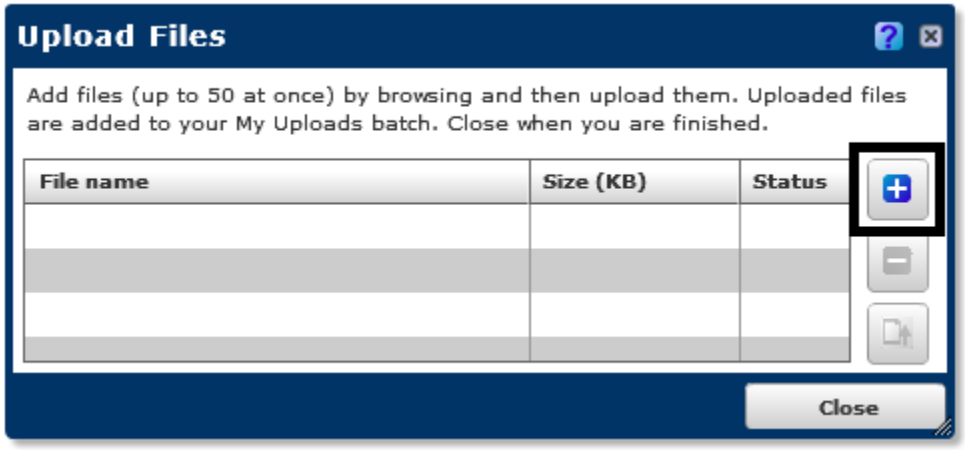
Enter the details of each date of travel.

*When entering the miles traveled, make sure if using a decimal point, that you enter 2 digits.

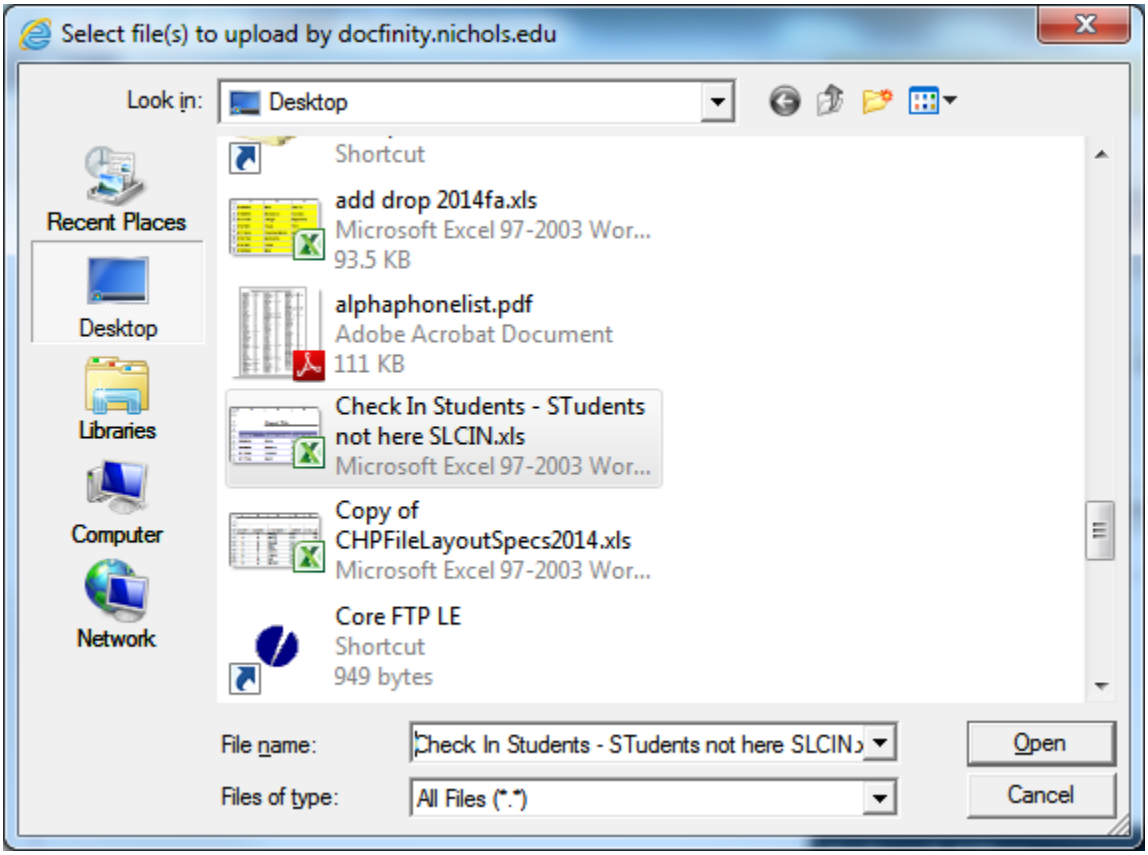
Dollar amounts must include cents.

Enter the GL account numbers and the total amount to be charged to each account. The GL number must be in the format 1-0-0-XXXXXX-XXXXX.

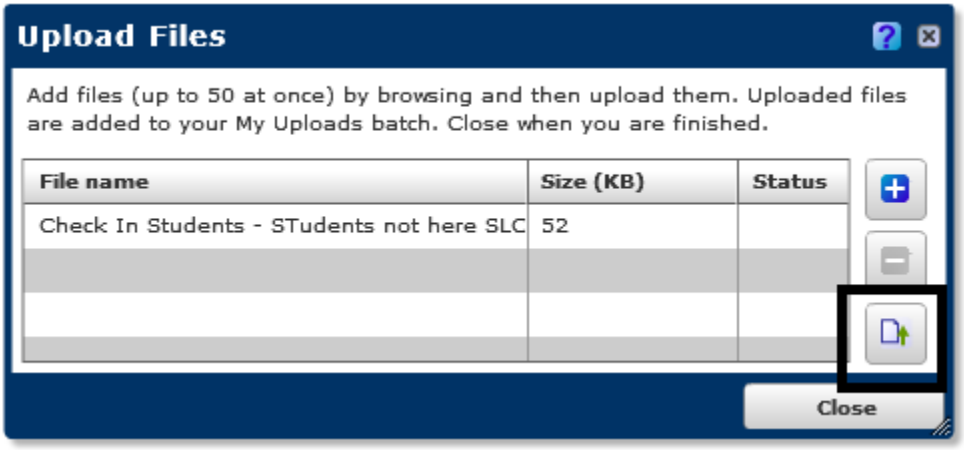
Click on the “Submit & Upload Docs”. If all of the required information has not been populated, this button will not be clickable. Any field that has not been populated correctly will be outlined in orange.



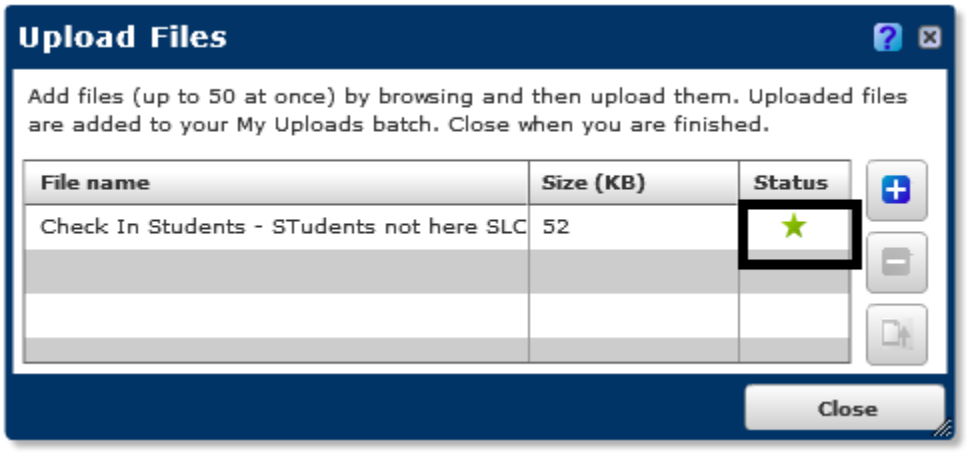
Click on the + to upload the supporting documentation- Please note** Receipts are required for purchases OVER $75.00 (except all expenses for lodging must be submitted irrespective of the total cost).



Browse your PC for the document. Click Open.

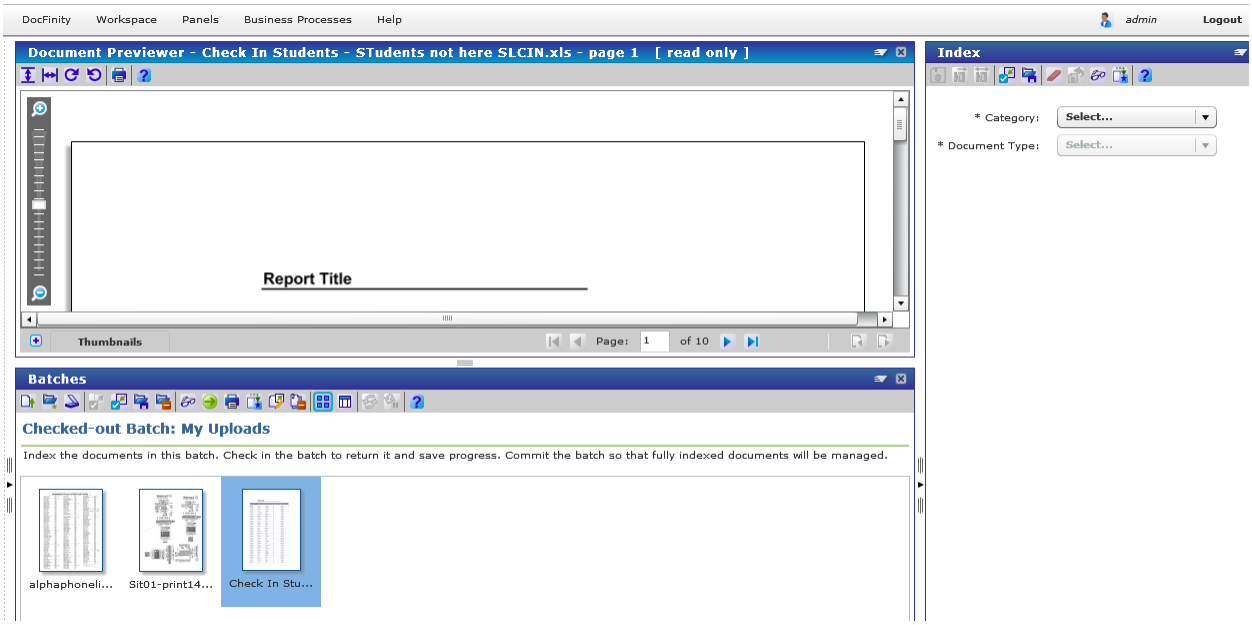


Click on the icon with the green up arrow to upload the document.



You will see a green start once the document has been uploaded successfully.

Repeat the upload process for any additional supporting documentation. Click close after the last document has been uploaded.



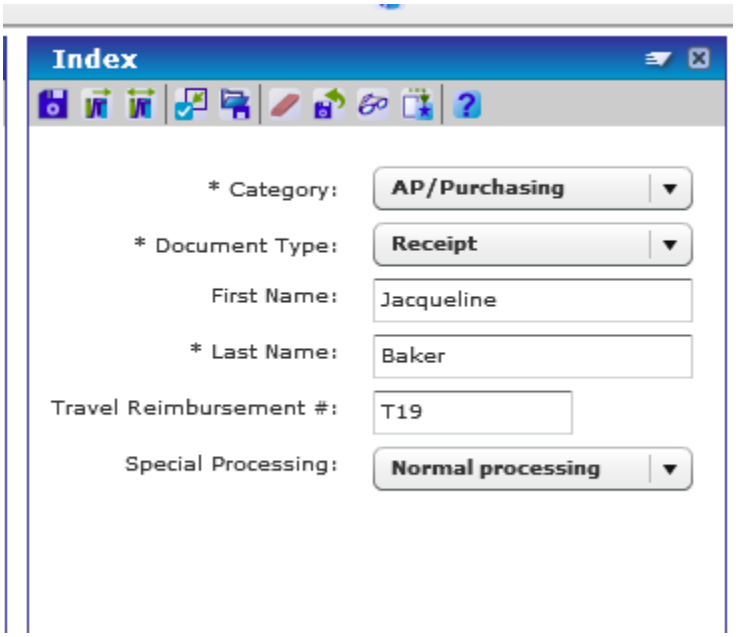
The document preview will show the selected document from the Batches panel.

You will now index all of the documents.

In the Index Panel:

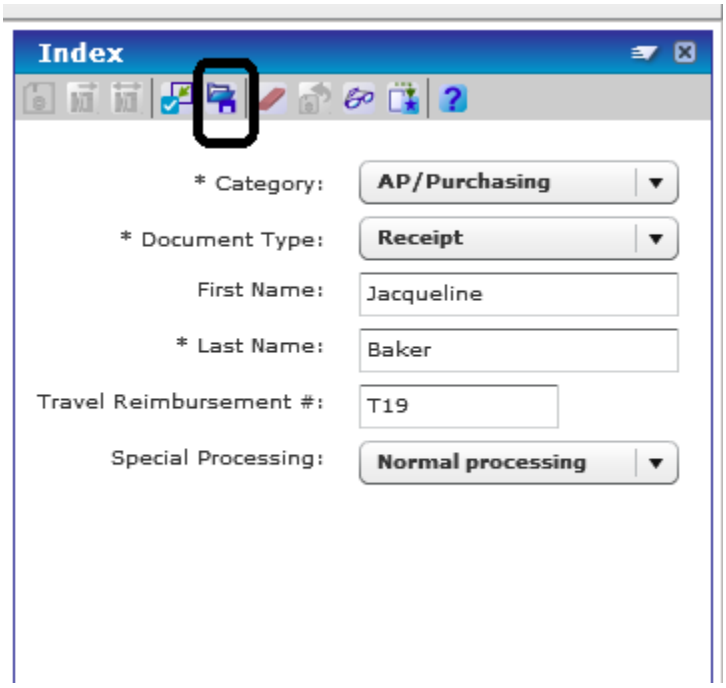
Category: AP/Purchasing

Document Type: Receipt

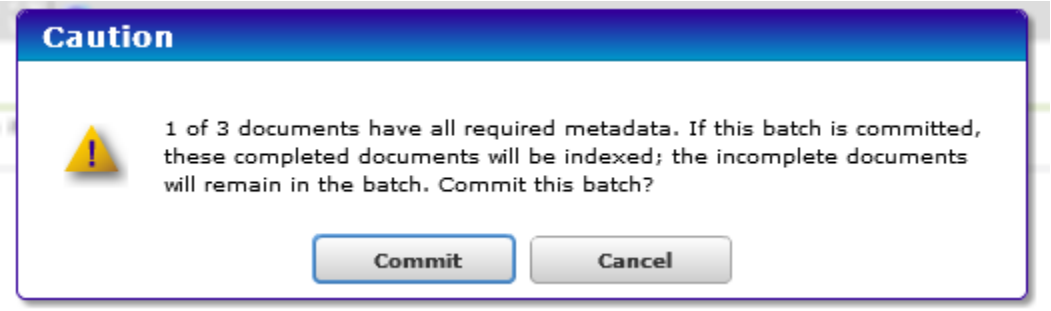


You MUST tab through each field in order for the data to be saved. Even if the field is pre-populated, you must still click on the field and tab out for the data to be save. Populate all of the fields that you have information for, click on the save icon to save the indexing.

Repeat the indexing process for each document.



After the last document indexing has been saved, click on the commit batch icon.



Select commit.

The travel reimbursement will be forwarded to the selected approver.