

Travel and Research Expense Guidelines

INTRODUCTION

As a non-profit organization that must raise its operating funds annually we take our duty to spend our donors' funds very seriously. Accordingly, we've drafted these guidelines to help those we work with understand what the Institute for Humane Studies considers to be reasonable reimbursable expenses for travel and research associated with the organization's activities.

REIMBURSEMENTS

Reimbursement of expenses is based on documentation of actual expenses supported by the original, itemized receipts. All receipts should include, at the very least, vendor name, date purchased, amount, method of payment and what was purchased. Requests for reimbursement should be submitted to your point of contact within 30 days after the expenses are incurred. Travel and research expenses that may be reimbursed by the Institute for Humane Studies are shown below.

TRAVEL EXPENSES

Airfare: The receipt must show dates and places traveled, the traveler's name, and ticket number in addition to other receipt requirements. Coach class or economy tickets must be purchased. Travelers should book flights at least 30 days in advance to avoid premium pricing. We will reimburse up to a reasonable cost for a round trip economy flight. We do not reimburse refundable tickets.

Train: The receipt must show the dates and places traveled and the traveler's name. Lowest class (coach) train transportation will be reimbursed up to the cost of the least expensive airfare. We do not reimburse refundable tickets.

Lodging: Midscale business hotels should be used— Holiday Inn, Hilton Garden Inn, Marriott Courtyard are some examples. Only single room rates are authorized for payment or reimbursement unless the second party is providing services for the organization in an authorized capacity.



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Meals: An itemized receipt is required for reimbursement. The tax and tip-inclusive cost of meals should not exceed \$18 for breakfast, \$21 for lunch and \$36 for dinner.

Mileage: Reimbursement for use of a personal automobile is based on the current mileage rate of \$0.55 per mile. Mileage will be reimbursed up to the cost of the least expensive airfare. A map or directions showing total miles and places traveled must be submitted in lieu of a receipt (Google Maps). We do not reimburse the cost of gas.

Rental Car: The receipt must clearly show the date(s) and the points of departure/arrival. Reimbursement for a rental vehicle as a primary mode of transportation is authorized only if the rental vehicle is more economical than any other type of public transportation, or if the destination is not otherwise accessible. The most economic vehicle available should be rented. Insurance coverage will not be reimbursed. Please fill the gas tank before returning the vehicle to the rental agency.

Cab/Uber/Lyft: When using Uber or Lyft the receipt must show a car class (UberX, UberXL, Lyft, etc) in addition to the other receipt requirements. When using the service during surge pricing or when using a larger class vehicle (UberXL or Lyft Plus) please explain why this was necessary. We cannot reimburse account credits that are used to pay for the fare.

Miscellaneous transportation: Original receipts are required to be reimbursed for parking, tolls, bus, shuttle, subway/metro, ferry and other miscellaneous modes of transportation.

RESEARCH EXPENSES

Conference registration fees: Original receipts to support the payment are required. If the conference does not provide a receipt, then some other proof of payment must be submitted.

Research Assistants: When paying a Research Assistant, you will need to provide a copy of the check made out to the research assistant and a screenshot of the payment coming out of the paying bank account. If paying the research assistant electronically, please provide a screenshot of the payment method along with a screenshot of the funds coming out of the paying account.

Other Research Expenses: Most research expense receipts will only require the standard receipt requirements, but it is important to note that your expenses should be for the project for which you were accepted or approved.



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