

Consultant Travel Reimbursement Guide

The following recommendations can expedite your reimbursement.

- Use an account that belongs to you for all purchases- your name must be associated with the method of payment
 - Consultants traveling together in a group should pay their expenses individually
 - Please direct any questions to CISAFinance@asu.edu
1. When booking travel arrangements, choose standard/basic fares
 - a. Coach/economy class for airfare
 - b. Avoid bundling airfare, hotel, and/or transportation if possible
 - c. Choose standard taxi/Lyft/Uber rates when available
 - d. Avoid upcharge/upgrade fees and services when possible
 - e. Limit tips to 20% of the total bill (including tax)
 - f. Per Diem and Lodging reimbursement rates are set each year by the state and can be found in the [State of Arizona Accounting Manual](#) – exceptions to the rates can be granted with an adequate business purpose (for example- staying at a conference hotel may exceed the lodging rate)
 2. Collect itemized receipts that show the payment details for all expenses over \$50
 - a. Collect a hotel folio at the checkout desk that includes:
 - i. Your name
 - ii. The name and address of the lodging establishment
 - iii. Check-in and check-out dates
 - iv. Itemized expenses, i.e., room charges, applicable taxes and fees, room service, movie fees, telephone, expenses, internet service fees, etc.
 - v. Proof of payment (last four digits of your credit card)
 3. Complete the [Expense Reimbursement Form](#) after your trip
 - a. Include the full address where your payment should be mailed
 - b. Sign and email the form with your receipts to the CISAFinance@asu.edu
 4. For international consultants- in addition to the above, please submit the following:
 - a. [Wire Transfer Form](#)
 - b. [Foreign data collection form](#)
 - c. Copy of your passport
 - d. Copy of the I-94 (if one was issued to you when you entered the US)