

GME Coordinator Reimbursement Reminders

- Expense delegates must be assigned before non-travel card reimbursements can be processed.
- Travel requests are no longer required except when traveling internationally.
- Receipts are required for all expenses except for meals during travel where per diem applies.
- All expense reimbursements including travel should be submitted to GME finance for processing. GME prohibits staff from entering reimbursements for themselves or others except when reconciling a travel card.
- Travel reimbursement should be submitted using the Travel Reimbursement Processing Form. Do not use T-44 forms for travel expenses.
- Program coordinators should not use T-44 forms for personal reimbursement. All purchases using personal funds require permission from the Accreditation Specialist before the purchase is made.
- When sending account numbers to Finance, please provide the DASH account thread. UTHSC is no longer using the IRIS numbers that start with E or R.
- All expenses including out-of-pocket (T-44) and travel must be submitted to finance within 30 days of purchase (excluding event deposits) or within 30 days from the last day of travel.
- Expenses submitted to finance after 30 days will require a written explanation detailing the reason for the delay. All late submissions are subject to review by management before processing is approved.
- A comparison quote and final approval from finance is required when driving to an event where the mileage is over 1000 miles. An explanation should be submitted to finance prior to travel for consideration.

- When claiming car mileage, GME cannot reimburse ride-sharing costs or gasoline.
- GME will reimburse standard ride-sharing costs limited to:
 - Rides to hotel from airport
 - Rides to airport from hotel
 - Rides to and from conference when traveler is lodging at non-conference hotel
 - Rides to dinner: up to 5 miles to and from destination; 10 miles total
- Gratuity on expenses is reimbursable up to 20% of the cost. Hotel staff gratuity is not reimbursable.
- Travel expense reports should not be submitted until all receipts are obtained and travel is complete. Travel card holders who purchase flights or submit hotel deposits before the event, should wait to process these expenses until after travel is complete.
- All travel expenses incurred during one event should be submitted in DASH on one expense report per UTHSC accounting. If using a travel card and claiming mileage or per diem, card holders should attach and reconcile all travel expenses on one expense report, then notify GME finance so that the per diem and mileage can be added to the existing report **before** submitting in DASH.
- Unsubmitted expense reports in DASH that exceed 30 days may be subject to deletion by accounting. It is critical that all expense reports are submitted within 30 days of the approval request from finance.