

The University of Michigan
Architecture, Engineering and Construction
Reimbursement Expense Guidelines
For Professional Services
As of January 1, 2019

Allowable Reimbursement of Personal Expenses
While Traveling on Authorized University Business

Airfare and Rail

- Coach fare only. First class and business class travel is allowed only under rare circumstances and requires prior approval from a senior university official.
- Ticket receipt with itinerary
- E-ticket/Internet-Original receipt/statement required indicating method of payment
- The University prefers a U.S. carrier be used when possible
- Flights should be booked at least 14 days in advance unless an acceptable business purpose arises

Lodging

- On Campus per diem – (car rental/gas not allowed):
 - \$175.00/person/night
[**On Campus U-M vendors**](#)
- Off Campus per diem - (includes car rental/gas):
 - \$200.00/person/night
[**Use preferred U-M vendors**](#)
- If visit does not include an overnight stay, car rental will be reimbursed with original receipt
- University consultants on University business are eligible to use the University's Contract ID #5000490 when making National Car Rental reservations at 1-800-227-7368. Utilize this program, unless less costly rental is available.

Meals (including incidentals)

- Per diem:
 - \$60.00/person/full day
 - \$30.00/person/half day (less than 5 hours)

Alcoholic Beverages

- The University shall fund no alcohol

Taxi/Shuttle

- Actual and reasonable expenses

Other Expenses

- Personal automobile mileage
<http://www.gsa.gov> under POV Mileage Reimbursement Rates. This rate includes the cost of gas.
- Parking

General Information

- Any item over \$25.00 requires an original receipt except per diem items
- Expense reports must be submitted within 45 calendar days from the end of the trip, or within 45 calendar days from the transaction date for the purpose of other allowable expenses. Expenses submitted in excess of 45 calendar days will not be reimbursed.
- Please use the link below for a sample template when submitting invoices for reimbursable expenses:
<http://www.umaec.umich.edu/for.archs/guidelines/Reimbursable%20Expenses%20Template.xlsx>