Topic: Travel and Expense Reports
Title: Things to Remember
Last Update: April 2014

When submitting a travel and expense report to the ORABO team, please keep these things in mind:

- A ORABO Travel and Expense Report Transmittal Sheet should accompany each submission.
- Emory University travel policies and information can be accessed via the Travel section of the Emory University Finance website (www.finance.emory.edu).
- Expenses for travel should be submitted within 10 days of trip completion (Emory University policy 2.93).
- Each transmittal sheet should contain receipts for one trip only. Do not combine trips on a transmittal. Receipts and reimbursements for Atlanta area travel-like expenses (e.g., meals over a period of time), however, can be combined into one transmittal sheet.
- Non-travel reimbursements receipts not related to an individual's trip (e.g., stamps purchased in Atlanta) may be combined and listed onto one transmittal/expense report regardless of the date. Non-travel reimbursements should never be combined with expenses incurred during travel receipts.
- For travel outside of Atlanta, the start/first date of travel or expenditures should be the first date of travel (e.g., the date of departure from the airport), not the date the expense was incurred. The end/last date of travel or expenditure should be the last date of travel (e.g., the date of arrival back at the airport).
- All receipts must be taped on 8-1/2 x 11 sheets of paper, grouped together by payment method (i.e., travel card or personal funds). Multiple receipts may be combined onto one sheet. In the interest of sustainability, the unprinted side of paper destined for recycling can be used in lieu of using a blank sheet of paper.
- Scotch tape placed over print on thermal receipts causes the print to disappear and makes that part of the receipt illegible. Put Scotch tape only on the edges of the receipts where there are no printed characters.