WEXNER FIELD FELLOWSHIP

TRAVEL REIMBURSEMENT CHECKLIST

Please refer to either the domestic (pg. 1) or international (pg. 2) sections of this document when traveling using Wexner funds.

BEFORE YOU GO- PLEASE SUBMIT FOR REIMBURSEMENT FOR ANYTHING YOU'RE PRE-PAYING FOR WITHIN 2 WEEKS OF PAYING THE EXPENSE(S).

DOMESTIC

Flight
- ☐ Receipt with your name and/or email address on it, saved as a PDF and re-named "Flight Receipt"

Hotel/Airbnb
- ☐ Receipt(s) with your name and/or email address on it, saved as a PDF and re-named "Airbnb (or hotel) Receipt
  - o Proof that a partial or full payment has been made (as opposed to an "estimated" total, indicating you won't be charged until after your stay)

Misc. Pre-Paid Expenses (e.g., conference/registration fees)
- ☐ Receipt(s) with your name and/or email address on it, saved as a PDF and re-named "Registration Fee Receipt", OR "Conference Deposit Receipt", etc.
- ☐ Something showing program description/draft itinerary/fees, saved as a PDF and re-named "Program Description"

Expense Form
- ☐ Name and address filled out in the top left corner
- ☐ Name of learning opportunity included in row 7 (e.g. Shalom Hartman Institute)
- ☐ Every expense should be in its own line on the spreadsheet
- ☐ For EACH expense, date of payment is listed in column B
- ☐ For EACH expense, description of expense (e.g., flight from CMH to LGA) is listed in columns C-E
- ☐ For EACH expense, total cost listed in column F, G, or K (we can't pre-pay for mileage (column H) or per diems (column J)
  - o Use column K ("Other") for hotel/Airbnb, registration fees, or any other expense that doesn't fit into one of the other categories in row 8
- ☐ Name typed on the signature line in row 31 along with the date

INTERNATIONAL

Flight

- ☐ Receipt with your name and/or email address on it, saved as a PDF and re-named "Flight Receipt"
- ☐ Itinerary/program schedule showing at least 12 hours of Jewish learning, saved as a PDF and re-named "Itinerary"
- ☐ If applicable, proof of <u>foreign currency conversion</u>
    - o Adjust the date based on the date the expense was paid, which may be different from today's date
    - o Save as PDF and re-name "Flight Currency Conversion"
        - ▪ The only part of the document needed is one that shows the foreign currency amount, the USD conversion, and the date of the conversion rate.

Hotel/Airbnb

- ☐ Receipt(s) with your name and/or email address on it
- ☐ Proof that a partial or full payment has been made (as opposed to an "estimated" total, indicating you won't be charged until after your stay)
- ☐ If applicable, proof of <u>foreign currency conversion</u>
    - o Adjust the date based on the date the expense was paid, which may be different from today's date
    - o Save as PDF and re-name "Hotel/Airbnb Currency Conversion"
        - ▪ The only part of the document needed is one that shows the foreign currency amount, the USD conversion, and the date of the conversion rate

Expense Form

- ☐ Name and address filled out in the top left corner
- ☐ Name of learning opportunity included in row 7 (e.g. Shalom Hartman Institute)
- ☐ Every expense should be in its own line on the spreadsheet
- ☐ For EACH expense, date of payment is listed in column B
- ☐ For EACH expense, description of expense (e.g., flight from CMH to LGA) is listed in columns C-E
- ☐ For EACH expense, total cost listed in column F, G, H, J, or K
    - o Mileage will only be reimbursed if you are the driver and you're in your own vehicle (rental cars will not be reimbursed)
        - ▪ Include the number of miles driven in column H and the reimbursement amount will be automatically calculated in column I
            - • "Proof" of miles driven must be provided (as a PDF, re-named "Proof of Mileage") from Google maps (or something similar) showing starting address, ending address, and total mileage
    - o Use column K ("Other") for hotel/Airbnb, registration fees, or any other expense that doesn't fit into one of the other categories in row 8
- ☐ For EACH expense that's in a foreign currency, the foreign currency amount AND the USD conversion should be included
    - o In columns C-E, list something like "Uber from airport to hotel: XXX euros = XXX USD"
    - o The USD amount *only* should then be listed again in either column F, G, J, or K
- ☐ Name typed on the signature line in row 31 along with the date

ONCE YOU'RE BACK- PLEASE SUBMIT FOR REIMBURSEMENT WITHIN 2 WEEKS OF PAYING THE EXPENSE(S).