

# Guidance for Visitors

Reimbursement requests should be sent to "**Math Reimbursements for Visitors**" <[math-reimb-vis@andrew.cmu.edu](mailto:math-reimb-vis@andrew.cmu.edu)>

**Note:** Please always provide sufficient information in the email request to determine a valid business justification (including who; what; where; when; and why).

## How the reimbursement process works

1. Send email to [math-reimb-vis@andrew.cmu.edu](mailto:math-reimb-vis@andrew.cmu.edu) with receipts in pdf form and supporting documentation to begin the reimbursement process.
2. Receipts for incurred expenses that show the total of the purchase as well as itemized charges. The receipts should show the day, time, and place of purchase. Proof of payment should show the last 4 digits of the credit card used to make the purchase.
3. Supporting documentation: Examples include conference or meeting pages (saved in PDF format), email correspondence, and invitations to participate in/attend/chair committees. Please note: itineraries and invoices do not always provide proof of payment).
4. Complete non-employee expense report form:
  - a. Upon receipt of your request, a non-employee expense report will be electronically generated (and partially completed) by CMU administrator before being sent to the payee (you) for further information (including banking details for generation of payment).
  - b. For more information, please refer to: <https://www.cmu.edu/finance/controller/faq/non-employee-er/payee.html>
  - c. **Note:** Please do not attach receipts to this form, your CMU Administrator will do that for you. Please attach receipts to the original email request.

Visitor expenses should be submitted upon completion of visit. Expenses over 90 days may be taxed as income. Please review the [University's Business and Travel Policy](#) for restrictions on class for airfare and other useful information

## Examples of reimbursable expenses

- Airfare (please provide both proof of payment and flight itinerary)
- Rail Travel
- Personal vehicle (mileage, tolls & parking fees)
- Rental Vehicle (please contact us before booking)
- Taxis & Shuttles
- Lodging (receipt with proof of payment upon return. This is an itemized receipt you receive upon check-out that shows the last 4 digits of the card used as well as lodging details - daily rates, parking fees, room service, etc.)
- Meals (for dine in meals, both the itemized and signature portions of the receipt are required)
- Conference registration

## Examples of non-reimbursable expenses

- Purchases made by another individual on your behalf will not be reimbursed.
- Costs paid with gift cards or reward points will not be reimbursed.
- Flight credits will only be reimbursed if proof of a canceled flight that was not previously reimbursed is provided.