

## Manual Supplemental Approver Report for Travel & Business Expenses

Voucher #: \_\_\_\_\_

Payee: \_\_\_\_\_

Please check the boxes to indicate the reason(s) Supplemental Approval is being obtained.

**Please Note:** Facts and circumstances pertaining to the requested exception that warrants Supplemental Approval must be fully documented. In addition the business justification and business reason for Supplemental Approval exception must be provided to the supplemental approver for review.

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### Transportation/Travel

- First or business class travel by air (flights in excess of 5 hours or medical need).
- First or business class travel by rail/bus (not including Amtrak's Acela train).
- Lodging exceeding the thresholds (\$350 per night domestic and \$400 (US dollars) per night international excluding tax) by no more than 50%.
- Appreciation given for lodging in a private residence.
- Short-term rental accommodations.
- Reimbursed travel extended beyond the minimum days required for business purposes.
- Required travel by an employee's spouse, significant other and/or dependent (Note: May be taxable)

## Meals

- Meals exceeding the per meal thresholds (\$25 breakfast, \$35 lunch, \$50 dinner excluding tips and taxes) by no more than 50%.
- Meals (fundraising, recruitment, speaking engagements) involving external parties exceeding the per person threshold of \$100 (excluding tips and taxes) by no more than 50%.
- Use of per diems on non-grant accounts. (Only in instances of international travel to destinations where local custom or culture makes it difficult to obtain receipts).
- Meals that require attendance by an employee's spouse, significant other, and/or dependent.
- Expenses for meals or entertainment conducted in private homes.

## Entertainment

- Expenses for meals or entertainment conducted in private homes.
- Entertainment expenses to be reimbursed in excess of \$1,000.
- Rental of clothing for an event.
- Entertainment expenses for employee events in excess of \$500.

## Gifts

- A business performance or "de minimus" gift to an employee exceeding the threshold of \$100 by no more than 50%. (Note: Item is taxable)
- A years of service/retirement gift to an employee exceeding the threshold of \$400 by no more than 50%. (Note: Item is taxable)
- A gift to a non-employee exceeding the threshold of \$600 by no more than 50%. (Note: Item is taxable)

## Other

- Purchases of supplies or emergency supplies, books, equipment in excess of \$500.
- Issuance of a second travel advance before the first one has been reconciled.

Reimbursements submitted more than 120 days after the date of the expense. Please note that supporting documentation must include legitimate circumstances contributing to late submission in order to evaluate whether this is a taxable event.

Missing receipt for expenses of \$75 or more (\$25 for meals), all lodging. Please note that supporting documentation must include missing receipt documentation to comply with IRS standards for reimbursement.