

**Controllers Office**

**Accounts Payable**

**Travel Reimbursement for Visitors/Candidates**

To provide efficient processing of reimbursements to visitors/candidates

**POLICY:**

1. Travel reimbursements for visitors and candidates should be requested by submitting the following information to the Accounts Payable Department:

- Completed Accounts Payable Approval form
- Original receipts for auto, rental/taxi, hotels, meals, and other expenditures over \$25.00
- If reimbursement is made for the use of a personal automobile, note the miles driven and the current University refund rate on the Accounts Payable Payment Approval or on an attached sheet.
- Refer to the Accounts Payable webpage at [http://www.lehigh.edu/~inctr/procedures\\_accts.htm](http://www.lehigh.edu/~inctr/procedures_accts.htm) (payments to foreign visitors) for guidelines on travel reimbursement for foreign visitors

NOTE: Refer to the Controller's Office webpage at <http://www.lehigh.edu/~inctr/> for the current mileage rate for business travel

I/Accounts Payable/On the Web/Travel Reimbursement for Visitors

6/30/2005