

**TRAVEL (EMPLOYEE -- IN-STATE):**

**Travel within the State of Maine, two days or less, total reimbursement cost less than \$400**

**Forms:**

1. Purchase Request Form (PRF) –  
[http://www.umaine.edu/sustainabilitysolutions/faculty\\_resources/fiscal.html](http://www.umaine.edu/sustainabilitysolutions/faculty_resources/fiscal.html)
2. Travel Expense Voucher (TEV) – <http://www.umaine.edu/obbs/OBBSTravel.htm>
3. All Original Itemized Receipts (OIR)
4. NSF Activity Report –  
[http://www.maine.edu/sustainabilitysolutions/faculty\\_resources/fiscal.html](http://www.maine.edu/sustainabilitysolutions/faculty_resources/fiscal.html)

No forms are required prior to travel.

All forms need to be filled out within **two weeks** of the trip occurring. For purposes of travel, the traveler is also the vendor on the PRF. Original itemized receipts must accompany the PRF and TEV, if required.

Contact Carol Hamel (1-3195) if assistance is required.

**Signatures on Forms:**

The traveler signs the PRF as “Person Ordering.” Team leader or faculty supervisor signs at “Faculty Advisor.”

All post-doc, graduate and undergraduate student travel PRFs and TEVs must be reviewed and signed by team leader or faculty supervisor.

Faculty travel can be approved without a team leader’s signature, unless a team leader has notified SSI that she/he deems it necessary to review all in-state travel PRFs and TEVs.

Once the traveler and team leader or faculty advisor signs the PRF and TEV, the PRF, TEV, OIRs and NSF Activity Report are forwarded to Carol Hamel for further processing.

**Meals - Actual Costs:**

If requesting actual costs of meals, detailed receipts are necessary (not credit card slip receipts). Alcohol cannot be reimbursed. Maximum reimbursable amount is \$46/day, with a maximum tip of 15%.

If multiple people are on one receipt, name of each person must be indicated.