



REIMBURSEMENT POLICY

John Carroll University requires complete financial reporting for all expenses. Individuals who receive support from the Center for Global Education (CGE) are required to submit all receipts and documentation for expenses incurred, including cash advances, within 21 days of return. This sheet and the attached CGE expense form provide information regarding university reimbursement for those expenses that are reasonable, necessary, and actually incurred for authorized university business.

Individuals who received financial support from CGE are expected to:

- Exercise good judgment with respect to expenses, i.e., determining, within reason, the most economical means of obtaining lodging, meals, transportation, supplies, etc.
- Claim reimbursement only for necessary and reasonable expenses (i.e., faculty/staff are expected neither to lose nor gain financially).
- Original receipts must be submitted (see exception below).
- Provide an itemized meal expense report with detailed receipts and justification. For international travel, reimbursement for meals on a per diem basis is no longer possible.

Cash advances are given per written request and upon approval. A cash advance is a personal liability and requesters are liable for the full amount until an expense form is submitted with appropriate documentation and any excess funds are returned. Amounts owed will be processed in the normal course of business. Per IRS guidelines, employees are not to retain unused portions of advance funds for future trips. The unused portion must be returned by attaching a check or cash to the reimbursement form. Checks should be made payable to John Carroll University.

John Carroll University does not cover the damage or loss of personal possessions, such as radios, computers, cameras, baggage, etc. However, faculty can purchase through the CGE the International Faculty ID Card which provides medical, repatriation, and loss/theft protection

Expenses not covered by the Center for Global Education include:

- Passport, photos, and passport related expenses.
- Personal expenses, such as laundry, clothing, medicine, travel pillows, etc.
- Personal entertainment and incidental expenses.
- Customs duty on items mailed not approved prior to receipt.
- Overweight baggage charges.
- Telephone charges unrelated to program.
- Penalties for changes in travel itinerary once tickets are issued.

For questions or concerns about the above information, please contact Andreas Sobisch at (216) 397- 4183 or sobisch@jcu.edu.



REIMBURSEMENT FORM

The grid below outlines some of the typical expenses incurred, however, support from the Center for Global Education is not restricted to those categories mentioned.

Expense	Amount
Transportation (Air)	
Transportation (Rail)	
Transportation (Car Rental)	
Transportation (Taxi, Bus, Metro)	
Mileage Travel	
Accommodations	
Meals	
Admission/Activity Fee	
Conference/Registration Fee	
Vaccinations	
Shipping/Mailing	
Other	

TOTAL Expenses _____

Less cash advance _____

TOTAL _____

Please attach all receipts to substantiate expenses. If additional space is needed to itemize expenses, please attach an additional sheet. For questions or concerns about whether or not certain expenses can be included, please contact Andreas Sobisch at (216) 397- 4183 or sobisch@jcu.edu.