CASE COMPETITION
TRAVEL REIMBURSEMENT
STUDENT GUIDELINES

BEFORE TRAVEL

- Please check with 220 for the necessary paperwork needed in order to process your travel reimbursement.
  - If you are employed by Penn State, (GA or wage payroll) no additional paperwork will be required other than what has already been stated. You will be required to create an account in Penn State’s Employee Reimbursement System (ERS). Instructions will be sent once funding has been approved.
  - Non-employees will need to complete (2) forms. (Non-employee travel reimbursement form and Non-employee information form) These forms will be sent to you once funding has been approved.
- If applicable, please reserve your hotel room and flight early. Reservations made in advance usually means lower prices, which means more opportunities for you and other students.
- PSU has a contract with National Car Rental (contract #: 5160279) and Enterprise Rent a car (contract #: XZ40034)—contract numbers are required to get PSU’s discounted rate + all the necessary insurance coverage (decline all insurances when booking with National or Enterprise). You will need to show your PSU ID when picking up the rental. The Gas Service Option must be declined, please refuel the vehicle before returning it.
- If possible, decide before leaving as to who will cover which expense, OR each student pay for their own expenses. The reimbursement process is less confusing & much quicker if each student pays for a particular part of the travel or just their own travel.

DURING TRAVEL

- Please remember that student travel is a privilege and keep in mind that you are not only representing yourself, you are representing The Smeal College and Penn State.
- Be aware of driving on the toll roads and which lanes are EZ Pass or cash. A lot of the toll roads are changing to EZ Pass only. If you go through a toll booth without paying for the toll, lose a ticket or do not receive a ticket, we will NOT be able to reimburse you for the amount charged after the fact.
- Save ALL receipts that will be reimbursed by the College.
  - Lodging (itemized receipt is required)
  - Printing charges related to the case competition. (itemized receipt is required)
  - Travel cost (flight itinerary, rental car receipt, fuel used for rental car, bus, taxi, etc.)
  - Registration for the case competition
- What IS NOT covered
  - Alcohol
  - Items that are considered luxuries (GPS for a rental car, valet parking, etc.)
  - Items charged to your hotel room (in-room movies, phone calls, etc.)

AFTER TRAVEL

- Submit your expenses within 14 days or less for reimbursement.
- Before the expense reports can be processed, receipts must be received from everyone that is to be reimbursed. The expense reports need to be linked in order for the financial office to cross-check the expenses.
- Please note: Your expense report will not be submitted for reimbursement until we receive the blogs & pictures of the case competition attended.

An agenda of the event must be included with the documents being submitted for reimbursement.