



“Sponsored” Business Expense Reimbursement (eBERF) Checklist

This checklist is provided to assist University of Miami personnel in preparing a Business Expense Reimbursement Form (eBERF) for travel and business expenses which will be charged (partially or entirely) to a sponsored (“6”) account. Additionally, travel and business expenditures charged to a sponsored account must be in accordance with the sponsor's guidelines if those guidelines are more restrictive than the University general policies and procedures.

While this checklist is provided to assist with the preparation of eBERFs which will impact a sponsored (“6”) account, you must also comply with the UM Travel Policy. Please refer to the [University of Miami Travel Policy](#) when preparing an eBERF related to travel. In addition, you are encouraged to view the [eBERF Guide](#) and attend training provided by Accounts Payable.

CHECKLIST

- ___ Confirm employee is working on the sponsored project being charged.
- ___ Confirm the expense occurred within the award/budget period.
- ___ Confirm, by reviewing the award that, the expense is allowable on the grant/contract.
- ___ Confirm travel is related to and benefits the research project.
- ___ Confirm the account(s) used have available funds.
- ___ Enter in the eBERF all travel advances (registration, airfare via Ghost Card, etc.) to account for all travel expenses. Also deduct the total travel advances at the bottom of the eBERF (in the Deduct Advances line) to arrive at the balance due employee or university.
 1. Attach a copy of the documentation associated with all travel advances.
 2. Attach a print screen from FRS or DMAS that shows the travel advance transaction and the account charged with the advance.
 3. Cash advances not used must be returned, include copy of check issued to the University.
- ___ When utilizing the hardcopy BERF form, create a new row for each day of your travel and insert expenses incurred on a day to day basis. Example: On 1/1/11, you incurred hotel of \$199.00, per diem of \$50.00, other (tips) of \$10.00 – this would all appear on the same row. On 1/2/11, you incurred hotel of \$199.00 and per diem of \$25.00 – this would appear on the next row.
- ___ Confirm all calculations are correct (horizontally and vertically).
- ___ Confirm all original receipts are attached for airlines, hotels, car rentals, meals (if not using per diem), and conference registration. **If the reimbursement includes missing receipts, an explanation MUST be included.** Incidental expenses (porter tips,

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housekeeping tips, parking, tolls and taxis) need to be itemized in the bottom left section of the eBERF and should be reasonable considering the number of days spent travelling. These incidental expenses do not require receipts if less than \$75 in total for the trip (per IRS regulations). However, whenever possible, include receipts especially for taxis, tolls and parking if they exceed \$75 per eBERF.

____ If the travel is to be charged to a State of Florida project, you must be in compliance with the [State of Florida Travel Policy](#). Include the [State of Florida Travel Form](#), and use State of Florida rates (see below references to State of Florida per diem and mileage nuances).

____ There are two options related to the reimbursement of meals. Whichever option is selected, it must be used throughout the trip per Federal, State and UM policy:

1. If meals are itemized, include original receipts for all meals during the entire trip (note that alcohol is always unallowable on a grant. If consumed, charge a University account, not a grant);
2. If Per Diem is used:
 - a. Domestic Travel - Per Diem: Use \$50/day (\$25 for departure after 3:00 p.m. or returns before 3:00 p.m). \$50/day represents \$10 for breakfast, \$15 for lunch and \$25 for dinner. If meals are provided by a conference, or paid by someone else, **deduct from the daily per diem rate, the per diem allowance associated with the specific meal provided by the conference or paid by someone else.** Example, if a conference provides dinner for one day, deduct \$25.00 from the per diem rate for that day.
 - When travel is charged to a State of FL grant/contract the State Per Diem rates are used as follows: \$36/day (\$6 for breakfast, \$11 for lunch and \$19 for dinner). Observe departure and return times as per a above. **Same principle applies if meals are provided or paid by someone else.**
 - b. Foreign Travel – Per Diem: [Use U.S. Department of State rates](#). Attach a copy of the Federal per diem rate used to prepare the eBERF, as per the above link. **Deduct from the daily per diem rate, the per diem allowance associated with the specific meal provided by a conference or paid by someone else.**

____ Meals charged to sponsored accounts based on actual costs must be substantiated with itemized receipts submitted with the eBERF. If the receipt is not available, include a statement indicating the itemize receipt is not available as well as an affirmation that alcohol is not part of the bill.

____ If travel occurred in a Foreign country where receipts reflect foreign currency,

1. Include a print out showing Foreign [currency conversion](#) to US dollars, and
2. Convert foreign currency to US dollars on all receipts consistent with the currency conversion print out referenced above. Use the same conversion rate for the entire trip.

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___ If mileage is claimed, please adhere to the following:

1. Attach the UM [mileage form](#),
2. Attach the calculations from MapQuest/YahooMaps/GoogleMaps
3. Confirm that the correct UM [mileage rate](#) was used. Please note, if the reimbursement request pertains to State of Florida, use the [State of Florida](#) approved rate of .445 cents per mile, attach a [State of Florida Travel Form](#), and.
4. Confirm the mileage form is signed by traveler and supervisor.
5. Confirm mileage does not exceed 600 miles round trip. [See Travel Policy](#).

___ If travel relates to attendance at a business meeting, please ensure the below are included within your eBERF.

1. Attach a copy of the meeting program/agenda to the eBERF.
2. Attach proof of your meeting registration and payment for registration.
3. If the conference provides meals, reduce meals per diem as shown above.

___ Confirm traveler flew “coach class.” In only isolated incidences (medical necessity, etc.) are business or first class airfare allowable on a sponsored grant/contract; therefore, justification must be provided and approval must be obtained from the appropriate Vice President or Dean.

___ Confirm traveler used an American airline carrier and/or a flight that has been Code Shared with an American Carrier for all Federal or Federal Pass-Thru Sponsored grants/contracts. View the [Fly American Act](#) (see 301-10.131 to 301-10-143). Use of a foreign airline when an American carrier is available is usually unallowable except for very long flights. If very long flights are involved (usually more than 14 hours), verify with Sponsored Programs before purchasing a ticket on a non American carrier as different federal agencies have different regulations as to the length of the trip. **If a non-American airline is used, an explanation MUST be included. Valid explanations are either the unavailability of an American carrier servicing the airports between departure and destination, or the length of the flight.** Note that per U.S. travel regulations, lower cost is not a valid reason for the use of a non American carrier.

___ Confirm that location, timeframe and business purpose of the trip, as it relates to the grant, are included in the eBERF.