

Travel Reimbursements

Princeton University
Department of Economics

- All airline and train travel should be booked in **Economy** class, utilizing the lowest logical available fare. Princeton can only reimburse Economy airfare and train expenses.
- Princeton will only reimburse visitors for the cost of travel from the visitor's home to the University and back. If a visitor combines travel to Princeton with travel to other institutions, the amount reimbursed by Princeton must be less than or equal to the cost of travel from the visitor's home to Princeton and back using **Economy** class fares.
- Princeton will book room reservations and directly pay for accommodations for the traveler at a local hotel. Any upgrades to room accommodations will need to be approved by Princeton first.
- Tolls and parking charges are reimbursable expenses. Travel by personal auto may be reimbursed at the current mileage rate. This rate is intended to cover gasoline charges.
- Please submit all **original receipts** and **boarding passes** with requests for reimbursement.