

1. Is it ok to share hotel rooms?

Yes. If you can share rooms with others, please do!

2. What documentation should we have for shared rooms?

Each of the travelers should have an original bill from the hotel.

At checkout, have them split the hotel nights stay onto *individual bills*. Each of you should pay individually and retain your original *itemized receipts showing proof of payment* and a *zero balance due on the bill*.

3. Do I need to reference the other person(s) on my expense report & receipts?

Yes, the University requires you to note on your hotel bill that you shared a room. You should note on the bill the *travelers name* and whether the traveler is an employee or student of the University of Arizona.

IMPORTANT: GPSC takes no responsibility for any administrative or legal claims or actions brought by University of Arizona faculty or staff, or by any third parties affiliated or not affiliated with the University of Arizona, against GPSC travel grant awardees.

4. What if I share a room with a non-University-employee? (e.g., spouse, attendee from another institution)

List the name of the person and the details of the shared room on your individual receipts.

For instance, if your spouse stays but the hotel room is the same rate for single or double occupancy, you may get reimbursed the entire amount of the bill, but you have to document that the rate is the same. If the room is a double occupancy rate you can only get reimbursed up to the amount of the single occupancy rate.

When in doubt split the bill into two payments.

5. Can one person pay for the entire cost of the room and have the others reimburse them?

No, having one person pay and the other reimbursing the individual does not create a clean audit trail. Each individual must pay the vendor directly.

6. Can one person pay for the entire cost of the room and then submit for the entire reimbursement through the University?

No. Each person's expenses must be tracked on an individual basis. You cannot pay for a group.

7. What do I do if the Hotel will not split the bill?

If the hotel will only provide one original bill, make a copy of the hotel bill, document that they wouldn't split the bill and explain how it was paid.

8. Do these same rules apply to airfare and other transportation expenses?

Yes, follow the same rules for sharing airfare and other transportation expenses.

Each individual must pay the vendor directly.

9. What if the hotel wouldn't split the bill or I didn't request it and reimbursed the person I roomed with?

Provide GPSC with a copy of the hotel bill. The bill will have a different persons name on it so record your name on the bill, the amount you paid the person you roomed with, and how you paid the person.

Paid in cash: Must show a screenshot of your bank statement with the ATM withdrawal in the amount you paid.

Paid with check: Must provide GPSC with a copy of the check. If you cannot provide a copy, you must provide a copy of your bank statement showing the check being cashed.

