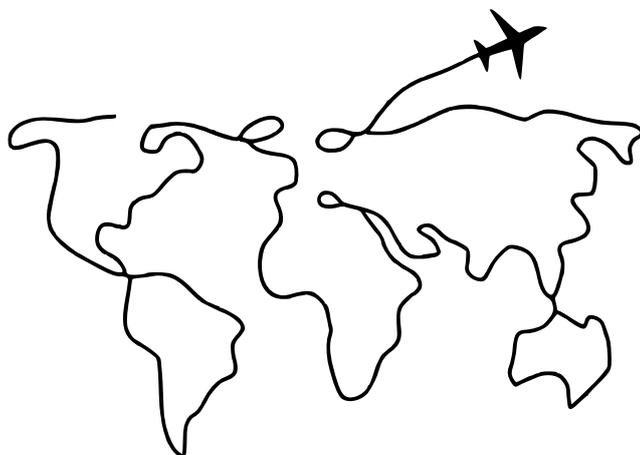


# What You Need to Know - Travel

## THINGS TO CONSIDER BEFORE TRAVELING:

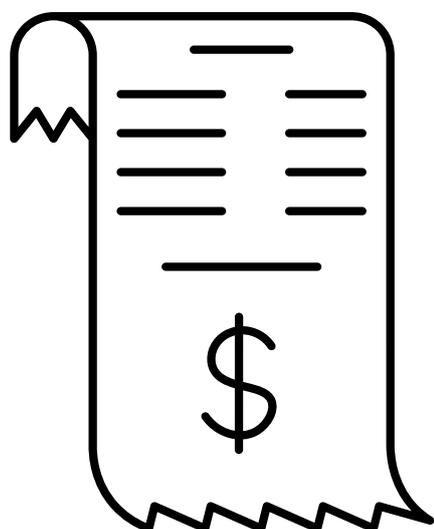
- If traveling internationally, complete the appropriate [forms](#) required by The Center for Global Programs & Studies prior to your trip
- Ensure there have not been any policy or procedure changes either at the University level or department-wide
- Expenses incurred should be the most economical wherever possible
- Verify funding sources and be knowledgeable of your budget
- If you will be seeking reimbursement for travel expenses, the expenditures will not be reimbursed until after the trip is complete
- Meals can be purchased using one of two methods:
  - Actual Cost Method
  - Per Diem Method
- Certain travel events, such as Athletics travel and extended International Program travel are subject to a reduced per diem rate



For more information on supporting documentation, refer to the Documentation Requirements Quick Guide or [Travel, Entertainment, & Other Business Expense Policy and Procedure](#)

## MEALS - ACTUAL COST METHOD:

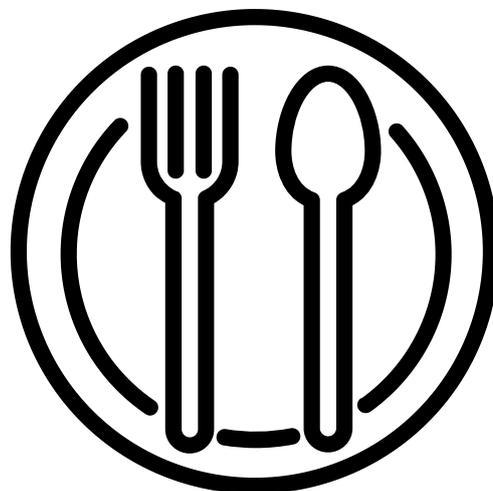
- A traveler may seek reimbursement or use their University PCard to pay for the meal plus gratuity
- Using this method, receipts are only required when a traveler is in travel status and the cost of the meal exceeds \$75
- If you are traveling and will be paying for a meal for someone who is not an employee of the University, the \$75 receipt threshold does not apply and a receipt is required



# What You Need to Know - Travel

## PER DIEMS - DOMESTIC MEALS:

- The University utilizes the standard domestic per diem rate (this rate is updated annually around October)
- The standard domestic rate is loaded into Workday
- The per diem rate is inclusive of gratuities
- Per diems are reduced for meals provided by a conference, seminar, entertainment, or other similar event
- The per diem is reduced on the first and last day of travel by 25%
- When entering a per diem amount into Workday, a traveler will need to update the travel journal to add hours for the first and last day of travel



## PER DIEM - INTERNATIONAL MEALS:

- International per diems are set by the [US Department of State](#)
- These rates are NOT preloaded into Workday
- To determine the appropriate international per diem, a traveler should visit the US Department of State's website and search for the city
  - If a city is not listed, there will be an option for 'Other' and a traveler may use that rate

# What You Need to Know - Travel

## INTERNATIONAL TRAVEL CONSIDERATIONS:

- International airfare must be paid for using the University PCard
  - If a traveler does not have a PCard, the traveler should discuss arrangements with a departmental finance representative
- Check the US Department of State's website for any travel advisories
- Complete the required travel forms published by The Center for Global Programs & Studies prior to departure
- If not using the University PCard, a conversion of foreign currency is required



## AIRFARE - COMMERCIAL

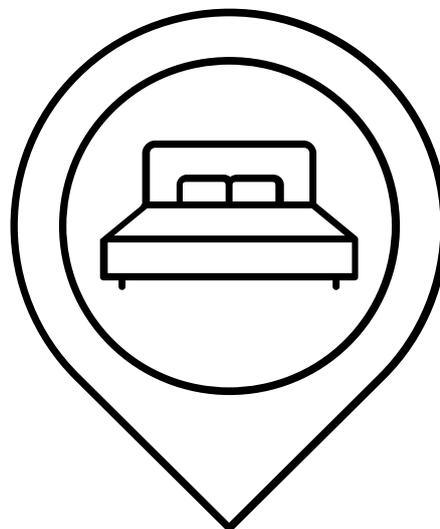
- Travelers should reserve seats in the economy class/main cabin for both domestic and international flights
  - For flights with 4 or more hours of continuous flight times, travelers may obtain advance written approval from their VP or Dean to reserve business class airfare
- Charges for preferred seating within the main/economy cabin are permissible
- Business class travel is not permitted for students



# What You Need to Know - Travel

## LODGING:

- Travelers should select standard and reasonably priced lodging while traveling on University business
- Travelers may choose to stay at the conference hotel even if it is not the most economical
- The University encourages traditional forms of lodging, (i.e., standard room in a hotel)
- Travelers staying in a private residence where there is no cost to the traveler may decide to purchase a non-cash gift up to \$50 for the owner of the residence
  - A receipt is required documentation for this expense
- Lodging in a second residence owned by the traveler is not reimbursable



## AUTOMOBILE RENTALS:

- The University has negotiated [preferred rates](#) for automobile rentals
- Automobile rentals should be the most economical and should be a mid-sized 4-door vehicle unless:
  - the traveler has accessibility issues
  - there is a group of people traveling together
- Luxury automobiles are generally not allowable and if required for the business being conducted, advance approval should be obtained through the exception process
- Travelers should not purchase automobile insurance if traveling in the US and Canada

