

# **Travel Breakdown**

**What needs to be included in a travel expense report**

**&**

**When and how to submit a cancel travel report**

## When is Prior Travel Approval Required?

### Need Travel Authorization:

- Traveling with students
  - Students that are not working under the capacity of an employee.
- Traveling outside of Iron County
- Traveler wants reimbursement for mileage, gas, per diem, etc.
- When a remote employee is required to come to campus, even if they are not being reimbursed.
- Taking a motor pool vehicle
  - Anytime a motor pool vehicle is used, regardless of distance, a travel must be submitted and approved.
- Traveler wants to be covered by Workers Compensation fund and our state liability insurance.
  - If the traveler is within Iron County, and is traveling by themselves, they do not need a travel authorization request submitted, since they will already be considered covered.
- Taking a state rented vehicle.
- Overnight accommodations
- A group of employees traveling to meet somewhere, even if no one is being reimbursed.

### No Travel Authorization Needed:

- Traveling within Iron County in a personal vehicle by yourself or with one other employee.
  - For example, a traveler takes their personal vehicle to pick up supplies from Walmart, they do not need a travel.
  - When an hourly student employee travels with you, they are working under the capacity of an employee, so no travel authorization is required.
- Employee traveling in a SUU department owned vehicle (not motor pool) within Iron County.
- An employee uses a personal vehicle to travel to another SUU site within Iron County.
- Graduate travels
  - These are generally considered professional development and need to go through as a Direct Pay Request.

- Travel, within Iron County, that is required for class, **but employee does not facilitate how students get there.**
  - Class is being held somewhere other than the usual meeting place,
  - Field trips,
  - Etc....

(If employees facilitate how students get there, travel authorization is needed)

## Things to Remember

Every travel authorization needs an expense report submitted and approved within 30 days from the return date.

- Even if the traveler is not requesting reimbursement an expense report needs to be submitted.
- The expense report clears the encumbrance that was created with the travel authorization.
- When a travel is cancelled, and an authorization has already been approved, a cancel travel report will need to be submitted. Submitting it will close out the encumbrance.

## DO NOT DENY AN EXPENSE REPORT!

- If something is wrong, RETURN the report so the originator can correct it.
  - Denying the expense report will cause the originator to have to create another travel authorization and expense report.
- If the traveler did not end up going, DO NOT DENY the expense report. The traveler will need to fill out the cancel travel report with the amounts that were not refunded to the University.
  - They will still need to include the receipts and documentation showing what was refunded to the University.

## Expense Category Types:

- Out-of-Pocket Expenses
  - Purchases made with the traveler's personal funds.
  - Per Diem is always out-of-pocket.
  - Personal vehicle expenses, such as mileage or gas, are always out-of-pocket.
- Departmental Expenses
  - Purchases made via university purchase card, PO, or interdepartmental transfer.
  - Motor Pool vehicle expenses are always departmental.

- Non-reimbursable Expenses
  - Purchases made by the traveler that they are not requesting, or are not eligible for, reimbursement.
  - Purchases that SUU and the traveler did not purchase (Purchases that the University is not responsible for).
    - Such as a conference fee that was taken care of by the conference, and neither the traveler nor SUU paid for it.
- Actual Amounts on the Expense Report:
  - Department Expenses actual amounts need to match the receipt totals exactly, no rounding.
  - Out-of-pocket expenses actual amounts can be less than the receipt totals but never more than the totals.

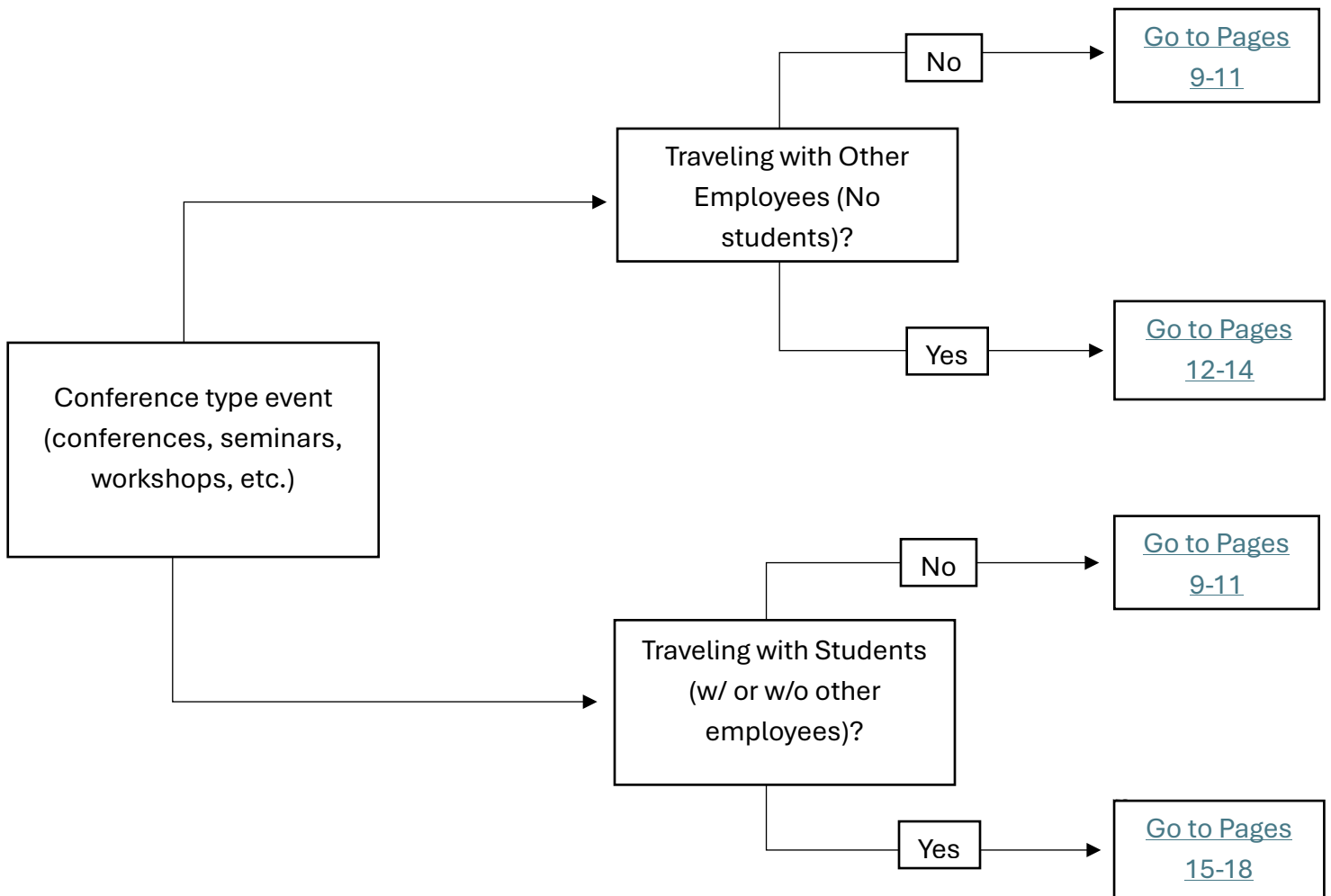
Required Documents:

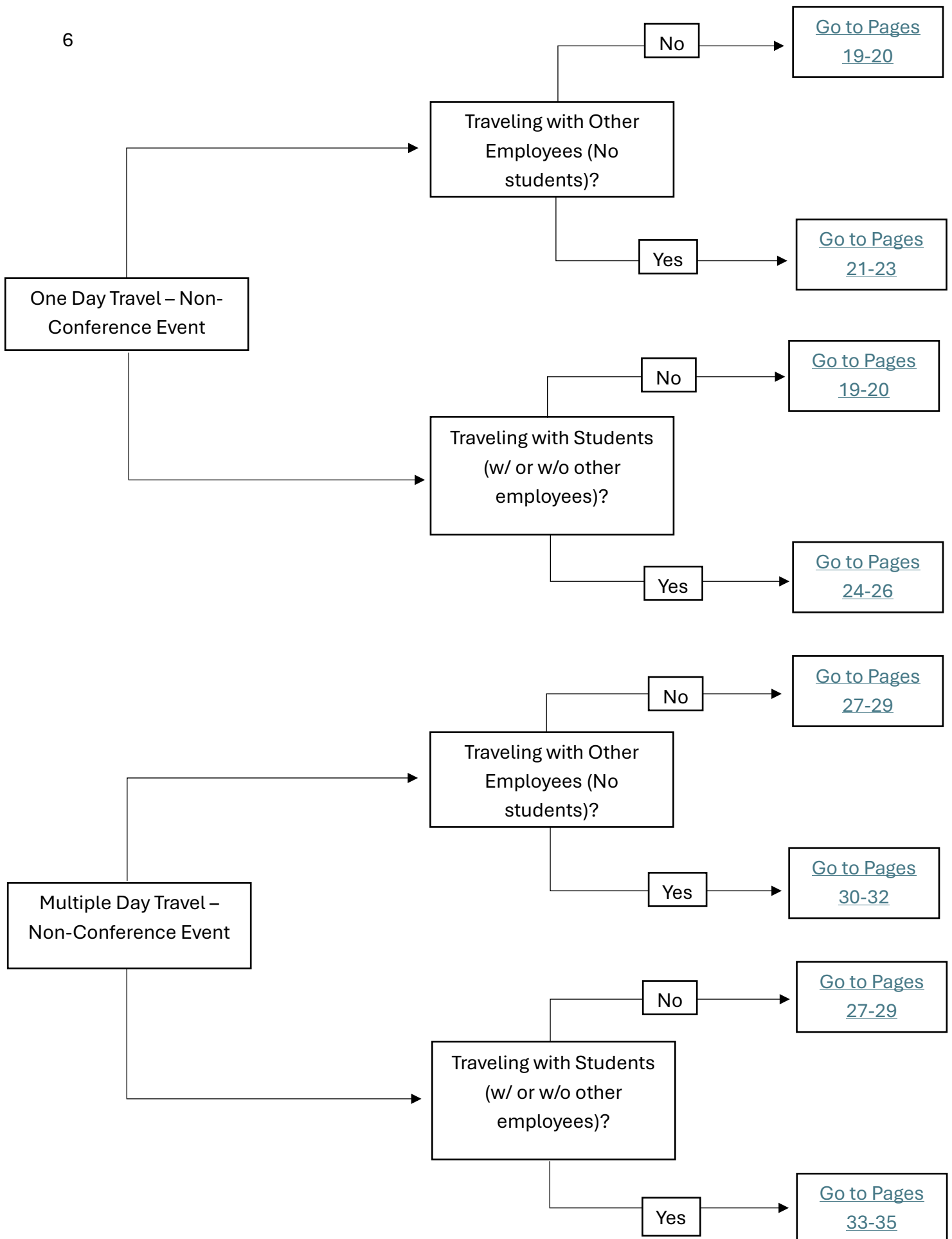
- If the travel was for a conference, an agenda needs to be attached.
- If the travel had airfare, in addition to the ticket showing the amount of the flight, a flight detail must also be included.
- International travel must include an explanation of the exchange rates used.
  - Foreign-currency exchange receipt or a credit card/bank statement showing the transaction in USD can be used.
  - Travelers also need to include one of the following:
    - A note with the exchange rate used on the individual receipts,
    - Separate note on the exchange rate used,
    - Or a spreadsheet detailing the exchange rate calculations. A spreadsheet can be found on the [Accounting Services](#) website.

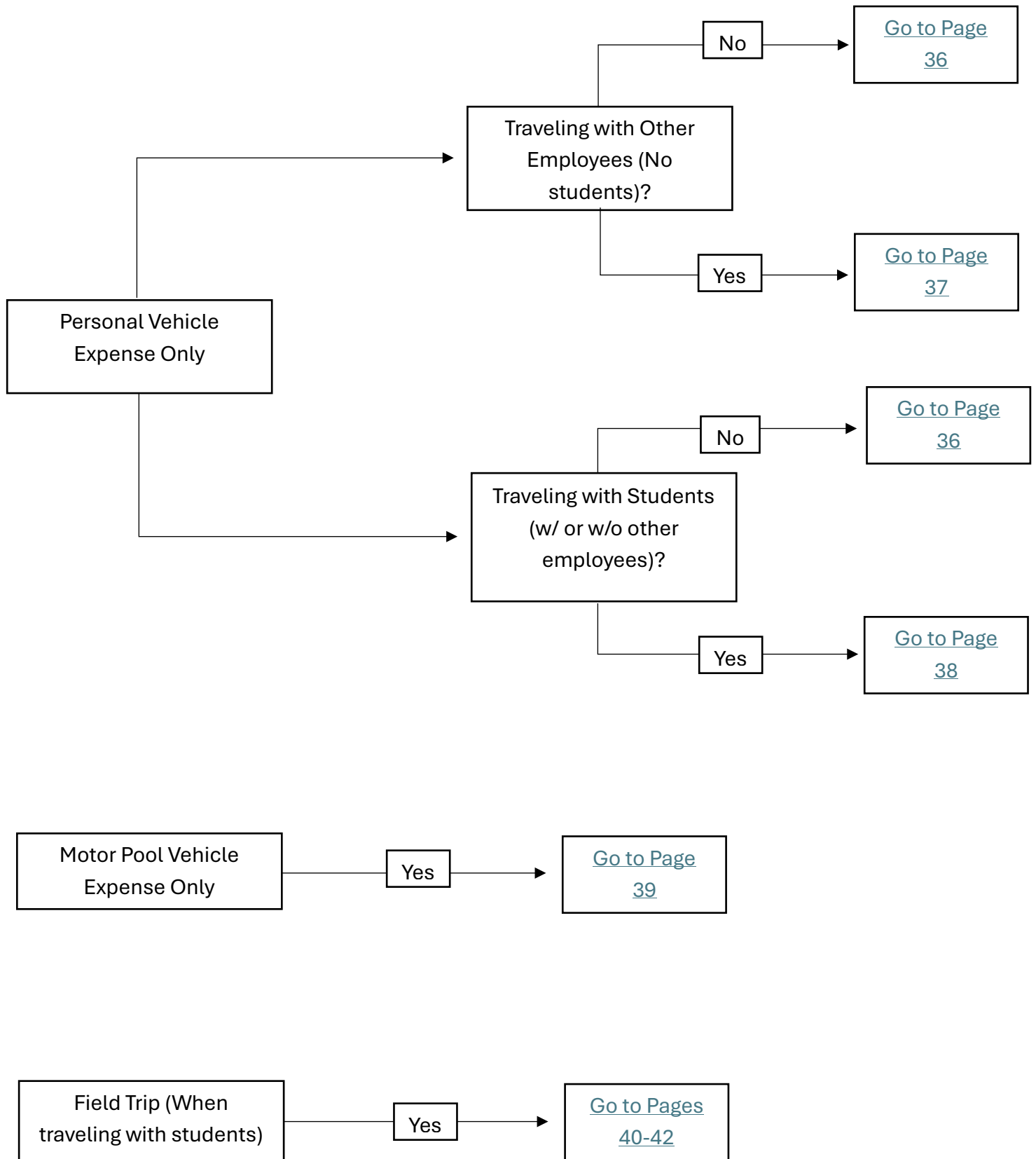
Once Accounts Payable receives the travel expense report in their approval queue, and everything in the report is correct, please allow 5-7 business days for Accounts Payable to approve it.

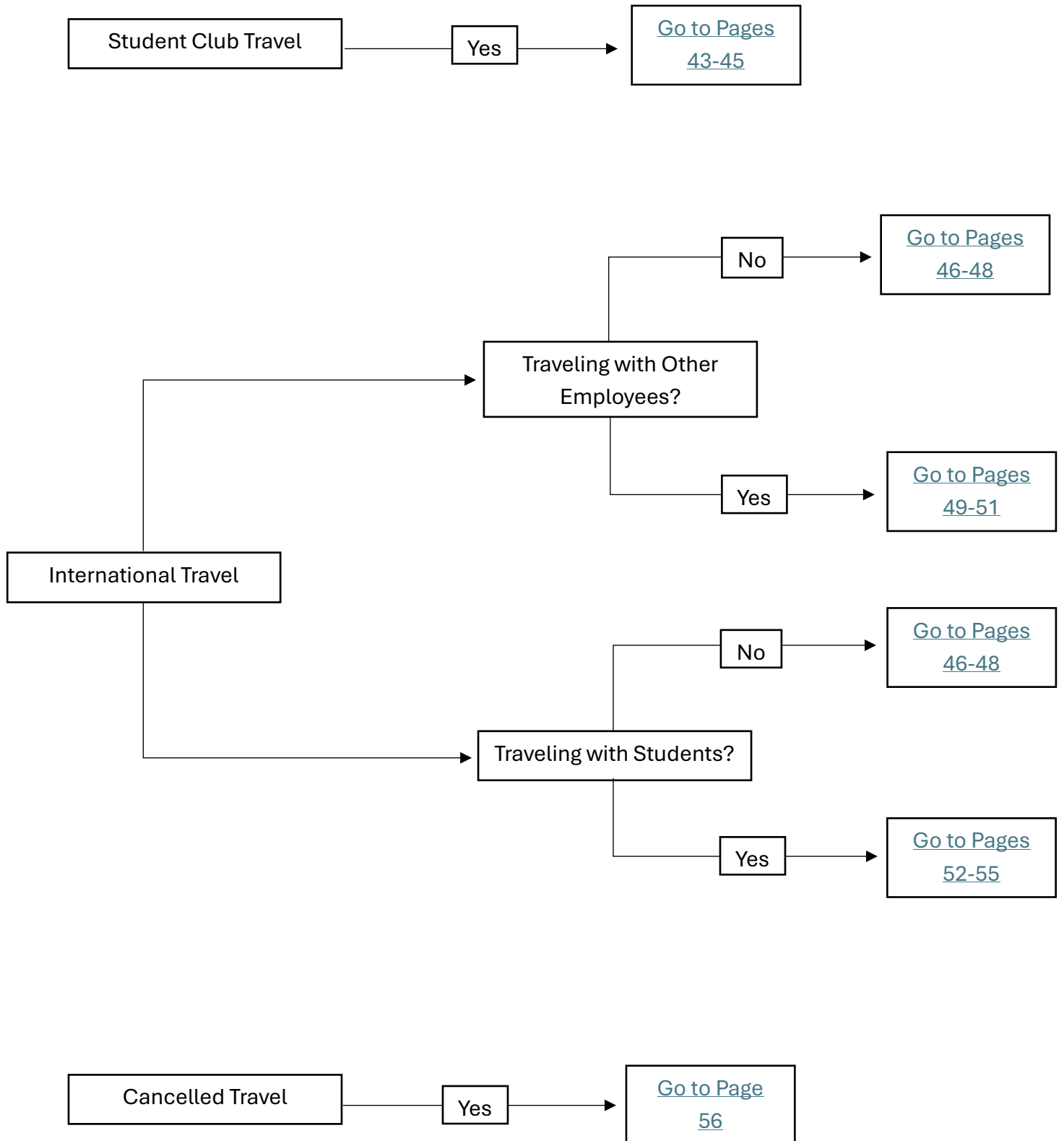
## What needs to be included in the travel?

Use the flowcharts below to find the travel that best fits your travel. Go to the page it indicates and follow the checklist to see what needs to be included in the travel expense report. If a travel expense report is submitted, and is missing anything on the list, the report will be returned for corrections.









## Conference Type Travel – Without Students and Other Employees:

- Agenda needs to be attached
- Conference Fee Expense
  - Receipt needs to be attached
  - If there is no fee, the traveler did not pay for it, and if SUU did not pay for it, an explanation is needed.
- Lodging Expense (If travel dates are more than 1 day)
  - Receipt needs to be attached
  - If the traveler paid for the lodging, and no reimbursement is being requested, an explanation is needed for why a lodging expense is not listed.
  - Non-conventional lodging that is being reimbursed the \$20.00 per night will need an explanation of where the traveler stayed.
- Transportation Expense
  - Personal Vehicle Expense (If applicable)
    - Gas or Mileage (Not Both)
      - Mileage Expense
        - Reimbursement up to the current mileage rate.
        - If the travel had several destinations, traveler needs to include a breakdown, or they will only be reimbursed for the mileage to the city/place listed on the travel, and back.
      - Gas Expense
        - Receipts need to be attached
        - If a receipt is **not** available, a picture of the fuel pump and a bank/credit card statement showing the transaction may be used as a receipt.
      - Parking Expense
        - Receipts need to be attached
        - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
    - Mileage and Gas are always out-of-pocket expenses.
  - Motor Pool Vehicle Expense (If applicable)
    - No receipts needed
    - Always a departmental expense
    - If the traveler does not know the actual motor pool expense, they can copy and paste the planned amounts into the actual amount column.

## Conference Type Travel – Without Students and Other Employees (continued):

- Parking Expense
    - Receipts need to be attached
    - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Rental Vehicle Expense (If applicable)
  - Receipt needs to be attached
  - Gas Expense
    - Receipts need to be attached
    - If a receipt is **not** available, a picture of the fuel pump and a bank/credit card statement showing the transaction may be used as a receipt.
    - No mileage reimbursement for rental vehicles
  - Parking Expense
    - Receipts need to be attached
    - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Airfare Expenses (If applicable)
  - Ticket with amount paid needs to be attached
  - Flight Details need to be attached
  - Baggage Expense (if applicable)
    - Receipts need to be attached
- Mass Transit Expense (If applicable)
  - Receipts need to be attached
  - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Shuttle Expense (If applicable)
  - Receipts need to be attached
- Uber, Lyft, Etc. Expense (If applicable)
  - Receipts need to be attached
- Other Transportation Expense (If applicable)
  - Receipts need to be attached
- Per Diem or Actual Receipts Expense
  - Can request up to the max current per diem rate **or** attach the receipts and request actual amounts, **up to** the max current per diem rate.
  - If meals were provided, those amounts should be removed from the total per diem requested.
  - **Cannot** request both per diem and actual expenses.
  - Always an out-of-pocket expense

## Conference Type Travel – Without Students and Other Employees (continued):

- Other Expenses (If applicable)
  - Receipts need to be attached.
- If the travel had an advance:
  - Receipt from SUU's cashiers' office showing that any unused advance funds were returned (if applicable).

## Conference Type Travel – With Other Employees:

- Party file must be included
  - List everyone who is traveling
- Agenda needs to be attached
- Conference Expense
  - Receipt needs to be attached
    - If the fees are departmental expenses and were purchased all at once (usually only one receipt), only one travel needs to have the conference expense and receipt. The other travels connected to this travel will need to reference the TR# of the one with the conference expense.
      - All the travel expense reports will still need the agenda.
    - If the fees were purchased separately, each travel needs to have the expense and receipt associated with their travel.
  - If there is no fee, an explanation is needed.
- Lodging Expense (if travel dates are more than 1 day)
  - Receipts need to be attached
  - If the traveler paid for the lodging, and no reimbursement is being requested, an explanation is needed for why a lodging expense is not listed.
  - Non-conventional lodging that is being reimbursed the \$20.00 per night will need an explanation of where the traveler stayed.
  - If it is a departmental expense and was paid for all at once (usually only one receipt), only one travel needs to have all the lodging expenses and receipts. The other travels connected to this travel will need to reference the TR# of the one with the lodging expense.
  - If the lodging is purchased separately, each travel needs to have the expense and receipt associated with their travel.
- Transportation Expense
  - Personal Vehicle Expense (If applicable)
    - Gas or Mileage (Not Both)
      - Mileage Expense
        - Reimbursement up to the current mileage rate.
        - If the travel had several destinations, traveler needs to include a breakdown, or they will only be reimbursed for the mileage to the city/place listed on the travel, and back.

## Conference Type Travel – With Other Employees (continued):

- Gas Expense
    - Receipts need to be attached
    - If a receipt is **not** available, a picture of the fuel pump and a bank/credit card statement showing the transaction may be used as a receipt.
- Parking Expense
  - Receipts need to be attached
  - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Mileage and Gas are always out-of-pocket expenses.
- Motor Pool Vehicle Expense (If applicable)
  - No receipts needed
  - Always a departmental expense
  - If the traveler does not know the actual motor pool expense, they can copy and paste the planned amounts into the actual amount column.
  - Parking Expense
    - Receipts need to be attached
    - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Rental Vehicle Expense (If applicable)
  - Receipt needs to be attached
    - If this is a departmental expense, and the rental car was used to drive more than one traveler, only one travel needs to have the rental expense and receipt. The other travelers need to reference the TR# with the rental car expense and receipt.
  - Gas Expense
    - Receipts need to be attached
    - If a receipt is **not** available, a picture of the fuel pump and a bank/credit card statement showing the transaction may be used as a receipt.
  - Parking Expense
    - Receipts need to be attached
    - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.

## Conference Type Travel – With Other Employees (continued):

- Airfare Expenses (If applicable)
  - Ticket with amount paid needs to be attached
  - Flight Details need to be attached
  - Baggage Expense (if applicable)
    - Receipts need to be attached
- Mass Transit Expense (If applicable)
  - Receipts need to be attached
  - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a valid receipt.
- Uber, Lyft, Etc. Expense (If applicable)
  - Receipts need to be attached
- Shuttle Expense (If applicable)
  - Receipts need to be attached
- Other Transportation Expense (If applicable)
  - Receipts need to be attached
- Per Diem or Actual Receipts Expense
  - Can request up to the max current per diem rate **or** attach the receipts and request actual amounts, **up to** the max current per diem rate.
  - If meals were provided, those amounts should be removed from the total per diem requested.
  - **Cannot** request both per diem and actual expenses.
  - Always an out-of-pocket expense
- Other Expenses (If applicable)
  - Receipts need to be attached.
- If the travel had an advance:
  - Receipt from SUU's cashiers' office showing that any unused advance funds were returned (if applicable).

\*To get reimbursed, each traveler must submit their own travel authorization and expense report. Only one travel needs to have all the departmental expenses (that are purchased all together) and receipts included all the other travels need to reference the TR# for the one with the departmental expenses.

## Conference Type Travel – With Students:

- Party file must be included
  - Preliminary list will need to be attached to the travel authorization and the final list of who actually went, will need to be attached to the travel expense report.
- Agenda needs to be attached
- Conference Expense
  - Receipt needs to be attached
    - If the fees are departmental expenses and were purchased all at once (usually only one receipt), only one travel needs to have the conference expense and receipt. The other travels connected to this travel will need to reference the TR# of the one with the conference expense.
      - All travel expense reports will still need the agenda.
    - If the fees were purchased separately, each travel needs to have the expense and receipt associated with their travel.
  - If there is no fee, an explanation is needed.
- Lodging Expense (if travel dates are more than 1 day)
  - Receipts need to be attached
  - If the traveler paid for the lodging, and no reimbursement is being requested, an explanation is needed for why a lodging expense is not listed
  - Non-conventional lodging that is being reimbursed the \$20.00 per night will need an explanation of where the traveler stayed.
  - If it is a departmental expense and was paid for all at once (usually only one receipt), only one travel needs to have all the lodging expenses and receipts. The other travels connected to this travel will need to reference the TR# of the one with the lodging expense.
  - If the lodging is purchased separately, each travel needs to have the expense and receipt associated with their travel.
  - Need to have one bed per head. Receipt must clearly show that everyone had a bed.
- Transportation Expense
  - Personal Vehicle Expense (If applicable)
    - Gas or Mileage (Not Both)

## Conference Type Travel – With Students (continued):

- Mileage Expense
    - Reimbursement up to the current mileage rate.
    - If the travel had several destinations, traveler needs to include a breakdown, or they will only be reimbursed for the mileage to the city/place listed on the travel, and back.
  - Gas Expense
    - Receipts need to be attached.
    - If a receipt is **not** available, a picture of the fuel pump and a bank/credit card statement showing the transaction may be used as a receipt.
- Parking Expense
  - Receipts need to be attached
  - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Mileage and Gas are always out-of-pocket expenses.
- Motor Pool Vehicle Expense (If applicable)
  - No receipts needed
  - Always a departmental expense
  - If the traveler does not know the actual motor pool expense, they can copy and paste the planned amounts into the actual amount column.
  - Parking Fee Expense
    - Receipts need to be attached.
    - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Rental Vehicle Expense (If applicable)
  - Receipt needs to be attached
    - If this is a departmental expense, and the rental car was used to drive more than one traveler, only one travel needs to have the rental expense and receipt. The other travelers need to reference the TR# with the rental car expense and receipt.

## Conference Type Travel - With Students (continued):

- Gas Expense
  - Receipts need to be attached
  - If a receipt is **not** available, a picture of the fuel pump and a bank/credit card statement showing the transaction may be used as a receipt.
- Parking Expense
  - Receipts need to be attached
  - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Airfare Expenses (If applicable)
  - Ticket with amount paid needs to be attached
  - Flight Details need to be attached
  - Baggage Expense (if applicable)
    - Receipts need to be attached
- Mass Transit Expense (If applicable)
  - Receipts need to be attached
  - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Shuttle Expense (If applicable)
  - Receipts need to be attached
- Uber, Lyft, Etc. Expense (If applicable)
  - Receipts need to be attached
- Other Transportation Expense (If applicable)
  - Receipts need to be attached
- Per diem or actual receipts Expense
  - Can request up to the max current per diem rate **or** attach the receipts and request actual amounts, **up to** the max current per diem rate.
  - If meals were provided, those amounts should be removed from the total per diem requested.
  - **Cannot** request both per diem and actual expenses.
  - Always an out-of-pocket expense
- Other Expenses (If applicable)
  - Receipts need to be attached.
- If the travel had an advance:
  - Receipt from SUU's cashiers' office showing that any unused advance funds were returned (if applicable).

## Conference Type Travel - With Students (continued):

- If the advance was distributed among the students (usually for per diem), a signature form is needed.
  - The form will need the list of everyone who received the funds, the amount received, the date the funds were given, and the signatures of those that received the funds.

\*To get reimbursed, each traveler must submit their own travel authorization and expense report. Only one travel needs to have all the departmental expenses (that are purchased all together) and receipts included, all the other travels need to reference the TR# for the one with the departmental expenses.

### One Day Travel – Non-Conference Event – Without Students and Other Employees:

- Event Expense (If applicable)
  - Receipt needs to be attached
  - If there is no fee, an explanation is needed.
- Transportation Expense
  - Personal Vehicle Expense (If applicable)
    - Gas or Mileage (Not Both)
      - Mileage Expense
        - Reimbursement up to the current mileage rate.
        - If the travel had several destinations, traveler needs to include a breakdown, or they will only be reimbursed for the mileage to the city/place listed on the travel, and back.
      - Gas Expense
        - Receipts need to be attached
        - If a receipt is **not** available, a picture of the fuel pump and a bank/credit card statement showing the transaction may be used as a receipt.
      - Parking Expense
        - Receipts need to be attached
        - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
    - Mileage and Gas are always out-of-pocket expenses.
  - Motor Pool Vehicle Expense (If applicable)
    - No receipts needed
    - Always a departmental expense
    - If the traveler does not know the actual motor pool expense, they can copy and paste the planned amounts into the actual amount column.
    - Parking Expense
      - Receipts need to be attached
      - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
  - Rental Vehicle Expense (If applicable)
    - Receipt needs to be attached

One Day Travel – Non-Conference Event – Without Students and Other Employees  
(continued):

- Gas Expense
    - Receipts need to be attached
    - If a receipt is **not** available, a picture of the fuel pump and a bank/credit card statement showing the transaction may be used as a receipt.
    - No mileage reimbursement for rental vehicles
  - Parking Expense
    - Receipts need to be attached
    - If a receipt is **not** available, a picture of the fuel pump and a bank/credit card statement showing the transaction may be used as a receipt.
- Airfare Expenses (If applicable)
  - Ticket with amount paid needs to be attached
  - Flight Details need to be attached
  - Baggage Expense (if applicable)
    - Receipts need to be attached
- Mass Transit Expense (If applicable)
  - Receipts need to be attached
  - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Shuttle Expense (If applicable)
  - Receipts need to be attached
- Uber, Lyft, Etc. Expense (If applicable)
  - Receipts need to be attached
- Other Transportation Expense (If applicable)
  - Receipts need to be attached
- Per Diem or Actual Receipts Expense
  - Can request up to the max current per diem rate **or** attach the receipts and request actual amounts, **up to** the max current per diem rate.
  - If meals were provided, those amounts should be removed from the total per diem requested.
  - **Cannot** request both per diem and actual expenses.
  - Always an out-of-pocket expense
- Other Expenses (If applicable)
  - Receipts need to be attached.
- If the travel had an advance:
  - Receipt from SUU's cashiers' office showing that any unused advance

### One Day Travel – Non-Conference Event – With Other Employees:

- Party file must be included
  - List everyone who is traveling
- Event Expense (If applicable)
  - Receipt needs to be attached
    - If the fees are departmental expenses and were purchased all at once (usually only one receipt), only one travel needs to have the event expense and receipt. The other travels connected to this travel will need to reference the TR# of the one with the event expense.
    - If the fees were purchased separately, each travel needs to have the expense and receipt associated with their travel.
  - If there is no fee, an explanation is needed.
- Transportation Expense
  - Personal Vehicle Expense (If applicable)
    - Gas or Mileage (Not Both)
      - Mileage Expense
        - Reimbursement up to the current mileage rate.
        - If the travel had several destinations, traveler needs to include a breakdown, or they will only be reimbursed for the mileage to the city/place listed on the travel, and back.
      - Gas Expense
        - Receipts need to be attached
        - If a receipt is **not** available, a picture of the fuel pump and a bank/credit card statement showing the transaction may be used as a receipt.
    - Parking Expense
      - Receipts need to be attached
      - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
    - Mileage and Gas are always out-of-pocket expenses.
  - Motor Pool Vehicle Expense (If applicable)
    - No receipts needed
    - Always a departmental expense
    - If the traveler does not know the actual motor pool expense, they can copy and paste the planned amounts into the actual amount column.

## One Day Travel – Non-Conference Event – With Other Employees (continued):

- Parking Expense
  - Receipts need to be attached
  - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Rental Vehicle Expense (If applicable)
  - Receipt needs to be attached
    - If this is a departmental expense, and the rental car was used to drive more than one traveler, only one travel needs to have the rental expense and receipt. The other travelers need to reference the TR# with the rental car expense and receipt.
  - Gas Expense
    - Receipts need to be attached
    - If a receipt is **not** available, a picture of the fuel pump and a bank/credit card statement showing the transaction may be used as a receipt.
  - Parking Expense
    - Receipts need to be attached
    - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Airfare Expenses (If applicable)
  - Ticket with amount paid needs to be attached
  - Flight Details need to be attached
  - Baggage Expense (if applicable)
    - Receipts need to be attached
- Mass Transit Expense (If applicable)
  - Receipts need to be attached
  - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Uber, Lyft, Etc. Expense (If applicable)
  - Receipts need to be attached
- Shuttle Expense (If applicable)
  - Receipts need to be attached
- Other Transportation Expense (If applicable)
  - Receipts need to be attached

## One Day Travel – Non-Conference Event - With Other Employees (continued):

- Per Diem or Actual Receipts Expense
  - Can request up to the max current per diem rate **or** attach the receipts and request actual amounts, **up to** the max current per diem rate.
  - If meals were provided, those amounts should be removed from the total per diem requested.
  - **Cannot** request both per diem and actual expenses.
  - Always an out-of-pocket expense
- Other Expenses (If applicable)
  - Receipts need to be attached.
- If the travel had an advance:
  - Receipt from SUU's cashiers' office showing that any unused advance funds were returned (if applicable).

\*To get reimbursed, each traveler must submit their own travel authorization and expense report. Only one travel needs to have all the departmental expenses (that are purchased all together) and receipts included, all the other travels need to reference the TR# for the one with the departmental expenses.

### One Day Travel – Non-Conference Event – With Students:

- Party file must be included
  - Preliminary list will need to be attached to the travel authorization and the final list of who actually went, will need to be attached to the travel expense report.
- Event Expense (If applicable)
  - Receipt needs to be attached
    - If the fees are departmental expenses and were purchased all at once (usually only one receipt), only one travel needs to have the conference expense and receipt. The other travels connected to this travel will need to reference the TR# of the one with the conference expense.
    - If the fees were purchased separately, each travel needs to have the expense and receipt associated with their travel.
  - If there is no fee, an explanation is needed.
- Transportation Expense
  - Personal Vehicle Expense (If applicable)
    - Gas or Mileage (Not Both)
      - Mileage Expense
        - Reimbursement up to the current mileage rate.
        - If the travel had several destinations, traveler needs to include a breakdown, or they will only be reimbursed for the mileage to the city/place listed on the travel, and back.
      - Gas Expense
        - Receipts need to be attached.
        - If a receipt is **not** available, a picture of the fuel pump and a bank/credit card statement showing the transaction may be used as a receipt.
    - Parking Expense
      - Receipts need to be attached
      - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
    - Mileage and Gas are always out-of-pocket expenses.

## One Day Travel – Non-Conference Event - With Students (continued):

- Motor Pool Vehicle Expense (If applicable)
  - No receipts needed
  - Always a departmental expense
  - If the traveler does not know the actual motor pool expense, they can copy and paste the planned amounts into the actual amount column.
  - Parking Fee Expense
    - Receipts need to be attached.
    - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Rental Vehicle Expense (If applicable)
  - Receipt needs to be attached
    - If this is a departmental expense, and the rental car was used to drive more than one traveler, only one travel needs to have the rental expense and receipt. The other travelers need to reference the TR# with the rental car expense and receipt.
  - Gas Expense
    - Receipts need to be attached
    - If a receipt is **not** available, a picture of the fuel pump and a bank/credit card statement showing the transaction may be used as a receipt.
  - Parking Expense
    - Receipts need to be attached
    - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Airfare Expenses (If applicable)
  - Ticket with amount paid needs to be attached
  - Flight Details need to be attached
  - Baggage Expense (if applicable)
    - Receipts need to be attached
- Mass Transit Expense (If applicable)
  - Receipts need to be attached
  - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Shuttle Expense (If applicable)
  - Receipts need to be attached

## One Day Travel – Non-Conference Event – With Students (continued):

- Uber, Lyft, Etc. Expense (If applicable)
  - Receipts need to be attached
- Other Transportation Expense (If applicable)
  - Receipts need to be attached
- Per Diem or Actual Receipts Expense
  - Can request up to the max current per diem rate **or** attach the receipts and request actual amounts, **up to** the max current per diem rate.
  - If meals were provided, those amounts should be removed from the total per diem requested.
  - **Cannot** request both per diem and actual expenses.
  - Always an out-of-pocket expense
- Other Expenses (If applicable)
  - Receipts need to be attached.
- If the travel had an advance:
  - Receipt from SUU's cashiers' office showing that any unused advance funds were returned (if applicable).
  - If the advance was distributed among the students (usually for per diem), a signature form is needed.
    - The form will need the list of everyone who received the funds, the amount received, the date the funds were given, and the signatures of those that received the funds.

\*To get reimbursed, each traveler must submit their own travel authorization and expense report. Only one travel needs to have all the departmental expenses (that are purchased all together) and receipts included, all the other travels need to reference the TR# for the one with the departmental expenses.

## Multiple Day Travel – Non-Conference Event – Without Students and Other Employees:

- Event Expense (If applicable)
  - Receipt needs to be attached
  - If there is no fee, an explanation is needed.
- Lodging Expense (if travel dates are more than 1 day)
  - Receipt needs to be attached
  - If the traveler paid for the lodging, and no reimbursement is being requested, an explanation is needed for why a lodging expense is not listed.
  - Non-conventional lodging that is being reimbursed the \$20.00 per night will need an explanation of where the traveler stayed.
- Transportation Expense
  - Personal Vehicle Expense (If applicable)
    - Gas or Mileage (Not Both)
      - Mileage Expense
        - Reimbursement up to the current mileage rate.
        - If the travel had several destinations, traveler needs to include a breakdown, or they will only be reimbursed for the mileage to the city/place listed on the travel, and back.
      - Gas Expense
        - Receipts need to be attached
        - If a receipt is **not** available, a picture of the fuel pump and a bank/credit card statement showing the transaction may be used as a receipt.
      - Parking Expense
        - Receipts need to be attached
        - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
    - Mileage and Gas are always out-of-pocket expenses.
  - Motor Pool Vehicle Expense (If applicable)
    - No receipts needed
    - Always a departmental expense
    - If the traveler does not know the actual motor pool expense, they can copy and paste the planned amounts into the actual amount column.

Multiple Day Travel – Non-Conference Event - Without Students and Other Employees  
(continued):

- Parking Expense
    - Receipts need to be attached
    - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
  - Rental Vehicle Expense (If applicable)
    - Receipt needs to be attached
    - Gas Expense
      - Receipts need to be attached
      - If a receipt is **not** available, a picture of the fuel pump and a bank/credit card statement showing the transaction may be used as a receipt.
      - No mileage reimbursement for rental vehicles
    - Parking Expense
      - Receipts need to be attached
      - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
  - Airfare Expenses (If applicable)
    - Ticket with amount paid needs to be attached
    - Flight Details need to be attached
    - Baggage Expense (if applicable)
      - Receipts need to be attached
  - Mass Transit Expense (If applicable)
    - Receipts need to be attached
    - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
  - Shuttle Expense (If applicable)
    - Receipts need to be attached
  - Uber, Lyft, Etc. Expense (If applicable)
    - Receipts need to be attached
  - Other Transportation Expense (If applicable)
    - Receipts need to be attached
- Per Diem or Actual Receipts Expense
  - Can request up to the max current per diem rate **or** attach the receipts and request actual amounts, **up to** the max current per diem rate.
  - If meals were provided, those amounts should be removed from the total per diem requested.

Multiple Day Travel – Non-Conference Event - Without Students and Other Employees  
(continued):

- **Cannot** request both per diem and actual expenses.
  - Always an out-of-pocket expense
- Other Expenses (If applicable)
  - Receipts need to be attached.
- If the travel had an advance:
  - Receipt from SUU's cashiers' office showing that any unused advance funds were returned (if applicable).

## Multiple Day Travel – Non-Conference Event – With Other Employees:

- Party file must be included
  - List everyone who is traveling
- Event Expense (If applicable)
  - Receipt needs to be attached
    - If the fees are departmental expenses and were purchased all at once (usually only one receipt), only one travel needs to have the conference expense and receipt. The other travels connected to this travel will need to reference the TR# of the one with the conference expense.
    - If the fees were purchased separately, each travel needs to have the expense and receipt associated with their travel.
  - If there is no fee, an explanation is needed.
- Lodging Expense (if travel dates are more than 1 day)
  - Receipts need to be attached
  - If the traveler paid for the lodging, and no reimbursement is being requested, an explanation is needed for why a lodging expense is not listed
  - Non-conventional lodging that is being reimbursed the \$20.00 per night will need an explanation of where the traveler stayed.
  - If it is a departmental expense and was paid for all at once (usually only one receipt), only one travel needs to have all the lodging expenses and receipts. The other travels connected to this travel will need to reference the TR# of the one with the lodging expense.
  - If the lodging is purchased separately, each travel needs to have the expense and receipt associated with their travel.
- Transportation Expense
  - Personal Vehicle Expense (If applicable)
    - Gas or Mileage (Not Both)
      - Mileage Expense
        - Reimbursement up to the current mileage rate.
        - If the travel had several destinations, traveler needs to include a breakdown, or they will only be reimbursed for the mileage to the city/place listed on the travel, and back.

## Multiple Day Travel – Non-Conference Event – With Other Employees (continued):

- Gas Expense
    - Receipts need to be attached
    - If a receipt is **not** available, a picture of the fuel pump and a bank/credit card statement showing the transaction may be used as a receipt.
- Parking Expense
  - Receipts need to be attached
  - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Mileage and Gas are always out-of-pocket expenses.
- Motor Pool Vehicle Expense (If applicable)
  - No receipts needed
  - Always a departmental expense
  - If the traveler does not know the actual motor pool expense, they can copy and paste the planned amounts into the actual amount column.
  - Parking Expense
    - Receipts need to be attached
    - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Rental Vehicle Expense (If applicable)
  - Receipt needs to be attached
    - If this is a departmental expense, and the rental car was used to drive more than one traveler, only one travel needs to have the rental expense and receipt. The other travelers need to reference the TR# with the rental car expense and receipt.
  - Gas Expense
    - Receipts need to be attached
    - If a receipt is **not** available, a picture of the fuel pump and a bank/credit card statement showing the transaction may be used as a receipt.
  - Parking Expense
    - Receipts need to be attached
    - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.

## Multiple Day Travel – Non-Conference Event – With Other Employees (continued):

- Airfare Expenses (If applicable)
  - Ticket with amount paid needs to be attached
  - Flight Details need to be attached
  - Baggage Expense (if applicable)
    - Receipts need to be attached
- Mass Transit Expense (If applicable)
  - Receipts need to be attached
  - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Uber, Lyft, Etc. Expense (If applicable)
  - Receipts need to be attached
- Shuttle Expense (If applicable)
  - Receipts need to be attached
- Other Transportation Expense (If applicable)
  - Receipts need to be attached
- Per Diem or Actual Receipts Expense
  - Can request up to the max current per diem rate **or** attach the receipts and request actual amounts, **up to** the max current per diem rate.
  - If meals were provided, those amounts should be removed from the total per diem requested.
  - **Cannot** request both per diem and actual expenses.
  - Always an out-of-pocket expense
- If the travel had an advance:
  - Receipt from SUU's cashiers' office showing that any unused advance funds were returned (if applicable).

\*To get reimbursed, each traveler must submit their own travel authorization and expense report. Only one travel needs to have all the departmental expenses (that are purchased all together) and receipts included, all the other travels need to reference the TR# for the one with the departmental expenses.

## Multiple Day Travel – Non-Conference Event – With Students:

- Party file must be included
  - Preliminary list will need to be attached to the travel authorization and the final list of who actually went, will need to be attached to the travel expense report.
- Event Expense (If applicable)
  - Receipt needs to be attached
    - If the fees are departmental expenses and were purchased all at once (usually only one receipt), only one travel needs to have the conference expense and receipt. The other travels connected to this travel will need to reference the TR# of the one with the conference expense.
    - If the fees were purchased separately, each travel needs to have the expense and receipt associated with their travel.
  - If there is no fee, an explanation is needed.
- Lodging Expense (If travel dates are more than 1 day)
  - Receipts need to be attached
  - If the traveler paid for the lodging, and no reimbursement is being requested, an explanation is needed for why a lodging expense is not listed
  - Non-conventional lodging that is being reimbursed the \$20.00 per night will need an explanation of where the traveler stayed.
  - If it is a departmental expense and was paid for all at once (usually only one receipt), only one travel needs to have all the lodging expenses and receipts. The other travels connected to this travel will need to reference the TR# of the one with the lodging expense.
  - If the lodging is purchased separately, each travel needs to have the expense and receipt associated with their travel.
  - Need to have one bed per head. Receipt must clearly show that everyone had a bed.
- Transportation Expense
  - Personal Vehicle Expense (If applicable)
    - Gas or Mileage (Not Both)
      - Mileage Expense
        - Reimbursement up to the current mileage rate.
        - If the travel had several destinations, traveler needs to include a breakdown, or they will only be reimbursed for the mileage to the city/place listed on the travel, and back.

## Multiple Day Travel – Non-Conference Event - With Students (continued):

- Gas Expense
    - Receipts need to be attached.
    - If a receipt is **not** available, a picture of the fuel pump and a bank/credit card statement showing the transaction may be used as a receipt.
- Parking Expense
  - Receipts need to be attached
  - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Mileage and Gas are always out-of-pocket expenses.
- Motor Pool Vehicle Expense (If applicable)
  - No receipts needed
  - Always a departmental expense
  - If the traveler does not know the actual motor pool expense, they can copy and paste the planned amounts into the actual amount column.
  - Parking Fee Expense
    - Receipts need to be attached.
    - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Rental Vehicle Expense (If applicable)
  - Receipt needs to be attached
    - If this is a departmental expense, and the rental car was used to drive more than one traveler, only one travel needs to have the rental expense and receipt. The other travelers need to reference the TR# with the rental car expense and receipt.
  - Gas Expense
    - Receipts need to be attached
    - If a receipt is **not** available, a picture of the fuel pump and a bank/credit card statement showing the transaction may be used as a receipt.
  - Parking Expense
    - Receipts need to be attached
    - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.

## Multiple Day Travel – Non-Conference Event - With Students (continued):

- Airfare Expenses (If applicable)
  - Ticket with amount paid needs to be attached
  - Flight Details need to be attached
  - Baggage Expense (if applicable)
    - Receipts need to be attached
- Mass Transit Expense (If applicable)
  - Receipts need to be attached
  - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Shuttle Expense (If applicable)
  - Receipts need to be attached
- Uber, Lyft, Etc. Expense (If applicable)
  - Receipts need to be attached
- Other Transportation Expense (If applicable)
  - Receipts need to be attached
- Per Diem or Actual Receipts Expense
  - Can request up to the max current per diem rate **or** attach the receipts and request actual amounts, **up to** the max current per diem rate.
  - If meals were provided, those amounts should be removed from the total per diem requested.
  - **Cannot** request both per diem and actual expenses.
  - Always an out-of-pocket expense
- If the travel had an advance:
  - Receipt from SUU's cashiers' office showing that any unused advance funds were returned (if applicable).
  - If the advance was distributed among the students (usually for per diem), a signature form is needed.
    - The form will need the list of everyone who received the funds, the amount received, the date the funds were given, and the signatures of those that received the funds.

\*To get reimbursed, each traveler must submit their own travel authorization and expense report. Only one travel needs to have all the departmental expenses (that are purchased all together) and receipts included, all the other travels need to reference the TR# for the one with the departmental expenses.

Personal Vehicle Only – Without Students or Other Employees:

If the travel was not overnight, the traveler did not go to a conference type event, there are no other expenses except for a personal vehicle, and the traveler went outside of Iron County, the following will need to be included:

- Transportation Expense
  - Personal Vehicle Expense
    - Gas or Mileage (Not Both)
      - Mileage Expense
        - Reimbursement up to the current mileage rate.
        - If the travel has several destinations, traveler needs to include a breakdown, or they will only be reimbursed for the mileage to the city/place listed on the travel, and back.
      - Gas Expense
        - Receipts need to be attached.
        - If a receipt is **not** available, a picture of the fuel pump and a bank/credit card statement showing the transaction may be used as a receipt.
    - Mileage and Gas are always out-of-pocket expenses.

\*Even if the traveler is not requesting reimbursement, a travel authorization is needed for any travel that is outside of Iron County. A travel expense report is also needed so any encumbrances can be cleared.

### Personal Vehicle Only – With Other Employees:

If the travel was not overnight, the traveler did not go to a conference type event, there are no other expenses except for a personal vehicle, and the traveler went outside of Iron County, the following will need to be included:

- Party File must be included
  - Preliminary list will need to be attached to the travel authorization and the final list of who actually went, will need to be attached to the travel expense report.
- Transportation Expense
  - Personal Vehicle Expense
    - Gas or Mileage (Not Both)
      - Mileage Expense
        - Reimbursement up to the current mileage rate.
        - If the travel has several destinations, traveler needs to include a breakdown, or they will only be reimbursed for the mileage to the city/place listed on the travel, and back.
      - Gas Expense
        - Receipts need to be attached.
        - If a receipt is **not** available, a picture of the fuel pump and a bank/credit card statement showing the transaction may be used as a receipt.
    - Mileage and Gas are always out-of-pocket expenses.

\*Even if the traveler is not requesting reimbursement, a travel authorization is needed for any travel that is outside of Iron County. A travel expense report is also needed so any encumbrances can be cleared.

### Personal Vehicle Only – With Students:

If the travel was not overnight, the traveler did not go to a conference type event, there are no other expenses except for a personal vehicle, and the traveler outside of Iron County, the following will need to be included:

- Party File must be included
  - Preliminary list will need to be attached to the travel authorization and the final list of who actually went, will need to be attached to the travel expense report.
- Transportation Expense
  - Personal Vehicle Expense
    - Gas or Mileage (Not Both)
      - Mileage Expense
        - Reimbursement up to the current mileage rate.
        - If the travel has several destinations, traveler needs to include a breakdown, or they will only be reimbursed for the mileage to the city/place listed on the travel, and back.
      - Gas Expense
        - Receipts need to be attached.
        - If a receipt is **not** available, a picture of the fuel pump and a bank/credit card statement showing the transaction may be used as a receipt.
    - Mileage and Gas are always out-of-pocket expenses.

\*Even if the traveler is not requesting reimbursement, a travel authorization is needed for any travel that is outside of Iron County. A travel is also required when traveling with students. A travel expense report is needed so any encumbrances can be cleared.

**Motor Pool Expense Only:**

If the travel was not overnight, the traveler did not go to a conference type event, and there are no other expenses except for a motor pool vehicle, the following will need to be included:

- Party File (If traveling with anyone)
  - Preliminary list will need to be attached to the travel authorization and the final list of who actually went, will need to be attached to the travel expense report.
- Motor Pool Vehicle Expense
  - No receipts needed
  - If the traveler does not know the actual motor pool expense, they can copy and paste the planned amounts into the actual amount column.
  - Always a departmental expense

\*An expense report is needed even when there is no reimbursement. Motor pool expenses cause an encumbrance to be created, and an approved expense report will close the encumbrance. A travel authorization and expense report need to be submitted and approved for any travel that has a motor pool expense, regardless of the travel distance.

## Field Trip – Traveling with Students:

- Party file must be included
  - Preliminary list will need to be attached to the travel authorization and the final list of who actually went, will need to be attached to the travel expense report.
- Entrance/Event Expense (If applicable)
  - Receipt needs to be attached
    - If the fees are departmental expenses and were purchased all at once (usually only one receipt), only one travel needs to have the conference expense and receipt. The other travels connected to this travel will need to reference the TR# of the one with the event expense.
    - If the fees were purchased separately, each travel needs to have the expense and receipt associated with their travel.
    - If there is no fee, an explanation is needed.
- Lodging Expense (If travel dates are more than 1 day)
  - Receipts need to be attached
  - If the traveler paid for the lodging, and no reimbursement is being requested, an explanation is needed for why a lodging expense is not listed
  - Non-conventional lodging that is being reimbursed the \$20.00 per night will need an explanation of where the traveler stayed.
  - If it is a departmental expense and was paid for all at once (usually only one receipt), only one travel needs to have all the lodging expenses and receipts. The other travels connected to this travel will need to reference the TR# of the one with the lodging expense.
  - If the lodging is purchased separately, each travel needs to have the expense and receipt associated with their travel.
  - Need to have one bed per head. Receipt must clearly show that everyone had a bed.
- Transportation Expense
  - Personal Vehicle Expense (If applicable)
    - Gas or Mileage (Not Both)
      - Mileage Expense
        - Reimbursement up to the current mileage rate.
        - If the travel has several destinations, traveler needs to include a breakdown, or they will only be reimbursed for the mileage to the city/place listed on the travel, and back.

## Field Trip – Traveling with Students (continued):

- Gas Expense
    - Receipts need to be attached
    - If a receipt is **not** available, a picture of the fuel pump and a bank/credit card statement showing the transaction may be used as a receipt.
- Parking Expense
  - Receipts need to be attached
  - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Mileage and Gas are always out-of-pocket expenses.
- Motor Pool Vehicle Expense (If applicable)
  - No receipts needed
  - Always a departmental expense
  - If the traveler does not know the actual motor pool expense, they can copy and paste the planned amounts into the actual amount column.
  - Parking Expense
    - Receipts need to be attached
    - If the receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Rental Vehicle Expense (If applicable)
  - Receipt needs to be attached
  - Gas Expense
    - Receipts need to be attached
    - If a receipt is **not** available, a picture of the fuel pump and a bank/credit card statement showing the transaction may be used as a receipt.
  - Parking Expense
    - Receipts need to be attached
    - If the receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Airfare Expenses (If applicable)
  - Ticket with amount paid needs to be attached
  - Flight Details need to be attached
  - Baggage Expense (if applicable)
    - Receipts need to be attached

## Field Trip – Traveling with Students (continued):

- Mass Transit Expense (If applicable)
  - Receipts need to be attached
  - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Shuttle Expense (If applicable)
  - Receipts need to be attached
- Uber, Lyft, Etc. Expense (If applicable)
  - Receipts need to be attached
- Other Transportation Expense (If applicable)
  - Receipts need to be attached
- Per Diem or Actual Receipts Expense
  - Can request up to the max current per diem rate **or** attach the receipts and request actual amounts, **up to** the max current per diem rate.
  - If meals are provided, those amounts should be removed from the total per diem requested.
  - **Cannot** request both per diem and actual expenses.
  - Always an out-of-pocket expense.
- Other Expenses (If applicable)
  - Receipts need to be attached
- If the travel had an advance:
  - Receipts from SUU's cashiers' office showing that any unused advance funds were returned (if applicable).
  - If the advance was distributed among the students (usually for per diem), a signature form is needed.
    - The form will need the list of everyone who received the funds, the amount received, the date the funds were given, and the signatures of those who received the funds.

\*To get reimbursed, each traveler must submit their own travel authorization and expense report. Only one travel needs to have all the departmental expenses (that are purchased all together) and receipts included; all the other travels need to reference the TR# for the one with the departmental expenses.

## Student Club Travel:

- Party file must be included
  - Preliminary list will need to be attached to the travel authorization and the final list of who actually went, will need to be attached to the travel expense report.
- Entrance/Event Expense (If applicable)
  - Receipt needs to be attached
    - If the fees are departmental expenses and were purchased all at once (usually only one receipt), only one travel needs to have the conference expense and receipt. The other travels connected to this travel will need to reference the TR# of the one with the event expense.
    - If the fees were purchased separately, each travel needs to have the expense and receipt associated with their travel.
    - If there is no fee, an explanation is needed.
- Lodging Expense (if travel dates are more than 1 day)
  - Receipts need to be attached
  - If the traveler paid for the lodging, and no reimbursement is being requested, an explanation is needed for why a lodging expense is not listed
  - Non-conventional lodging that is being reimbursed the \$20.00 per night will need an explanation of where the traveler stayed.
  - If it is a departmental expense and was paid for all at once (usually only one receipt), only one travel needs to have all the lodging expenses and receipts. The other travels connected to this travel will need to reference the TR# of the one with the lodging expense.
  - If the lodging is purchased separately, each travel needs to have the expense and receipt associated with their travel.
  - Need to have one bed per head. Receipt must clearly show that everyone had a bed.
- Transportation Expense
  - Personal Vehicle Expense (If applicable)
    - Gas or Mileage (Not Both)
      - Mileage Expense
        - Reimbursement up to the current mileage rate.
        - If the travel has several destinations, traveler needs to include a breakdown, or they will only be reimbursed for the mileage to the city/place listed on the travel, and back.

## Student Club Travel (continued):

- Gas Expense
    - Receipts need to be attached.
    - If a receipt is **not** available, a picture of the fuel pump and a bank/credit card statement showing the transaction may be used as a receipt.
- Parking Expense
  - Receipts need to be attached
  - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Mileage and Gas are always out-of-pocket expenses.
- Motor Pool Vehicle Expense (If applicable)
  - No receipts needed
  - Always a departmental expense
  - If the traveler does not know the actual motor pool expense, they can copy and paste the planned amounts into the actual amount column.
  - Parking Expense
    - Receipts need to be attached
    - If the receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Rental Vehicle Expense (If applicable)
  - Receipt needs to be attached
  - Gas Expense
    - Receipts need to be attached
    - If a receipt is **not** available, a picture of the fuel pump and a bank/credit card statement showing the transaction may be used as a receipt.
  - Parking Expense (If applicable)
    - Receipts need to be attached
    - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Airfare Expenses (If applicable)
  - Ticket with amount paid needs to be attached
  - Flight Details need to be attached
  - Baggage Expense (if applicable)
    - Receipts need to be attached

## Student Club Travel (continued):

- Mass Transit Expense (If applicable)
  - Receipts need to be attached
  - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Shuttle Expense (If applicable)
  - Receipts need to be attached
- Uber, Lyft, Etc. Expense (If applicable)
  - Receipts need to be attached
- Other Transportation Expense (If applicable)
  - Receipts need to be attached
- Per Diem or Actual Receipts Expense
  - Can request up to the max current per diem rate **or** attach the receipts and request actual amounts, **up to** the max current per diem rate.
  - If meals are provided, those amounts should be removed from the total per diem requested.
  - **Cannot** request both per diem and actual expenses.
  - Always an out-of-pocket expense.
- Other Expenses (If applicable)
  - Receipts need to be attached
- If the travel had an advance:
  - Receipts from SUU's cashiers' office showing that any unused advance funds were returned (if applicable).
  - If the advance was distributed among the students (usually for per diem), a signature form is needed.
    - The form will need the list of everyone who received the funds, the amount received, the date the funds were given, and the signatures of those that received the funds.

\*To get reimbursed, each traveler must submit their own travel authorization and expense report. Only one travel needs to have all the departmental expenses (that are purchased all together) and receipts included, all the other travels need to reference the TR# for the one with the departmental expenses.

## International Travel – Without Students or Other Employees:

- Event Expenses (If applicable)
  - Receipt needs to be attached
  - If there is no fee, an explanation is needed.
- Lodging Expense (If travel dates are more than 1 day)
  - Receipt needs to be attached
  - If the traveler paid for the lodging, and no reimbursement is being requested, an explanation is needed for why a lodging expense is not listed.
  - Non-conventional lodging that is being reimbursed the \$20.00 per night will need an explanation of where the traveler stayed.
- Transportation Expenses
  - Personal vehicle (If applicable)
    - Gas or Mileage (Not Both)
      - Mileage Expense
        - Reimbursement up to the current mileage rate.
        - If the travel had several destinations, traveler needs to include a breakdown, or they will only be reimbursed for the mileage to the city/place listed on the travel, and back.
      - Gas Expense
        - Receipts need to be attached
        - If a receipt is **not** available, a picture of the fuel pump and a bank/credit card statement showing the transaction may be used as a receipt.
      - Parking Expense
        - Receipts need to be attached
        - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
    - Mileage and Gas are always out-of-pocket expenses.
  - Motor Pool Vehicle Expense (If applicable)
    - No receipts needed
    - Always a departmental expense
    - If the traveler does not know the actual motor pool expense, they can copy and paste the planned amounts into the actual amount column.

## International Travel – Without Students or Other Employees (continued):

- Parking Expense
    - Receipts need to be attached
    - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Rental vehicle (If applicable)
  - Receipt needs to be attached
  - Gas Expense
    - Receipts need to be attached
    - If a receipt is **not** available, a picture of the fuel pump and a bank/credit card statement showing the transaction may be used as a receipt.
    - No mileage reimbursement for rental vehicles
  - Parking Expense
    - Receipts need to be attached
    - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Airfare Expenses
  - Ticket with amount paid needs to be attached
  - Flight Details need to be attached
  - Baggage Expense (if applicable)
    - Receipts need to be attached
- Mass Transit Expense (If applicable)
  - Receipts need to be attached
  - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Shuttle Expense (If applicable)
  - Receipts need to be attached
- Uber, Lyft, Etc. Expense (If applicable)
  - Receipts need to be attached
- Other Transportation Expense (If applicable)
  - Receipts need to be attached
- Per Diem or Actual Receipts Expense
  - Can request up to the max current per diem rate **or** attach the receipts and request actual amounts, **up to** the max current per diem rate.
  - If meals were provided, those amounts should be removed from the total per diem requested.

## International Travel – Without Students or Other Employees (continued):

- **Cannot** request both per diem and actual expenses.
- Always an out-of-pocket expense
- Other Expenses (If applicable)
  - Receipts need to be attached.
- If the travel had an advance:
  - Receipt from SUU's cashiers' office showing that any unused advance funds were returned (if applicable).

\*For international travel, there needs to be an explanation for the exchange rate used. A traveler can do this by a *foreign-currency exchange receipt*, or a *credit card/bank statement showing the transaction in USD*. The traveler will also need to provide one of the following: *a note on the individual receipts with the exchange rate used, a separate note on the exchange rate used, or a spreadsheet detailing the exchange rate calculations*. A spreadsheet to breakdown the expenses and exchange rates for International travel can be found on the [Accounting Services](#) website.

There are some countries/areas that do not provide receipts. When this occurs, the traveler will need to create their own receipt that has the following: *Name of the business, date of purchase, itemization of charges, amount paid, method of payment, and signature of the vendor*. It can be helpful to carry a receipt book for when a receipt is not available.

## International Travel – With Other Employees:

- Party file must be included
  - List everyone who is traveling
- Event Expense (If applicable)
  - Receipt needs to be attached
    - If the fees are departmental expenses and were purchased all at once (usually only one receipt), only one travel needs to have the conference expense and receipt. The other travels connected to this travel will need to reference the TR# of the one with the conference expense.
    - If the fees were purchased separately, each travel needs to have the expense and receipt associated with their travel.
  - If there is no fee, an explanation is needed.
- Lodging Expense (If travel dates are more than 1 day)
  - Receipts need to be attached
  - If the traveler paid for the lodging, and no reimbursement is being requested, an explanation is needed for why a lodging expense is not listed
  - Non-conventional lodging that is being reimbursed the \$20.00 per night will need an explanation of where the traveler stayed.
  - If it is a departmental expense and was paid for all at once (usually only one receipt), only one travel needs to have all the lodging expenses and receipts. The other travels connected to this travel will need to reference the TR# of the one with the lodging expense.
  - If the lodging is purchased separately, each travel needs to have the expense and receipt associated with their travel.
- Transportation Expenses
  - Personal vehicle (If applicable)
    - Gas or Mileage (Not Both)
      - Mileage Expense
        - Reimbursement up to the current mileage rate.
        - If the travel had several destinations, traveler needs to include a breakdown, or they will only be reimbursed for the mileage to the city/place listed on the travel, and back.
      - Gas Expense
        - Receipts need to be attached
        - If a receipt is **not** available, a picture of the fuel pump and a bank/credit card statement showing the transaction may be used as a receipt.

## International Travel – With Other Employees (continued):

- Parking Expense
  - Receipts need to be attached
  - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Mileage and Gas are always out-of-pocket expenses.
- Motor Pool Vehicle Expense (If applicable)
  - No receipts needed
  - Always a departmental expense
  - If the traveler does not know the actual motor pool expense, they can copy and paste the planned amounts into the actual amount column.
  - Parking Expense
    - Receipts need to be attached
    - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Rental Vehicle Expense (If applicable)
  - Receipt needs to be attached
    - If this is a departmental expense, and the rental car was used to drive more than one traveler, only one travel needs to have the rental expense and receipt. The other travelers need to reference the TR# with the rental car expense and receipt.
  - Gas Expense
    - Receipts need to be attached
    - If a receipt is **not** available, a picture of the fuel pump and a bank/credit card statement showing the transaction may be used as a receipt.
  - Parking Expense
    - Receipts need to be attached
    - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Airfare Expenses
  - Ticket with amount paid needs to be attached
  - Flight Details need to be attached
  - Baggage Expense (if applicable)
    - Receipts need to be attached

## International Travel - With Other Employees (continued):

- Mass Transit Expense (If applicable)
  - Receipts need to be attached
  - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Uber, Lyft, Etc. Expense (If applicable)
  - Receipts need to be attached
- Shuttle Expense (If applicable)
  - Receipts need to be attached
- Other Transportation Expense (If applicable)
  - Receipts need to be attached
- Per Diem or Actual Receipts Expense
  - Can request up to the max current per diem rate **or** attach the receipts and request actual amounts, **up to** the max current per diem rate.
  - If meals were provided, those amounts should be removed from the total per diem requested.
  - **Cannot** request both per diem and actual expenses.
  - Always an out-of-pocket expense
- If the travel had an advance:
  - Receipt from SUU's cashiers' office showing that any unused advance funds were returned (if applicable).

\*To get reimbursed, each traveler must submit their own travel authorization and expense report. Only one travel needs to have all the departmental expenses (that are purchased all together) and receipts included, all the other travels need to reference the TR# for the one with the departmental expenses.

\*For international travel, there needs to be an explanation for the exchange rate used. A traveler can do this by a *foreign-currency exchange receipt*, or a *credit card/bank statement showing the transaction in USD*. The traveler will also need to provide one of the following: *a note on the individual receipts with the exchange rate used, a separate note on the exchange rate used, or a spreadsheet detailing the exchange rate calculations*. A spreadsheet to breakdown the expenses and exchange rates for International travel can be found on the [Accounting Services](#) website.

There are some countries/areas that do not provide receipts. When this occurs, the traveler will need to create their own receipt that has the following: *Name of the business, date of purchase, itemization of charges, amount paid, method of payment, and signature of the vendor*. It can be helpful to carry a receipt book for when a receipt is not available.

## International Travel – With Students:

- Party file must be included
  - Preliminary list will need to be attached to the travel authorization and the final list of who actually went, will need to be attached to the travel expense report.
- Event Expense (If applicable)
  - Receipt needs to be attached
    - If the fees are departmental expenses and were purchased all at once (usually only one receipt), only one travel needs to have the conference expense and receipt. The other travels connected to this travel will need to reference the TR# of the one with the conference expense.
    - If the fees were purchased separately, each travel needs to have the expense and receipt associated with their travel.
  - If there is no fee, an explanation is needed.
- Lodging Expense (If travel dates are more than 1 day)
  - Receipts need to be attached
  - If the traveler paid for the lodging, and no reimbursement is being requested, an explanation is needed for why a lodging expense is not listed
  - Non-conventional lodging that is being reimbursed the \$20.00 per night will need an explanation of where the traveler stayed.
  - If it is a departmental expense and was paid for all at once (usually only one receipt), only one travel needs to have all the lodging expenses and receipts. The other travels connected to this travel will need to reference the TR# of the one with the lodging expense.
  - If the lodging is purchased separately, each travel needs to have the expense and receipt associated with their travel.
  - Need to have one bed per head. Receipt must clearly show that everyone had a bed.
- Transportation Expense
  - Personal vehicle (If applicable)
    - Gas or Mileage (Not Both)
      - Mileage Expense
        - Reimbursement up to the current mileage rate.
        - If the travel had several destinations, traveler needs to include a breakdown, or they will only be reimbursed for the mileage to the city/place listed on the travel, and back.

## International Travel – With Students (continued):

- Gas Expense
    - Receipts need to be attached.
    - If a receipt is **not** available, a picture of the fuel pump and a bank/credit card statement showing the transaction may be used as a receipt.
- Parking Expense
  - Receipts need to be attached
  - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Mileage and Gas are always out-of-pocket expenses.
- Motor Pool Vehicle Expense (If applicable)
  - No receipts needed
  - Always a departmental expense
  - If the traveler does not know the actual motor pool expense, they can copy and paste the planned amounts into the actual amount column.
  - Parking Fee Expense
    - Receipts need to be attached.
    - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Rental Vehicle Expense (If applicable)
  - Receipt needs to be attached
    - If this is a departmental expense, and the rental car was used to drive more than one traveler, only one travel needs to have the rental expense and receipt. The other travelers need to reference the TR# with the rental car expense and receipt.
  - Gas Expense
    - Receipts need to be attached
    - If a receipt is **not** available, a picture of the fuel pump and a bank/credit card statement showing the transaction may be used as a receipt.
  - Parking Expense
    - Receipts need to be attached
    - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.

## International Travel – With Students (continued):

- Airfare Expenses
  - Ticket with amount paid needs to be attached
  - Flight Details need to be attached
  - Baggage Expense (if applicable)
    - Receipts need to be attached
- Mass Transit Expense (If applicable)
  - Receipts need to be attached
  - If a receipt is **not** available, a bank/credit card statement showing the transaction may be used as a receipt.
- Shuttle Expense (If applicable)
  - Receipts need to be attached
- Uber, Lyft, Etc. Expense (If applicable)
  - Receipts need to be attached
- Other Transportation Expense (If applicable)
  - Receipts need to be attached
- Per Diem or Actual Receipts Expense
  - Can request up to the max current per diem rate **or** attach the receipts and request actual amounts, **up to** the max current per diem rate.
  - If meals were provided, those amounts should be removed from the total per diem requested.
  - **Cannot** request both per diem and actual expenses.
  - Always an out-of-pocket expense
- If the travel had an advance:
  - Receipt from SUU's cashiers' office showing that any unused advance funds were returned (if applicable).
  - If the advance was distributed among the students (usually for per diem), a signature form is needed.
    - The form will need the list of everyone who received the funds, the amount received, the date the funds were given, and the signatures.

\*To get reimbursed, each traveler must submit their own travel authorization and expense report. Only one travel needs to have all the departmental expenses (that are purchased all together) and receipts included, all the other travels need to reference the TR# for the one with the departmental expenses.

\*For international travel, there needs to be an explanation for the exchange rate used. A traveler can do this by a *foreign-currency exchange receipt*, or a *credit card/bank statement showing the transaction in USD*. The traveler will also need to provide one of

## International Travel – With Students (continued):

the following: *a note on the individual receipts with the exchange rate used, a separate note on the exchange rate used, or a spreadsheet detailing the exchange rate calculations.* A spreadsheet to breakdown the expenses and exchange rates for International travel can be found on the [Accounting Services](#) website.

There are some countries/areas that do not provide receipts. When this occurs, the traveler will need to create their own receipt that has the following: *Name of the business, date of purchase, itemization of charges, amount paid, method of payment, and signature of the vendor.* It can be helpful to carry a receipt book for when a receipt is not available.

### Cancelled Travel Requests – Did not end up going on travel:

There are multiple reasons why a travel is cancelled. A work conflict comes up, or a personal conflict occurs. When a travel is cancelled, and a travel authorization was approved, you will need to submit a Cancel Travel request instead of a Travel Expense report. This will close the encumbrance and let departments know that the trip never occurred.

- Click on “Cancel Travel” at the top of the Travel Authorization report.
- Select cancellation reason from drop down.
- Fill the Actual Amounts
  - Out-of-Pocket expenses should be \$0.00.
  - Departmental expenses should have the amounts the travelers/departments were not able to get refunded to the University.
    - Airfare should almost always be the full purchase amount. Airlines credit the traveler and don’t usually refund the card that made the purchase, so nothing gets refunded to the University.
      - The credits given to travelers for cancelled flights need to be used for future University business.
- Attach all receipts and documentation showing what was refunded and what the traveler/department was unable to get refunded.

Note: Leaving the actual amount column blank causes problems with the travel system and encumbrances. Please make sure you fill in the whole actual amount column.