

## Travel Guidelines

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### **Travel authorizations/expense reports:**

“Guidelines” are referenced in Policy 10.13 section VI.

In order to submit a travel authorization/expense report, please use the ‘Travel’ button located under the ‘APPS’ section of the mySUU portal.



More elaborate instructions and walkthrough videos can be found on the Accounting Services page under ‘Accounting Services Training & Instructions’. Approvals for travels will be automatically routed to the correct approvers through the travel system. A traveler may also preview their approvers when submitting their travel authorization/expense report before submitting.

Ensure that travel authorizations/requests are submitted before the traveler leaves on the related travel. Travel expense reports are to be submitted once the traveler returns from their travel with the related valid receipts/explanations attached. An expense report is required to complete the travel, clear related encumbrances, and process the reimbursement.

Travel expense reports must be submitted with all receipts/documentation to the Accounts Payable Office, through the online travel system, within 30 days of return from travel. This is intended to remain compliant to IRS reimbursement regulations. According to Policy 10.13 section IV G., reports not submitted within this 30-day period may or may not be honored by the University.

### **Valid Receipts:**

A valid or proper receipt is identified as a receipt, invoice, form or other documentation provided by the vendor where an eligible, business-related expense was incurred. Receipts must contain the name and address of the business, date and time of purchase, itemization of charges, amount paid, and method of payment. For lodging, receipts must also include rate charged, names of guest(s) or cardholder who paid for the room and the dates of occupancy. Bank statements are not an acceptable proper or valid receipt. More clarification on proper receipts can be found in Policy 10.13 section III.

In the event that a proper receipt is not issued by the vendor, a traveler may create their own receipt, detailing the name and address of the business, date and time of purchase, itemization of charges, amount paid, and method of payment. However, the traveler-made receipt must also include the *signature of the vendor* in order to be considered valid and proper.

In the event that a proper and valid receipt is not obtained, the signature of the vendor could not be collected or the receipt is lost/unreadable, a full reimbursement of the cost of the expense is not guaranteed. According to Policy 10.13 section IV G., up to **\$30 USD** of an expense without a receipt is allowed, as long as the expense is itemized and explained. The *Purchasing Missing Receipt Form* may be used to accomplish the documentation purpose but the form itself is not considered a valid receipt.

### **Required forms:**

There are many different travel situations that may require different forms for travel. In general, the more information on a travel, the better. See below for a non-exhaustive list of required forms.

- Conference/Event Agendas: Required anytime the travel is for a **conference** or similar event. *Competitions/Marketing Expos are not required to have an agenda.*
- Signature Forms: Various signature forms may be required when the traveler gives out funds to other individuals.
  - o If a traveler gives out funds to anyone on their travel for services provided and does not receive a receipt, they are expected to obtain a statement and *signature* from the vendor detailing the *services provided* and *amount paid*.
  - o If a traveler gives out funds to students, either for *gas or meal* purposes, they must obtain a document detailing *every student that funds were given to*, the *amount given*, the *date given*, and the *signature of the student* that received the funds. There is no required template for this form.
- Travel Party Files: A party file is required anytime a traveler is traveling with *students*. Travelers must also complete the *CSA training* for Risk Management purposes.
- Travel Mileage Logs: A travel mileage log may be requested if the traveler is claiming mileage that is not easily calculated. In general, mileage is calculated using a mapping website and based on the most direct and usually traveled routes. If this calculation does not match what is being claimed, an explanation will be requested.

\*Signed meal forms are not required for travel authorization/reimbursement purposes. \*

If you need assistance with any of these required forms or have questions, please reach out to the Accounts Payable Office.

### **International Travel:**

International Travel in nature is more complicated than domestic travel. These trips are usually longer, costlier, and deal with different cultures and currencies. International travel requirements are the same as domestic travel requirements with the exception of **currency exchange rates**.

Every international travel should have documentation attached to explain the related currency exchange rates that were used. The exchange rate used should be the applicable exchange rate *on the day the expense was incurred*. However, if the exchange rate did not fluctuate much

during the duration of the travel, an overall exchange rate may be used for reimbursement purposes. The documentation attached to explain exchange rates may be a bank statement showing the charge in USD, a note on the individual receipts, a separate note on the exchange rate used, or a spreadsheet detailing the exchange rate calculations.

**Travel advances:**

An advance of funds for expected travel costs is available for out of pocket expenses **exceeding \$300** and must be requested with the initial trip request. Students do not qualify for travel advances. Out of pocket expenses are defined as daily per diem allowance, personal vehicle mileage, group excursion costs and cash required activities. Airfare, vehicle rental, lodging, registration fees, etc. should be paid with a University procurement card (P-card) or a reimbursement requested in the expense report. Exceptions will be rare and should be negotiated directly with the travel administrators within Accounting Services.

A travel advance should be received by Accounts Payable at least seven (7) days prior to the departure date. Advance requests received without adequate notice are not guaranteed. No emergency payments will be issued to accommodate a travel advance.

Any amount that exceeds travel expenses must be paid back to the University. Repayments are made at the Cashiers' office and should reference the specific travel number. As specified in SUU Policy 10.13, travel advances not accounted for within thirty (30) days shall be deducted in full from the traveler's payroll check.

*University allowances:*

**Daily not-to-exceed per diem:**

Total: \$50	First & Last Day of Travel: \$37.50		
Breakfast: \$11	Lunch: \$14	Dinner: \$22	Incidentals: \$3
Premium rate: 120%			

Discretion is given to departments to use a reduced per diem rate or require actual receipts in order to manage budgets. In the event that budgets cannot cover the full allowance, travelers are not obligated to travel. The following areas qualify as a high cost area and may use the associated premium rate:

- Top United States metropolitan cities also listed as “High Cost” on IRS Per Diem schedules and considered common destinations for SUU travelers:

Los Angeles	CA	Orlando	FL
San Diego	CA	Atlanta	GA
San Jose	CA	Chicago	IL
San Francisco	CA	New Orleans	LA
Sacramento	CA	Boston	MA
Denver	CO	St. Louis	MO
Boulder	CO	New York City	NY
Washington	DC	Cincinnati	OH
Miami	FL	Seattle/Tacoma	WA
Fort Lauderdale	FL	Jackson	WY

- Specified international countries:

Australia	India
Austria	Italy
Brazil	Japan
Burma	Mozambique
Canada	Netherlands
Caribbean *	Nigeria
Central African Republic	Peru
China	Saudi Arabia
Colombia	Sweden
Congo (Republic and Democratic Republic)	Switzerland
Cote D'Ivoire	Taiwan
Denmark	Thailand
Ecuador	United Kingdom
France	Zimbabwe
Germany	

\* Caribbean includes: Anguilla, Antigua & Barbuda, Bahamas, Barbados, Bermuda, Cayman Islands, Cuba, Grenada, Haiti, Jamaica, Martinique, St Kitts & Nevis, St. Lucia, Trinidad & Tobago, Turks & Caicos Islands, Virgin Islands

Per diem rates and locations qualifying for the premium rate will be evaluated on a regular basis. Travel administrators will consult with a campus committee and University administrators in evaluating the rates and lists.

It is expected that provided meals will reduce the requested per diem allowance by the associated amount. Departments may work with travelers to determine what constitutes a provided meal (hot item served, meets dietary restrictions, etc.).

**Mileage reimbursement:**

In the event that a traveler uses a personal, private vehicle during business travel, a mileage reimbursement of **\$0.50 per mile** is allowed. This rate is to cover the costs of gasoline as well as car maintenance and general wear.

Unless a mileage log is provided, mileage is calculated using a mapping website and based on the most direct and usually traveled routes. Mileage to common destinations is listed on the SUU Fleet Operations webpage.

<https://www.suu.edu/fleet/mileage.html>

**Rental Vehicles:**

There is no mileage reimbursement allowed for rental vehicles. The mileage reimbursement is allowed only for the use of *personal* vehicles. In order to be reimbursed for the cost of the rental vehicle and any associated fuel expenses, the traveler needs to attach the related rental vehicle and fuel receipts along with their travel expense report.

Ensure that only *valid receipts* are submitted for rental vehicle/fuel reimbursements. A picture of the gas pump does not qualify as a valid receipt, nor does a copy of the fuel charge on a credit card statement. Please refer to the valid receipts section for notes on valid and proper receipts.

**Non-conventional lodging:**

Where travelers elect to lodge non-commercial locations (with friends/relatives, campgrounds, etc.) the traveler qualifies for an allowance of **\$20 per night**. A statement prepared by the traveler shall be submitted indicating the name of the host and the amount paid.