

QUALIFICATIONS FOR TRAVEL

TRAVEL MUST SERVE BEST INTEREST OF UNIVERSITY, NOT FOR PERSONAL USE OR BENEFIT OF AN INDIVIDUAL; TRAVEL MUST HAVE A LEGITIMATE BUSINESS PURPOSE	EXPENSES MUST BE INCURRED IN CONNECTION WITH SERVICES PERFORMED AS A UNIVERSITY EMPLOYEE	TRAVELER MUST ENSURE ARRANGEMENTS MEET UNIVERSITY POLICIES AND STATE REGULATIONS. REFER TO TRAVEL REGULATIONS (OBFS Manual Sect. 15)	TRAVEL MUST BE AUTHORIZED AND APPROVED IN ADVANCE BY UNIT (SEE <i>DECISION TO TRAVEL</i>)
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DECISION TO TRAVEL

1. Complete *Request for Authority to Travel ("RAT")* Form with estimated expenses: [\\ansci-alpha\bizofc\ATO Form Rev. 6-6-13.pdf](#)
 - Estimate meals/per diem if overnight lodging
 - Domestic per diem: [Per Diem Rates](#)
 - Foreign travel expenses: [U.S. Department of State Foreign Per Diem Rates](#)
 - Estimate lodging rates, not to exceed [Lodging Maximum Allowable Rates](#)
2. Submit **RAT** to advisor for Supervisor's signature of approval, if non-faculty
3. Submit to Business Office in 110 ASL for review and approval
4. **RAT** will be returned to traveler or appropriate office staff; keep and submit with reimbursement form



MAKING TRAVEL ARRANGEMENTS

1. Determine mode of transportation and appropriate purchasing method. Must be the most direct route and most economical mode of transportation, taking into consideration travel time, expense, length of absence from campus and convenience
 - See OBFS' [Business Travel](#) link for discounted, preferred vendors, travel agencies and other helpful resources
 - For flight arrangements, see appropriate office support staff to purchase using P-Card (University-preferred payment method)
 - For University Car Pool rental: [Car Pool Reservation](#)
 - For personal passenger vehicles mileage, determine distance between two points using a standard map (e.g. [MapQuest](#), [Google Maps](#))
2. Reserve hotel accommodations requesting lowest available rate; indicate travel as a University employee (see [Hotels](#) for discount rates)
3. Complete any necessary registrations for conference; keep a copy of the official conference brochure, registration form or other documentation of the conference, showing the designated conference hotels if available (submit with reimbursement form)
4. **Keep all supporting documentation (e.g. receipts, P-Card references, etc.)**



IN-TRAVEL/POST-TRAVEL

1. Keep all original receipts (e.g. tolls/taxis, itemized hotel bill with zero balance, baggage handling, etc.)
 - For business meal expenses, obtain detailed receipt and record names of participants, affiliations and purpose ([refer to University policy](#))
2. Promptly upon arrival*, turn in appropriate travel receipts to your Office Support Staff so that they may complete your travel reimbursement in the University TEM system. Attach all supporting documentation and all required itemized receipts, taped flat on 8.5"x11" paper
3. Once your TEM is complete, your Office Support Staff will let you know when it is ready for you to review and submit.
4. Reimbursement should occur within two weeks; employees will receive e-mail notification of direct deposit

***If the reimbursement is not submitted to University Payables within 60 days of the completion of travel, it will be considered taxable income to the traveler, and tax will be withheld from the employee's paycheck at supplemental withholding tax rates, unless a Reasonable Justification Request is presented and approved.**