

UNIVERSITY TRAVEL FACTS

TRAVEL REIMBURSEMENT – POLICY IV:06

- Reimbursement is made for travel expenses when on official business for the University.
- The pre-payment of conference registration fees and airfare are allowed.
- The mileage allowance for use of a privately owned vehicle is the IRS standard mileage rate. Travel is paid from the official travel base or the point of departure whichever is closer to the travel destination. Multiple destinations must be itemized for audit purposes.
- Rental cars are authorized if the rental has prior approval of the budget manager. The vehicle must be at the midsize or lesser rate when traveling with four or fewer individuals. Original receipts are required. Actual gasoline charges are paid. The University does not have an insurance policy that covers the leased vehicle. University employees leasing vehicles should purchase the insurance provided by the leasing company. Documentation must be provided to the budget manager that this is the cheapest mode of transportation.
- If a trip includes both in-state and out-of-state travel, the trip should be reported on the out-of-state travel form with actual expenditures claimed.

IN-STATE TRAVEL

- Original receipts are required for registration and for other expenses \$25 or more. Conferences and meetings documentation is required and must include daily agenda and information on meals provided.
- The date and time of departure and arrival is required for all trips.
- Receipts are not required for the meal and per diem allowances provided nor for mileage claimed. The breakdown for reimbursement is as follows:
 - ❖ In-State travel of 6 – 12 hours now \$12.75
 - ❖ Over 12 hours (but not overnight) now \$34.00
 - ❖ Travel requiring one overnight stay now \$85.00 per day
 - ❖ Travel requiring two or more night stays now \$100.00 per day
- Budget Manager and Immediate Supervisor approval is required for reimbursement.
- Complete and certify the expenses on BA Form 23, enter the total in Banner using FGAENCB, recording the encumbrance number assigned by the system on the travel form, and forward the form to the Controller's Office for audit and payment.
- When traveling in-state to attend a convention, conference, seminar or other meeting of a state or national organization of which the state or individual is a dues-paying member, Out-of-State policy may be used. View Travel Policy for more detail.

OUT-OF-STATE TRAVEL

- BA Forms 24 and 19 used to document out-of-state travel authorization and expenses.
- Prior to the trip, the authorization Form 19 must be completed and approved by the President, or a direct report to the President. The total amount should include all actual and necessary expenses for the trip, including any amounts prepaid. Partial reimbursement may be requested for non-mandatory professional development activities.
- Original receipts are required for all airfare, lodging, registration, car rental, and for other expenses \$25 or more. Conference documentation is required and must include daily agenda and information on meals provided.
- Meals are to be itemized at actual cost, not to exceed \$45 per day with no receipts required. Each meal must be listed at actual cost including tip and certified as correct by signing the travel form. When a meal is provided at a conference, no meal may be claimed.
- Alternately, \$75 per day may be claimed with original itemized receipts.
- NOTE: Either \$45 per day without receipts or \$75 per day with receipts must be used for the entire trip.
- Lodging receipts must be itemized with the single rate claimed.
- Telephone calls must be for official business. (Calling home is not considered official).
- After completion of the trip, BA Form 24 should be completed, certified by the traveler seeking reimbursement, approved by the Budget Manager, entered in Banner using FGAENCB, recording the encumbrance number assigned by the system on the travel form, and sent to the Office of Internal Audit for audit and payment.

INTERNATIONAL TRAVEL

- BA Forms 24 and 19 are used to document international travel. View Travel Policy for more detail.

STUDENT TRAVEL

Purchase orders and prepaid purchase orders may be used for students and employees traveling with students out of state.

- Purchase orders are the preferred method for expenses. After completion of the trip, forward appropriate documentation to Accounts Payable for payment to the vendor.
- Prepaid purchase orders are the next best alternative. After completion of the trip, forward appropriate documentation to Accounts Payable.

Petty Cash
(May be used for student expenses only)

- Petty Cash – Policy IV:02:02
 - Requests for petty cash are due five days prior to the date the funds are needed. A JSU employee must be responsible for the cash (signature required).
 - Accounting and returned funds are due back within two working days after completion of the trip.
 - To account for funds spent, submit BA Form 48 **with** a student travel roster and original receipts for all expenditures.
 - Expenses charged to credit cards or paid by debit card are not considered properly documented expenditures of petty cash and will not be allowed.
- Lodging expenses are documented by an itemized, original hotel receipt and a detailed rooming list to include room numbers and occupants per room.
- Meal receipts must include the name of the restaurant, date, and the number of meals provided. In lieu of actual expenses, students may receive a per diem for which they will sign a receipt. The maximum for student meal expenditures or per diem will not exceed that allowed for JSU employees.
- No sales tax paid in Alabama may be reimbursed. Contact the Controller's Office for the sales tax exemption number.
- Pre-payment of hotel accommodations and meals for employees in connection with student/athletic group travel out of state is allowed by the University. Pre-payment will be made with a purchase order – not Petty Cash.