DIVISION OF FINANCE AND ADMINISTRATION
Travel Planning Checklist and Resources

This checklist provides general information on how to plan for business travel and resources available to develop travel cost estimates. Travel related policies, documents, and forms are available on the public shared O: drive in Financial Services>Accounts Payable Forms folder.

Travelers must prepare an estimate of the total cost of any proposed overnight travel expected to exceed $1,000. An appropriate member of management must authorize planned travel, including cost estimates, prior to travel through the requisition process within Colleague. The Colleague requisition must be in the name of the traveler who will be requesting reimbursement for travel cost incurred. The requisition will be converted to a Colleague purchase order (PO). If a traveler does not have an approved requisition/PO in Colleague prior to travel, the traveler will receive lodging reimbursement at the lower per diem rate. Positions that has been designated to authorize business travel are provost, vice provost, executive assistant to the president, vice presidents, athletic director, associate and assistant athletic directors, university counsel, associate or assistant vice presidents, dean, executive director, director, department heads, and controller.

*Travel funded by grants (federal, state, private, and local) must adhere to the University Travel Policy. Exceptions to charge the grant above the maximums allowed by the University policy must be approved in writing by the grantor and submitted with the reimbursement request.

The below checklist includes common travel related cost and resources to develop a total estimate of travel cost:

____ Airline & Rail
____ Lodging
____ Business Mileage
____ Gas for Rental Car
____ Tolls
____ Out of Country Approval Form
____ Baggage Fee
____ Meals and Incidental Expenses (Per-Diem)
____ Rental Car
____ Parking fee
____ Hire Transportation (taxis, shuttle vans, uber, etc....)

Resources to Develop Travel Cost Estimate

Airline & Rail Travel (Economy or Coach Class)
Travelers can use Covington International Travel to reserve airline and rail tickets. The cost of the flight or rail tickets reserved through Covington is paid for by the University and charged to the traveler's department budget through the travel purchase order in Colleague.

- How to reserve airline or rail tickets through Covington Travel:
  - Email team7@covtrav.com to obtain a quote for your travel. The agent will present 2-3 options based on traveler's accommodations.
  - Once a quote is obtained, enter in a Colleague requisition for Covington Travel (Colleague vendor ID 0362277) and obtain approval by the member of management through the departmental approval hierarchy. Once the Colleague requisition is approved, submit the quote to Procurement Services at procurementservices@nsu.edu.

- Procurement will assign a Colleague PO number and send the information to Covington. Covington will send the traveler a confirmation of the flight reservation.
- At times, due to timing between the quote and the confirmation of the flight, the cost of the flight may change. Please be sure your Colleague PO for Covington is equal to or more than the total cost of the final flight itinerary. If the airfare has increased since booking, Covington Travel will contact the traveler with an updated price. If the airfare has increased, it is up to the department to submit a Request for Change/ Cancellation of PO form to procurementservices@nsu.edu requesting the PO be increased for the difference.
    - Procurement Services is not responsible for additional charges that may occur if airfare increases before the requisition is processed, therefore, departmental approval is recommended as soon as possible to secure the price.
- Covington Travel will email the e-receipt and itinerary to the end-user/traveler once completed.

Travelers also have the option to reserve airline and rail tickets by use of the University issued travel card, or personal credit card. Airline tickets purchased with the traveler's travel card or personal credit card will be reimbursed to the traveler after the travel has occurred.

Baggage Fee

- Research the reserved airline or rail company to determine the baggage fee to include in the cost estimate. Justification will be required when requesting reimbursement for the cost of having more than one checked bag for business travel. Receipt for baggage fee is required.

Lodging and Meals

- Use the GSA Per-Diem calculator (http://perdiemcalc.net/gsa/) to determine the per-diem per day for the travel dates and location of the trip. Enter in the departure and return date as well as the state initials. A drop-down box will appear to select the city of travel. The Federal GSA Per Diem Calculator will provide the lodging rate up to 150% of the per-diem and the meal per-diem per day. Traveler must select lodging with a rate that is equal to or less than 150% of the rate noted on the calculator exclusive of taxes.
- For meals, the traveler must check the meal provided box on any day that meals will be provided. This will include continental breakfast provided by the hotel.
- The estimated lodging cost for the Colleague requisition should include taxes.
- The end of the calculator will provide the estimated meal trip total.
- The use of Airbnb or similar lodging alternative for official University business travel is not permitted. Although Airbnb may be a less expensive alternative to hotel/motel lodging in some cases, the safety of travelers is a concern. With reputable hotels/motels, there is an expectation of safety within the structure, whereas, there is no guarantee of minimum safety requirements being met with Airbnb and similar alternatives.

Business Mileage

- Estimate business miles from a website that tracks mileages (i.e., google maps, MapQuest, etc.). This is used to show the total mileage for the trip.

- Use the trip calculator (https://dgs.virginia.gov/fleet/travel-planning/trip-calculator/) to show driving your own personal vehicle is more cost beneficial than renting a vehicle from Enterprise. Reimbursement for using personal vehicle is reimbursed at the IRS business mile rate (if it's more cost efficient to use your personal vehicle) or $0.246 per mile (if it's more cost efficient to rent a vehicle from Enterprise).
- Gas is not reimbursed when mileage cost is used for vehicle transportation.

Rental Car through Enterprise

- The Department of General Services, Office of Fleet Management Services (OFMS), maintains a contract with Enterprise Leasing to provide vehicles for short-term travel by state employees.
- Use the Department of General Services trip calculator (https://dgs.virginia.gov/fleet/travel-planning/trip-calculator) to determine the lowest cost transportation when the traveler has the option to drive their personal vehicle.
- To estimate the cost of the rental, go To Enterprise Reservation Site Link https://elink.enterprise.com/en/stofvir.html to reserve a rental. From the listing of state agencies, you will select Norfolk State University to reserve the vehicle. Traveler will pay for the rental directly with Enterprise and then seek reimbursement upon returning from the trip.
- University employees must decline rental car insurance and refueling by the rental car agency when renting within the United States.

Gas/Fuel

- Estimate the amount of gas that will be used to fill up the rental vehicle before its return. Please note, itemized gas receipt is required. Traveler paying cash (prepaying) for gas must obtain a final gas receipt for the fuel purchased. Prepaid gas receipts will not be reimbursed.

Toll and Parking Fees

- Estimate toll cost and parking fees during the travel if driving a rental or personal vehicle.

Taxis, Shuttle vans and other forms of on demand or reserved "for hire transportation."

- Estimate the cost of the ground transportation during the travel.
- Tips for taxicab or shuttle service fare is reimbursement up to 15%. This should be included in the travel estimate.

Out of Country Travel

- Advance approval is required for all International Travel (Including Hawaii and Alaska). If a traveler is required to leave the country on Norfolk State University business, the traveler must complete a "Request for Approval of Travel Outside the Boundaries of the United States and its Territories," form which can be found the public shared O: drive in Financial Services>Accounts Payable Forms folder. The pre-approval request must be signed by the Department Chair/Head, Dean, Provost, and President prior to travel. Travelers should consider the following when planning out of country travel:
    - Purchasing a Passport
    - Purchasing a Visa
    - Vaccinations
    - Medications required for entry to some countries.

Next Steps:

- Enter in the colleague requisition in the name of the traveler for the travel estimates above. The requisition should also include the travel destination, purpose of the trip, departure and return dates. Next have appropriate department management approve the requisition through Spartan Self Service.
    - Requisitions should be coded to the proper travel object codes. Commonly used travel colleague object code for employee reimbursements are as follows:
        - 63001 Conference/Workshop Registration Fee – Employee
        - 63003 Transportation/Meals, Lodging/Incidental – Employee
        - 63010 – Personal Vehicles
    - Please send a request to the budget office to add additional codes in your budget for travel.
- Send approved requisition to procurementservices@nsu.edu to obtain a Colleague purchase order prior to the first day of travel.
- Once you return from the trip, using the Travel Expense Reimbursement Required Documentation Checklist to complete the Travel Expense Reimbursement Voucher (TERV) Form within 30 days of completion of the trip.
- Submit the TERV and supporting documentation to reimbursements@nsu.edu.
- For questions regarding travel planning please contact Accounts Payable at 757-823-8014.