NORFOLK STATE UNIVERSITY

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Travel Expense Reimbursement
Required Documentation Checklist:

The purpose of this checklist is to provide a listing of general documentation required to be submitted with a travel expense reimbursement voucher (TERV) to support the reimbursement request. The Employee Pocket Travel Guide, available on MYNSU>Faculty & Staff Resources>Accounts Payable Office>Documents and Forms, provides additional condense information for travel planning, completing the travel reimbursement, non-reimbursement expenses and more.

- Business Purpose of the travel
    - A description of the travel is required on the TERV. This description must include the business purpose of the travel. If you are attending a meeting, (non-conference related), please include supporting documentation for the meeting confirmation. TERV with supporting documentation must be submitted to Accounts Payable within 30 working days after completion of the trip.
- Valid Purchase Order (PO) number
    - Before you submit the TERV, check the PO to make sure there is enough funds on the PO to cover the reimbursement request.
- Airline Ticket Expenses (paid by Bank of America Travel Card or Personal Credit Card)
    - Hard copy ticket receipts (showing payment made) and detail Itinerary. The itinerary is used to support the fare/seat purchased (i.e. economy/coach, business class, or first class). Please note the state will only reimburse for economy/coach airline tickets. If personal days are added on to business travel, documentation of airfare comparison is required to separate business from personal.
- Airline Baggage fee
    - Receipt for the baggage fee paid to the airline.
    - Provide written business justification for baggage fee for more than one checked luggage.
- Conference Related Travel
    - Copy of the conference registration form and payment and the conference itinerary (showing the daily activity). This is used to verify conference dates and times and the meals provided by the conference.
- Lodging
    - Itemized lodging receipt showing the room rate and taxes separate. The bill should also show a zero balance, indicating that the bill has been paid. For travel planning, please use the zip code of the hotel to accurately identify the lodging per-diem rate from the GSA Per Diem Rate website (https://www.gsa.gov/travel/plan-book/per-diem-rates).
    - When sharing a room, the room rate cannot exceed the per-diem rate for the area.

- Meals and incidental expenses
    - Hard Copy meal per-diem rates. Use the GSA Per-Diem calculator (http://perdiemcalc.net/gsa-np/) to determine the per-diem per day. Meal per-diem must be reduced for the applicable meal when meals are provided at no cost to the traveler during an overnight stay (i.e. conferences, meeting, etc…). Continental Breakfast and breakfast provided by a hotel is considered a meal and should be deducted using the per-diem calculator.
- Business Mileage
    - A hard copy print out from a website that tracks mileages (i.e. google maps, MapQuest, etc.). This is used to show the total mileage for the trip.
    - Print out of 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 vehicle from Enterprise).
- Car Rental – Virginia Only
    - Car return receipt obtain at the time the vehicle is returned is required to verify the rental was paid. A copy of the contract or rental agreement may be needed to verify the size of car rented. Traveler can submit the receipt and the rental agreement/contract with the TERV. When upgrading to a larger vehicle for personal preference the cost of the larger vehicle will not be reimbursed. Gas will also be prorate for vehicle upgrade for personal preference. Taxes and Fees must be remove from the final bill. Remind enterprise of this when picking up the vehicle. If picking up the airport, taxes can be removed as well. Airport fee will still apply and is reimbursable. If taxes and fees (excluding airport fees) are included, the traveler will be responsible for seeking reimbursement from Enterprise.
    - Travelers will not be reimbursed for insurance fees or refueling fees purchased for the rental vehicle.
    - Written justification is required if requesting reimbursement for the rental fee to add additional drivers.
- Car Rental – Out of State
    - Car return receipt obtain at the time the vehicle is returned is required to verify the rental was paid. A copy of the contract or rental agreement may be needed to verify the size of car rented. Traveler can submit the receipt and the rental agreement/contract with the TERV. When upgrading to a larger vehicle for personal preference the cost of the larger vehicle will not be reimbursed. A comparison must be provided to show the difference between the compact/economy rate and the upgrade rate. Gas will also be prorate for vehicle upgrade for personal preference.
    - Taxes and Fees are reimbursable when renting outside of Virginia.
    - Travelers will not be reimbursed for insurance fees or refueling fees purchased for the rental vehicle.
    - Written justification is required if requesting reimbursement for the rental fee to add additional drivers.

- Gas/Fuel
  - Itemize gas receipt. Traveler paying cash (prepaying) for gas must obtain a final gas receipt for the fuel purchased. Prepaid gas receipts will not be reimbursed.
- Business Telephone calls, Telegrams, Internet Access, Hotel Business Center charges, and Facsimiles
  - Written business justification is required on the TERV along with receipts to support the charges.
- Toll and parking fees
  - A receipt is required for reimbursement claims where each individual claim is greater than $75 per instance. A description and dollar amount must be written on the TERV (for example, parking $5).
- Taxis, Shuttle vans and other forms of on demand or reserved "for hire transportation"
  - Receipts are only required if the reimbursement claim exceeds $75 per instance. A description and dollar amount must be written on the TERV.
  - Written business justification is required for reserved "for hire" transportation.
  - Tips for taxi cab or shuttle service fare is reimbursement up to 15%. The TERV must separate the amount for the tip from the amount of the fare.
- Travel Advances
  - Limited to athletic coaches for team travel, faculty/staff accompanying students to conferences, and recruiters. Faculty/staff members accompanying students to conferences, field trips, or other such activities may request travel advances for student expenses only. Faculty/staff members accompany students must follow the regular travel procedures for their reimbursement.
  - University personnel eligible for the travel charge card through the Commonwealth's travel charge card program are not eligible for cash advances. Travel advances must be repaid in full, within 30 days of receipt of the advance. Unpaid advances will be deducted from the employee's paycheck.
- Travel trip cancelation
  - Travelers must make every reasonable effort to obtain updated information regarding travel to ensure cancelation of a travel is known prior to departure. A written justification should be attached to the TERV if the travel purpose is canceled by no fault of the traveler after the traveler departs.