



UNIVERSITY TRAVEL POLICIES AND PROCEDURES

POLICY TITLE: University Travel Policies and Procedures

Policy Type: Administrative

Policy Number: 41-01

Approved: 12/16/2021

Responsible Office: Office of the Controller/Financial Services

Responsible Executive: Vice President Finance and Administration

Applies to: All University employees and appropriate, non-state employees affiliated with the University.

POLICY STATEMENT

All travel related purchase orders through Colleague along with all supporting documents, **must be completed and approved prior to travel.**

Norfolk State University will reimburse individuals traveling on official business for reasonable and necessary expenses incurred. When planning and paying for travel, economy, prudence and necessity are of primary concern. The use of State funds to accommodate personal comfort, convenience, and taste is not permitted. Travelers and travel planners must seek ways to reduce the cost of essential travel.

All university travel must comply with the most current Commonwealth of Virginia, Department of Accounts (DOA), State Travel Regulations which includes per diem rates for meals and incidental expenses (M&IE) and lodging for in-state and out-of-state travel destinations. Certain foreign travel destinations may justify higher amounts. DOA will monitor agency travel expenditures to ensure that exceptions appear reasonable.

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DEFINITIONS (applicable to the policy list in alphabetical order)

Agency: Any commission, department, division, institution, board, council or other organization of the Commonwealth of Virginia operating from State funds.

Agency Head or Designee: An Agency Head is an officially appointed, Elected or designated individual who directs, and is ultimately responsible for, the overall operations of an agency or institution.

A designee is any other person appropriately designated to act on behalf of the Agency Head. Such designation must be approved by the President in writing and retained on file within the agency. These listings should adhere to the record retention policy in order to provide adequate evidentiary support of appropriate approvals for audit/review purposes. Copies of written designee listings must be provided to the Department of Accounts and appropriate auditors upon request.

Base Point: The primary place, office, or building where the traveler performs his/her duties on a routine basis. Multiple base points are not allowed.

Commuting Mileage: Round trip mileage traveled routinely by the employee between his residence and base point. Mileage and other commuting cost incurred during commuting status are considered a personal expense and are not reimbursable.

International Travel: All travel to areas outside of the 48 contiguous United States.

Non-State employee: Any individual who is not employed by the State, but who is conducting State business. This include members of the boards, authorities, or commissions.

Official Station: The area with a **25** mile radius of an employee designated base point.

Sponsored Programs: Programs funded by revenue derived from grants and contracts.

Stakeholder(s): All University employees and, as appropriate, non-state employees affiliated with the University.

State Employee: Any elected, appointed, classified, or non-classified employee of the Commonwealth.

Travel Expense Reimbursement Voucher (TERV): Original authorized documentation for requesting reimbursement of expenses incurred by an individual while traveling on official State business. This documentation, including itemized, original hotel bills and receipts as required, provide support for reimbursement of travel expense.

Travel Status: Travel outside of an employee’s official station.

Trip: Any period of continuous travel between when the traveler leaves his residence or base point and returns to his/her residence or base point.

CONTACT(S)

Office of the Controller/Financial Services officially interprets this policy. Office of the Controller/Financial Services is responsible for obtaining approval for any revisions as required by Board of Visitors (BOV) Policy #01 (2014). Questions regarding this policy should be directed to Office of the Controller/Financial Services.

STAKEHOLDER(S)

All University employees and, as appropriate, non-state employees affiliated with the University.

UNIVERSITY TRAVEL POLICIES AND PROCEDURES: POLICY CONTENTS

This statement sets forth University policy and procedures for all business related travel by University employees and, as appropriate non-state employees affiliated with the University.

Travelers are responsible for understanding and complying with *all* Commonwealth of Virginia and Norfolk State University policies and procedures. Failure to follow travel guidelines could result in a reduced reimbursement or delayed processing of a travel reimbursement request. Travelers are also reminded that submitting a false reimbursement claim constitutes fraud.

Procedures

Travel planning should be completed as far as 30 days or more. Advance travel planning is the key to obtaining the lowest airfares and secure first choice flight times and room accommodations. When possible, please consider video conferencing or web conferencing as an alternative to travel.

These procedures covers employees, visitors, guest, contractors, and students who are authorized to travel on official state business per the Travel and Reimbursement Policy.

- 1. Travelers** are responsible for:
 - a. Complying with the University and state travel policies and procedures
 - b. Obtaining travel authorization from appropriate level of management
 - c. Submitting an approved Travel Expense Reimbursement Voucher within 30 days after your travel has ended.

- 2. Management** is responsible for:
 - a. Authorizing travel and exceptions, in accordance with the current approval requirements.

- b. Ensuring travel purposes are appropriate, cost effective and important to the mission of Norfolk State University.
- c. Supporting and assisting travelers in completing authorizations and expense reports.

3. Accounts Payable is responsible for:

- a. Reviewing all Travel Expense Reimbursement Vouchers to verify its compliance with the policy and procedures
- b. Provide guidance to travelers so they understand their responsibilities for compliance with the policy and directives on travel.
- c. Identifying and communicating to travelers any new or changed travel policies or procedures

II. Travel Planning

Travelers must prepare an estimate of the total cost of any proposal overnight travel expected to exceed \$1,000. An appropriate member of management must authorize planned travel, including cost estimate, prior to travel through the requisition process within Colleague. If a traveler does not have a requisition within Colleague prior to travel, the traveler will receive lodging reimbursement at the lower per diem rate. To ensure adequate planning, the requirement to prepare a cost estimate for overnight travel expected to exceed \$1,000 also applies to President and cabinet members. However, the President and cabinet members are not required to obtain prior approval before domestic travel. This is restricted to the President, Provost, Vice Presidents, Athletic Director, Executive Policy Advisor to the President and Board of Visitors, Executive Assistant to the President, University Counsel and Chief Audit Executive. Exceptions to this policy will be escalated to the University's fiscal officer and/or President/Designee as applicable.

III. Transportation

Public transportation rates must not exceed those for tourist or coach class accommodations. Charges for changes to tickets/reservations to accommodate personal comfort, convenience and taste are not reimbursable. Change fees must be explained on the Expense Report.

For taxis, shuttle vans, Uber (or similar ride sharing service) and other forms of on demand or reserved "for hire transportation," receipts are required **only** if the reimbursement claim exceeds \$75 per instance. The least costly "for hire transportation" must be used in all cases. A reason must be identified on the Travel Expense Reimbursement Voucher of the necessity for reserved "for hire" transportation. Reimbursement for limousine or other forms of luxury transportation services are not allowed. A maximum tip of 15% of the taxi cab or shuttle service fare is reimbursable as a transportation cost separate from Meals and Incidental Expenses. For reimbursement, the Travel Expense Reimbursement Voucher must separate the amount for the tip from the amount of the fare.

Public transportation from place of lodging to restaurants is allowed only for official business needs.

Arrangements for airline, bus or railway tickets for official University travel must be made via purchase order (PO) number through the travel agency currently under contract with the University using the following procedures:

1. Airline/Rail Or Individual Bus Transportation

Recently, airlines have created a higher level of coach class service that charges a premium for certain desired seats. Such upgrades in the coach seating area are enhancements to the coach fare and are not reimbursable.

With careful consideration of the reasonableness, management may grant permission for business class air or rail travel under the following circumstances: Justification must be submitted with the Travel Expense Reimbursement Voucher.

Air

- When it does not cost more than the lowest available tourist/coach fare (comparison must be attached to Travel Expense Reimbursement Voucher), or
- For travel to western Europe if the business meeting is conducted within three hours of landing, or
- For transoceanic, intercontinental trips involving flight-time of more than eight consecutive hours, or
- If the traveler pays the difference.

Rail

- When it does not cost more than the lowest available tourist/coach fare (comparison must be attached to Expense Report), or
- When reserved coach seats are not offered on the route, or
- If the traveler pays the difference.

Reimbursement for first class air or rail travel is prohibited.

Note: Documents that validate the mode and class of travel are required for all air and rail reimbursements made directly to the traveler.

Internet Purchases for airline, bus, and rail tickets.

Reimbursement for airline, bus, train tickets purchased via the internet, will only be made after the trip is completed. All travelers are expected to travel at the lowest cost airfare. In addition to your ticket receipt, attach a hardcopy of the internet confirmation which shows total cost, the class of travel, and confirmed services and your airline confirmation (ticket stub) to your Travel Expense Reimbursement Voucher.

If the traveler choose to purchase a higher class airfare:

- The traveler must pay the incremental cost increase



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- The traveler must include a printout comparison to the lowest cost coach class airfare at the time of booking with the Travel Expense Reimbursement Voucher submission.
- The traveler may use personal frequent flyer miles to upgrade from coach class airfare, and provide documentation evidence that it is a free upgrade to the traveler.

Procedures for obtaining airline, rail and bus fares through the University’s travel agency:

- a. Email the travel agency to obtain economy or coach class price quote for airline/rail/bus fares.

Note: The travel agency will finalize the booking upon receipt of a purchase order number from Procurement Services. The purchase requisition number **will not** be accepted to issue tickets. The ticket price is not guaranteed and could increase prior to receipt of a purchase order so it is imperative to complete the purchasing process as quickly as possible.

- b. Enter a requisition into Colleague for the travel request. Purchase requisitions requesting airline tickets must include the name of the person(s) traveling, purpose of the trip, departure and arrival dates and times, flight numbers (air travel), and destination of traveler(s).

- c. Within 24 hours (same day if possible) obtain the required Colleague approval(s) from the supervisor and/or Agency Head/Designee to avoid a price increase on the quoted fare.

- d. Upon issuance of a purchase order, Procurement Services will email the travel agency and give them the purchase order number to confirm/purchase the ticket. If notified of a price increase, ensure that there are additional funds to add to the purchase order to cover the increased charges.

2. Group Bus Transportation

Prior to chartering bus transportation for a group, travelers must check the availability of a state bus through the University’s Motor Pool and obtain written approval from the Facilities Management Transportation Coordinator if state bus is not available.

Once written approval has been received from the Transportation Coordinator, call an agency contracted charter bus company to obtain the most economical and cost-beneficial quote for a charter bus.

Note: The charter bus company will not finalize the booking until they have received a Colleague purchase order number.

- a) Enter the requisition into Colleague for the charter bus request.
- b) Immediately obtain the required approvals from supervisor and/or Agency Head /Designee to avoid potential loss of the scheduled date of travel.
 - a. Contact the charter bus company and provide the purchase order number to confirm/purchase the charter.

Note: The purchase requisition number **will not** be accepted to confirm charters.

3. Automobile Transportation

Employees traveling on behalf of the University are required to use the service of Enterprise Rental Service, the State-Contracted vendor for lease/rental vehicles. A rental vehicle can be reserved using the State's Enterprise Reservation website: https://legacy.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=STOFVIR and selecting Norfolk State University to begin the reservation. Please contact Accounts Payable if you are not sure of the current rental rate. Employees are permitted to use their personally owned automobile (POV), when the use of a POV is cost-beneficial to the agency. Employees should use the Fleet Management Service trip calculator to determine if using a personal vehicle is cost-beneficial to the University. The trip calculator can be found on the Accounts Payable page on MY NSU under Faculty/Staff Resources.

- All gas receipts related to rental cost, must be itemized. **prepay gas receipts are prohibited.**
- In the State of Virginia, Enterprise Rental will not charge a state employee taxes when renting for business use.
- The State of Virginia Contract with Enterprise Rental does not include Virginia Airport Fixed Business Office Location fees for cars rented from an airport within the state. These fees are assessed in addition to the base rental car fees.
- The cost of personal use of a rental car including gasoline, must be subtracted from your business expenses before requesting reimbursement. The personal portion is calculated by prorating the number of days rented for personal use and the number of days for business use.
- Reimbursement for fuel will be based on fuel used and receipts provided. Reimbursement must be claimed as an "other expense" on the Travel Expense Reimbursement Voucher form. In no instance should the traveler enter into a "Fuel Agreement" or pay for fuel at the time of rental or before vehicle is used to avoid paying for fuel not used.
- When renting a car for official state business travel, the option to purchase insurance offered by rental car contractor should be decline while in the 48 U.S. Continental states. This cost is not reimbursable. Travelers are required to accept and can be reimbursed for insurance purchased while traveling outside of the 48 U.S. Continental states.
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- Rental fees assessed for Toll Pass Transponders (ezpass) to reduce toll expense are reimbursable
- Renters may drive to and from the airport for a maximum of two round trips between the airport and the lesser of the distance between the official station or employee residence and receive the **higher rate**.

During the travel, log the mileage for the trip. Start mileage calculations from the base point. If travel starts or end on a weekend, calculate mileage from your home to the destination. Attach maps calculations to the submitted Travel Expense Reimbursement Voucher form as support.

4. Parking & Toll

Parking and Toll expenses are reimbursable. Receipts are required for reimbursement claims where each individual claim is greater than \$75.00. Please note on the Travel Expense Reimbursement Voucher the type of claim for all items under \$75.00 without a receipt, also include the name of the facility (bridge, tunnel or turnpike).

III. Meals and Incidental Expenses (M&IE)

1. Overnight Travel

The Commonwealth uses GSA Federal per diem rates to reimburse for the cost of meals and incidental expenses such as personal phone calls, laundry, tips for baggage handlers, etc. Meal per diem is reduced when meals (if any) are included in the conference fee and provided by the conference. Per diem rates for U.S cities and overseas locations are available from the Accounts Payable office or can be found on the GSA.gov website <https://www.gsa.gov/portal/category/104711>. List each day's per diem separately on the Travel Expense Reimbursement Voucher form. For departure and return days, 75% of the appropriate per diem will be reimbursed. The M&IE per diem shall be paid directly to the traveler, even where it can be shown that one traveler incurred the expenses on behalf of another.

Note: Meals are not reimbursed unless an overnight trip is taken. Tips are included in the M&IE rate and will not be reimbursed separately.

2. No Cost Meals

When meals are provided at no cost in conjunction with travel events, the applicable M&IE per diem shall be reduced by the applicable meal in the M&IE Rate Table. When meals are included in registration or lodging expense as a package, the meal should be marked as provided on the GSA Per Diem Calculator. If a breakfast is offered by the hotel and the traveler does not partake in the breakfast due to any reasonable circumstances (e.g. early work hours do not allow for participation in the provided

breakfast, the food provided was not adequate, the traveler's dietary needs were not met, etc...) then the traveler must notate this on the Travel Expense Reimbursement Voucher form. When a meal is offered as part of a conference and the traveler has medical restrictions, the traveler should make every effort to have the conference facilitate his/her needs by the deadline specified by the conference. If the conference does not honor the request, the traveler is not required to deduct the applicable meal allowance from the per diem. However, the traveler must include a note or other documentation with the Travel Expense Reimbursement Voucher form documenting this information.

3. Overtime Meals

Reimbursement in excess of the maximum amount authorized under the overtime work meal reimbursement policy are not permitted.

4. Official Business Meals

Business Meals must be approved in advance by the President/Designee. These meals must involve substantive and bona fide business discussions and include the original, itemized receipt. A Business Meals Certification form, signed by the President/Designee prior to the event must accompany the request for reimbursement. President/Designee may authorize business meal reimbursement up to 50% over the applicable per-diem guidelines with sufficient justification. Business meals above 50% over the applicable per diem guidelines ***are not permitted***. See *Policy Number 41-02 Official Business Meals* for more information on Business Meal Reimbursement.

5. Incidental Travel Expenses Covered by the M&IE Per Diem

All service fees or tips including but not limited to bellhops, skycaps, maids, waiters/waitresses, laundry expenses, personal phone calls and transportation between places of lodging or business and places where meals are taken are reimbursed through the incidental expense portion of the M&IE per diem.

IV. Lodging

President/Designees are responsible for ensuring travelers understand their responsibility for making a good faith effort to secure lodging within the guidelines before requesting exceptions. Lodging rates for U.S cities and overseas locations are available online at GSA.gov <https://www.gsa.gov/portal/category/104711>. For travel planning the zip code of the hotel should be used to accurately identify the lodging per-diem rate from the GSA Per Diem Rate website.

Each traveler is responsible for obtaining government rates for lodging. Department Heads, Directors, Deans and Vice Presidents should question before approving any rates that seem unreasonable.

For all official University travel, the President/Designee is authorized to approve reimbursement in advance, for lodging up to 50% over the guidelines when circumstances warrant. An explanation of the circumstances justifying the lodging exception must be attached to the voucher. As an example, this exception may be justified for conference hotels where it can be shown that the additional lodging cost will be offset by reduced local travel costs incurred (e.g., taxi or rental car expense avoided) between a less expensive non-conference hotel and the more expensive conference hotel. This approval can be obtained by the designee approving the travel requisition in Colleague Financials System electronically. **No exceptions will be made if 150% lodging rate was not approved in advance and the traveler will be reimbursed at the standard lodging rate.**

Lodging rates higher than 50% over the standard rate require approval from the appropriate Designee, Accounts Payable office, and State Comptroller or his designee (Deputy State Comptroller) at Department of Accounts (DOA) in Richmond, prior to travel. The traveler will need at least 45 days prior to travel to seek approval for lodging exceptions. ***If a request for exception has not been approved prior to the travel, lodging reimbursement will be based on the aforementioned policy.*** Exception requests must include sufficient documentation showing alternative cost comparisons justify the exception. The cost comparisons must include the name and complete address of the hotels, including zip code, used for the cost comparison. The request must be approved by the Assistant Controller or Controller, which will evaluate and approve the request prior to sending it to DOA. Incomplete request or requests with missing documentation will be denied and returned to the requesting traveler.

When lodging other than hotels and motels is used, a comparison statement including authorization by the Agency Head or designee must be submitted with the travel reimbursement. The comparison statement should show the total cost for using the alternate accommodations and the net savings. Reimbursement for the use of Airbnb or similar lodging alternative for official state 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. If a traveler stay overnight with a friend or relative where no charge is incurred an explanation should be made in the expense report along with the full address.

Note: The traveler is responsible for checking the federal per diem rates before departure, noting that domestic per diem rates are updated annually and foreign per diem rates are updated monthly. When a trip includes more than one business destination and the cities involved have different per diem rates, the per diem rate for each calendar day (beginning at 12:01 AM) is determined by the location where the lodging are obtained for that night.

V. Registration Fees

To process payment with purchase orders, the office of Accounts Payable must receive request of payments for conference and registration fees at least four weeks in advance of the scheduled registration date. The original registration form referencing the purchase order (PO) number obtained through Colleague should be forwarded to Accounts Payable immediately. Receipts are required for registration fee reimbursement. Do not seek reimbursement for items paid via purchase order or the SPCC card, since these charges have been paid directly to a vendor and are not expenses reimbursable to an employee. If a traveler pays for registration fees using either the Corporate Travel Card or a personal charge card, reimbursement is not available until after the travel is complete. To receive reimbursement, the receipt must show method of payment, and if payment was made with a credit card, the receipt must show the credit card type and the last 4 digits of the credit card number. **Copy of your registration form must be included in your Travel Expense Reimbursement Voucher for all conference rated travel regardless if you are not seeking reimbursement.** Conference may offer events that are separate from the main conference registration and have an additional fee. A business justification for attending additional events should be submitted as part of the request for conference registration payment.

VI. Employment Interview, Visitor(s) and Board of Visitor Travel Reimbursement

Prospective employee travel expenses for employment interviews are authorized when necessary to recruit key personnel for work positions.

Travel expenses are allowed to the extent authorized in a formal written invitation to the prospective employee and are subject to the University Travel Policy and Procedures cost limitations for the purposes of reimbursement, including a purchase order (PO) before the traveler incurs expenses in the recruitment process. Non State Employees:

- Are not covered under the State rental car contract but is required to rent economy or compact class vehicle.
- Are not required to use the State personal vehicle rate.

VII. Student Travel Expenses

Students may be reimbursed for business travel whether or not they are employees. Travel must be approved by the appropriate management. In most cases, such reimbursements are not tax-reportable to the Internal Revenue Services as income to the student, provided documentation is available showing that the travel was for official University business. Students traveling for the University are subject to the University Travel Policy and Procedures. Students like all Non State Employees:

- Are not covered under the State rental car contract but are required to rent economy or compact class vehicle
- Are not required to use the State personal vehicle rate.

VIII. Miscellaneous

1. Travel Advances

Travel advances are only issued for team travel, recruitment, and to faculty members accompanying students to conferences, field trips, or other such activities. Travel advances supporting student related travel activities are limited to a minimum request of \$100.00. University personnel eligible for a travel charge card through the Commonwealth's travel charge card program are not eligible for cash advances.

All unspent travel advance funds must be returned to Accounts Payable within five working days after traveler returns from the trip. Travel advances should be repaid, in full, within 30 days of receipt of the advance. If advances are not paid within the specified time, the amount of the advance balance will be deducted from the employee's paycheck.

2. Travel Charge Card

Travel charge cards provide traveling employees with a means of charging expenses incurred while conducting official State business only, thereby reducing the need to issue cash travel advances. Travel cards can also be used to pay for business meals while not in travel status. All policies regarding business meals must be met in order to use the Travel Card. University employees, who travel overnight five times or more per year are required to be issued a travel card or pay for all travel expenses out of pocket and seek reimbursement.

3. Business Travel with Vacation

Cost are reimbursed only when it is clearly established that work is the primary purpose of the trip. For situations when personal travel is combined with a business trip, the traveler is responsible for appropriately segregating the personal costs from the reimbursable business expenses. If the University purchased your airfare and the traveler is leaving earlier or returning later for vacation purposes, the traveler must provide an airfare comparison to show the cost of the airfare as if the traveler was traveling just for business. This comparison must be done the same time the traveler purchase their airfare.

The University (State) will not be responsible for any extra fees, expenses related to accidents or injury while the employee is not on official business.

4. 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 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 obtained from the Office of the President.. This form must be completed with the complete trip information attached. **The pre-**

approval request must be signed by the Department Chair/Head, Dean, Provost, and President prior to:

- Creating a requisition
- Purchasing a Passport
- Purchasing a Visa
- Vaccinations
- Medications required for entry to some countries

Your Out-of-Country form must be approved and an Itemized detail receipt is also required to receive reimbursement. Attach the approved form to your Travel Expense Reimbursement Voucher before submitting to Accounts Payable for processing.

International travel destinations may justify a higher reimbursement amounts. The lodging and M&IE per diem rates for foreign travel refer to U.S. General Service Administration (GSA) OCONUS rates. Please note that for travel reimbursement purposes, Alaska and Hawaii are considered international destinations, even though they are part of the United States. The total per diem rates are calculated by adding the Maximum lodging + Locals + Local Incidental. The per diem for the travel day is 75 % of the Local + Local Incidental.

5. Sponsored Programs

Travel guidelines from a grant, local fund, or contract indicating there are special travel guidelines must be attached to the Travel Expense Reimbursement Voucher. If the grant or contract is silent on the issue, all monetary travel reimbursements for meals, lodging, airfare, etc. funded solely from sponsored program funds are governed by the terms and conditions of the Commonwealth of Virginia and University Travel Policies and Procedures.

IX. Non-Reimbursable Expenses

Expenses for personal necessities and entertainment are not reimbursable. Examples of non-reimbursable expense include:

- Lost or stolen articles
- Alcoholic beverages
- Excessive meals and lodging
- Damage to personal vehicles, clothing, or other items
- Towing charges and services to gain entry to a lock vehicle
- Movies, Safe fee and mini bar charged to hotel bills
- Expenses for children, spouses, and companions while on travel status
- All expenses related to the personal negligence of the traveler, such as fines.
- Entertainment expenses
- Travel/flight protection insurance

- Airline clubs
- Transportation to and from restaurants/entertainment
- Child care or pet care expenses
- Cost incurred by failure to cancel a reservation
- Personal grooming cost
- Traffic fines while driving personal or rental vehicles
- Rental car upgrades such as satellite radio or GPS
- Laundry or dry cleaner charges

The above list is not all-inclusive. Travelers should use prudent judgment and remember that all travel expense accounts are open to the public and must be able to sustain the test of public review.

X. Travel Reimbursement Requirements

Although not all-inclusive, the following information is required for expense reimbursement and must be submitted with the Travel Expense Reimbursement Voucher (TERV).

- Employee Colleague ID Number (do not use SSN)
- Authorization approvals
- Reason for travel
- Mileage reimbursement at the IRS mileage rate when the IRS mileage rate is reimbursed and it is not considered the most cost beneficial to the University
- Cost Benefit Analysis, when applicable
- Reason for any unusual fees such as charges for changing a reservation/ticket
- Confirmation of expenses if online methods were used to procure services (to confirm cost)
- Reason for business phone calls, internet service, or fax services
- Itemized receipt for lodging or comparative statement
- Registration receipt
- Hotel and registration fees must show a zero balance. If paid by credit card, the type of card (Visa, MasterCard, etc.) and last 4 digits of the credit card must be listed
- Copy of the conference itinerary with the activities you attended highlighted, if there are multiple activities during the same time period.
- Airfare receipts/itinerary
- International travel reports must have the Out-Of-Country form attached
- International travel documents must be converted to English and provide support for foreign currency conversions calculations

Travelers must keep receipts and accurate records of all expenses to ensure correct reporting and submission of travel reimbursements. Travel reimbursements will not be made from travel charge card statements. If a receipt is lost, every possible effort must be made by the traveler to obtain a copy of the receipt.

Each day's expenses must be shown separately on the Travel Expense Reimbursement voucher.

The Travel Expense Report must be submitted by the employee to the supervisor for approval **within 30 working days after completion of the trip** where overnight travel is involved.

The traveler must submit a Travel Expense Reimbursement Voucher **within 5 working days after the completion of the trip** for which a travel advance was obtained. This is to ensure the advance is repaid within 30 days of receipt of the advance

By signing the travel reimbursement request, the traveler is certifying the accuracy of all information and the legitimacy of the travel. The signature of the traveler's supervisor certifies that the supervisor agrees that the travel was necessary and the requested reimbursement are accurate and legitimate.

XI. Common Travel Reimbursement Errors to Avoid

Failure to follow travel guidelines could result in a reduced reimbursement or delayed processing of a travel reimbursement request.

Incomplete travel reports will not be processed but will be returned for correction so the traveler can provide the missing info or data.

- No Purchase Order number on your expense report
- Daily Expenses are not shown separately
- Special approval forms, supporting documents or authorization emails not attached
- Justification not recorded on expense report for excessive luggage
- No Itemized lodging receipt
- No hard-copy confirmation of expenses (payment page) if online methods were used to procure services
- Claiming rental car taxes and insurance within the state of Virginia
- Refueling fees for rental vehicles – NOT ALLOWED
- Failure to attach a cost analysis for personal vehicle usage for mileage
- Not deducting meals provided by the conference or meeting
- Failure to attach a copy of the travel guidelines from a grant, local fund or contract
- Failure to attach documentation of the cost of a single room and the cost for additional persons sharing the room when 2 or more share a room
- Failure to provide an airfare comparison when you incorporate additional days in your travel for vacation
- Failure to provide a rental car comparison when you upgrade a vehicle
- Failure to provide a final gas receipt after prepaying for fuel

EDUCATION AND COMPLIANCE

The Office of the Controller, Accounts Payable department will provide training annually on this travel policy. Accounts Payable department audits all travel vouchers for compliance with this policy.

PUBLICATION

This policy will be widely published and distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

- Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval
- Submit the policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the appropriate SharePoint and/or Website; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary. Failure to meet the publication requirements does not invalidate this policy

REVIEW SCHEDULE

- Next Scheduled Review: 04/06/2024
- Approval by, date: President, 09/24/2014
- Revision History: 03/30/2005; 08/21/2006; 09/24/2014; 06/01/2015; 07/07/2016, 08/01/2017; 04/06/2018; 12/16/2021
- Supersedes: University Travel Policies and Procedures 41.208

RELATED DOCUMENTS

1. Official Business (Non-Travel) Meal Policy
[41-02 Official Business Meals \(Non-Travel\) \(nsu.edu\)](#)

FORMS:

MYNSU>Faculty Staff Resources> Accounts Payable> Documents & Forms:
Travel Expense Reimbursement Voucher
Business Meal Certification
Request for Travel Advance
Travel Reimbursement Required Documentation Checklist

Out-of-Country Travel Form
<https://www.nsu.edu/academic-affairs/forms/spartanet>



HELPFUL WEBSITES:

Official Business (Non-Travel) Meal Policy

<https://www.nsu.edu/policy/admin-41-02.aspx>

GSA.gov – Per Diem Rates by State – CONUS Rates – Continental United State

<https://www.gsa.gov/portal/category/100000>

GSA.gov – Alaska, Hawaii, US Territories, & Possessions – OCONUS – Outside Continental US

<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

GSA.gov – Per Diem Rates International Countries – OCONUS – Outside Continental US

Per Diem Breakdown of Meals and Incidentals for all OCONUS Rates

https://aoprals.state.gov/content.asp?content_id=184&menu_id=78

Per Diem Calculator – Continental United States Only – Lodging and Meals Calculation for Each Travel Day

<http://perdiemcalc.net/gsa/>

Oanda.com – Converting Foreign Currency

<https://www.oanda.com/>

Trip Calculator – Cost Comparison between Enterprise and Mileage Reimbursement

<http://www.dgs.virginia.gov/OfficeofFleetManagementServices/TravelPlanning/tabid/170/Default.aspx>