

FAQ - TRAVEL FREQUENTLY ASKED TRAVEL QUESTIONS

Question	Answer
GENERAL TOPICS	
Where can I find the current Travel Forms ?	All Travel Forms are located on the Travel Website at http://www.wm.edu/offices/financialoperations/travel/formsandpolicies/index.php
Where can I find the Lodging and Meal Per Diem Rates for the area to which I intend to travel?	Lodging and Meal Per Diem Rates for the contiguous 48 states can be found at: http://www.perdiemcalc.net/va-restructured-pr/ Lodging and Meal Per Diem Rates for Hawaii, Alaska, and Puerto Rico can be found at: http://www.defensetravel.dod.mil/site/perdiemCalc.cfm Lodging and Meal Per Diem Rates for foreign countries (Part 1 Country/City and Part 2 Meals & Incidentals Breakdown) can be found at: http://aoprals.state.gov/web920/per_diem.asp http://aoprals.state.gov/content.asp?content_id=114&menu_id=81
Which reimbursement documents must be originals and when are copies allowed?	The Travel Expense Reimbursement Voucher (TERV), the Business Meal Voucher, and the Moving & Relocation Summary must be original documents as these documents require original pen and ink signatures for reimbursement. All receipts must be originals unless they are internet receipts or certified copies (this is a copy of a primary document that has on it an endorsement or certificate that it is a true copy of the primary document). Items such as hotel folios, internet receipts, credit card statements, and other documents that are used as documentation to back-up the reimbursements may be copies. If a Travel Advance is requested, the Bursar's Office must have the original TA. Only a copy of the TA is required for Travel reimbursement.
Are all AP reimbursements direct-deposited ?	AP reimbursements will be automatically direct-deposited for employees (staff and students) who are on payroll direct deposit. Employees not on direct deposit will still receive checks but checks may no longer be mailed to campus or temporary addresses - only to the home address on record.
What are the general requirements for a proper receipt ?	A proper receipt should indicate (1) the type of vendor, (2) the individual items purchased, (3) the date of the purchase and (4) the amount of the purchase. College Policy requires all receipts to be original and itemized and indicate proof of payment. Should the receipt lack proof of payment, other documentation such as a copy of the credit card statement or cancelled check must accompany the receipt. If the Traveler loses an original receipt or an original receipt was requested but not provided, an attempt must be made to get a replacement receipt and a Misplaced Receipt Certificate (MRC) must be submitted. The MRC must be authorized by the individual's supervisor and submitted with the reimbursement.
Do we have to have a receipt for purchases under \$75 ?	The College requires that original, itemized receipts be turned in for all expenses. However, for transport, tolls or parking receipts under \$75, a receipt is not mandatory. If you do not have receipts for these items but are asking for reimbursement, the non-receipt reimbursement amounts must be explained in the date description line for the appropriate travel date and "no receipt" should be noted on the TERV so auditors don't spend time hunting for receipts that do not exist.
What common Travel expenses are disallowed ?	The following common expenses are not allowed under State funds: Snacks or refreshments, Flight Insurance, Car Rental Upgrades & all Rental Options (including GPS and Prepaid Fuel Plan), Laundry charges, In-Room Safes, Valet Parking (unless there is no self-parking option), Retirement or other Employee parties, Holiday Decorations, Gifts and Flowers, and Charitable Contributions. Should the department wish to approve disallowed expenses for reimbursement, the expenses must be coded to agency funds (index account beginning with 8).
What are the College guidelines for Tips ?	The maximum tip allowed for transport (taxi, airport shuttle, bus, etc.) is 15%. The maximum tip allowed for meals is 20%.
TRAVEL AUTHORIZATION (TA)	
When should a Travel Authorization (TA) be prepared?	The TA must be prepared for an employee when (1) the travel will require an overnight stay or (2) the costs of a day-trip will be \$500 or more. In addition, any traveler (including non-employees) must have a TA if (1) the expenses will be charged to Grant Funding, (2) Lodging will exceed the College Policy allowance and/or (3) travel is to an International location. Note: the Department should maintain the original TA unless a travel advance is needed. To obtain a Travel Advance, the original TA must be presented to the Bursar's Office. The TA should not be forwarded to the Travel Office unless attached to a Travel Expense Reimbursement Voucher (TERV).
Should we prepare a TA for everyone for insurance purposes even when it's not required?	When a TA is not required, we recommend doing a TA for any College business travel so the department has a record that the travel was approved in case something happens to the traveler during the trip.
Is a TA required for purchase of airfare through our Travel Agent ?	Yes. The Travel Agent, Covington Travel, has no authority to purchase airfare or train fare for an individual without an approved TA. The TA must include the traveler's name, department, business purpose, Banner index code, destination and dates of travel.
How do we contact Covington Travel ?	Covington's team of agents may be contacted by phone at (804) 344-3244 or by email at w&m@covtrav.com

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<i>What approval signatures are required for the TA?</i>	Each TA requires the signature of the Traveler and an approval signature by a Department Head or Department Designee. If the travel is to a foreign country, it must also be approved by the Department's Dean. Finally, if the travel will be charged to Grant funding, it must be reviewed and approved by the Office of Sponsored Programs prior to travel .
<i>What should we do if a trip was delayed or changed and the approved TA travel dates do not coincide with the actual travel dates?</i>	The Travel Office does not require an original TA. If the actual travel dates fall outside of the approved TA travel dates, you may either update the TA and attach it to the TERV when submitted, or attach an explanation for the travel falling outside of the TA dates.

TRAVEL EXPENSE REIMBURSEMENT VOUCHER (TERV)

<i>How do we handle a Travel Expense Reimbursement Voucher (TERV) or Business Meal voucher for someone who does not have a Banner ID ?</i>	Every individual must have a Banner ID number. To create a new Banner ID, a Substitute W-9 Form must be prepared which includes the Social Security Number, Address and Signature of the individual. For Foreign Nationals that do not have a US Social Security Number, a W-8 form must be completed instead of the Substitute W-9. The Substitute W-9 or W-8 must be submitted by emailing the completed/approved form to apvendors@wm.edu. The voucher cannot be submitted until a Banner ID is received from AP. Vendor set-up takes between 5-8 days. An email will be sent to the department with the new Banner ID. Important: Vouchers submitted without a Banner ID# will be returned to the department.
<i>When a professor is on sabbatical or other assignment and will not return to campus for long periods of time, is another employee allowed to sign the professor's voucher on their behalf?</i>	Signing a voucher on behalf of another is <u>only</u> allowed for guests. College employees must sign their vouchers. Special approval may be given for an employee to sign on behalf of another employee if the employee will be gone from the campus over 30 days. These situations will be reviewed on a case-by-case basis and must be brought to the attention of the Travel Office to request an exception to the rule prior to signing/submitting the voucher.
<i>Can a guest sign the prepared voucher and email the scanned copy of the voucher back to the department?</i>	Reimbursement vouchers require original pen and ink signatures. A scanned copy of a signature is not acceptable unless there are extreme circumstances. For non-employees, you may get the traveler's written permission to sign on their behalf and sign for them using the format "[your signature] for [traveler's name]".
<i>What back-up documents are needed for a TERV for travelers who have attended a Conference or Training Seminar and what codes do I use?</i>	For Conference or Training Seminar reimbursements, in addition to the TA and the Original Itemized Receipts, a copy of the detailed conference agenda is required. Many conferences create a Daily Schedule Agenda which shows each day's schedule and includes breaks and meals. It is this Daily Schedule Agenda that should be submitted with the TERV. This is used to verify any meals provided by the conference. All Conference expenses (mileage, airfare, per diem, lodging, , etc.) must be coded to 712270 (Employee Training) <i>except</i> the conference registration fees which must be coded to 712240 (Employee Training Courses, Workshops, and Conferences).
<i>Which expenses should be included in the "Other" column on the TERV ?</i>	The "Other" column must include all expenses except Mileage, Airfare, Per Diem and Lodging. Rail & Bus tickets, Car Rentals and other transportation (other than mileage and airfare) and business meals must be recorded in the Other column. Note: Receipts for multiple days such as car rentals and parking must be shown on the TERV per day.
<i>When someone attends a conference strictly as a presenter, not an attendee, do we need to attach the agenda?</i>	The conference agenda is only required when the person attends a conference (they pay registration). If the individual goes to the conference strictly to be a presenter, you must check the "Presenter" option on the TERV. If you check the "Conference" option, we will require an agenda. When you check the Conference option, you may code all expenses to 712270 except Registration (712240). If you check the Presenter option, you must code each of the expenses under their appropriate account codes for meals, lodging, etc.

INTERNATIONAL TRAVEL

<i>What must I do if the TERV will include foreign receipts ?</i>	Foreign Receipts must be translated and converted to USD. Adequate translation will include (1) type of expense (restaurant, taxi, etc.), (2) explanation of expense and how it relates to business travel (business meal purpose, taxi fare from/to), (3) the date of the expense (lodging must include arrival/departure dates) and (4) the receipt amount. The foreign currency for the receipt must be converted to USD using "Oanda.com" or a comparable foreign currency exchange website. The conversion date used must be the actual transaction date (purchase or payment date) for the receipt. Note: A copy of the Currency Conversion for each receipt must be printed and attached behind the receipt within the TERV. If the receipts are small, you may want to attach them to the bottom of the Conversion print-out. All receipts with their conversion page should be attached in chronological order.
<i>When traveling to undeveloped countries, there are many times we do not get proper receipts or don't get a receipt at all. What do we need to do for documentation?</i>	When traveling to under-developed or 3rd world countries, the Travel Office understands that there may be times when you do not get proper receipts. The burden is put on the traveler to maintain proper documentation for any expense where a proper receipt was not obtained. The Travel Office recommends (1) prior to travel, purchase a cash receipt book. Complete a cash receipt each time a proper receipt is not provided during travel, noting the date, the amount, the currency, and the purpose for the expense and (2) maintain a daily spreadsheet of expenses without proper receipts. If this is done routinely, by the time the traveler departs the country, the documentation necessary for reimbursement will have been obtained.

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<i>What do you do if the City is not listed in the International Lodging & Per Diem Schedule for the Country where the travel will take place?</i>	The Per Diem schedule for each country includes an "Other" category. If the city for your travel is not listed on the Country's schedule, you should use the rates for the Other category.
<i>If you are traveling overseas and it takes more than a day to arrive to your destination and return to home base, how is the per diem calculated for the travel departure/return travel days ?</i>	For Per Diem, there should be only 1 departure day and 1 return day calculated at the 75% travel day rate as long as travel is continuous (at no point do you return to home base). Travel days are the days you depart home base for your travel destination or leave your destination to return home. Per Diem for the departure travel day should be calculated based on the location where you will eventually spend the night upon arrival at your destination. Per Diem for the return day (the day you leave for the airport to go home) is calculated the same way only it is based on where you spent the previous night. Travel Days are calculated at 75% of full per diem for the location.
<i>Can international airfare be purchased through an international airline ?</i>	The traveler is expected to purchase the airfare that is the most economical for the College. However, if the airfare expense falls under Sponsored Program funds, the traveler must adhere to the Fly America Act, which states "you must ensure that all flights, where possible, are scheduled on U.S. flag carriers or on foreign air carriers that code share with a U.S. flag carrier." When in doubt, you should request approval from the Office of Sponsored Programs (OSP) prior to purchasing the airfare. If OSP will not approve the purchase, the Travel Office cannot reimburse the expense.
MILEAGE AND TRANSPORT	
<i>When am I allowed to use my personally-owned vehicle (POV) and get reimbursed the current IRS mileage rate ?</i>	The current IRS mileage rate will be paid if: (1) mileage per day is 200 or less, (2) mileage per day exceeds 200 but use of the POV was cost beneficial to the College (proof of this must be attached to the TERV), or (3) mileage per day exceeds 200 but the round-trip mileage averaged over the number of travel days is 200 or less per day (mileage must be broken down by day on the TERV). If none of the 3 options above can be satisfied, the Fleet (reduced) rate will be paid for mileage reimbursement. Note: (1) The average miles option cannot be used if the traveler parks the vehicle to board a plane/train/bus. (2) Including a MapQuest or Google Maps print-out will help the Travel Office validate all mileage claims and should include the departure and destination addresses (including zip code) and the total mileage. (3) If the Average Miles Option is used but the overall cost of mileage paid at the full IRS rate is not cost beneficial to the College when compared with alternate forms of transport, mileage will be reimbursed at the fleet mileage rate.
<i>Can a non-employee receive mileage reimbursement?</i>	Yes. With department approval, anyone traveling on behalf of the College may receive reimbursement for mileage when using their personally owned vehicle (POV).
<i>Do College Policy mileage rate requirements apply to guests and other non-employees?</i>	No. Guests and non-employee Students may claim the current IRS rate regardless of miles traveled with department approval. Note: Total mileage dollars paid must be cost beneficial to the College when comparing with other modes of transportation such as airfare.
<i>How do I prove that using my POV is more cost beneficial to the College than using a rental?</i>	The Enterprise "Trip Cost Calculator" was developed to determine if using your POV is cost beneficial when compared with a rental under the College Enterprise contract. The Calculator will (1) tell you how much the State-Contract rate will be on a Compact Car Rental for a specified number of days and (2) calculate POV mileage at the current IRS and Fleet mileage rates. The Calculator can be found under "RENTAL CAR MILEAGE CALCULATOR" on Procurement's website at: http://www.wm.edu/offices/procurement/procurement_processes/required_preferred_purchases/enterpriserentalcars/index.php
<i>When we use the Enterprise Cost Calculator to show that using the POV is cost-beneficial, how do we account for having to pick up a rental early or drop off a rental late because of the Enterprise location's hours of operation?</i>	The Cost Calculator should include the actual number of days that the rental will be required. Example: You need to depart very early Monday morning for a meeting in DC at 9am and will return by 5pm same day. The Enterprise location is open from 8am-8pm on weekdays, 8am-Noon on Saturday, and closed on Sunday. The number of rental days you use would be 3 days because you would need to pick up the car Saturday and return it Monday.
<i>Does the Enterprise Trip Cost Calculator include the cost of fuel that must be purchased to fill the rental prior to returning the vehicle?</i>	No. You will need to print the Enterprise Cost Calculator and add the amount estimated to fill the rental prior to returning the vehicle. The Travel Office uses the following formula to calculate the estimated fuel. "Total roundtrip mileage / 25 miles per gallon (for an economy car) x current average cost per gallon = Estimated Fuel."
<i>When do I need to attach the Enterprise Trip Cost Calculator to the TERV?</i>	The Enterprise Cost Calculator should only be attached to the TERV if the traveler is requesting full mileage for POV because it was cost-beneficial to the College.
<i>For mileage reimbursement, can the department pay the lower rate for mileage even when the full rate is allowed?</i>	Yes, the department can always be stricter on Policy than College regulations allow.

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<i>When renting a vehicle, do I have to use Enterprise Car Rental?</i>	The State has contracted with the Enterprise Car Rental Agency in an effort to save costs by getting a lower rate for compact/economy vehicles. College employees must use Enterprise for the lowest rate when renting the car within VA. Employees making travel arrangements for incoming guests and students that will require a rental car must consider reserving cars using the Enterprise contract to save the College money. Whenever possible, the College Enterprise contract should be used to get the best rate in states other than VA.
<i>When I rent a car, am I covered under the College's Insurance Policy?</i>	All employees are covered for rental cars within the contiguous 48 states under the College's insurance policy if they use the Enterprise/National State contract. Rental insurance options are disallowed for employees. For Students and Guests, options for LDW (minimum Liability) and CDW (minimum Collision) are allowed. Individuals traveling outside of the territorial US (including Alaska, Hawaii, Canada, and Puerto Rico) are required to purchase minimum Liability and Collision.
<i>When renting a car for a non-employee, is optional insurance allowed?</i>	Yes, if the rental is used for College business and the department approves the rental reimbursement. Insurance reimbursement should only include Liability Damage Waiver (LDW) and Collision Damage Waiver (CDW)."
<i>Can a traveler rent a larger vehicle when needed?</i>	The College Policy allows only an economy/compact car rental. However, the College realizes that there may be times when a larger vehicle is needed. If the traveler can justify (provide a reasonable explanation) why the larger vehicle was warranted, the Travel Office will reimburse the expense.
<i>If someone chooses to purchase a rental car upgrade, GPS or other disallowed options on a car rental, is the entire rental charge disallowed or just the additional costs?</i>	If the traveler chooses an upgraded vehicle without proper justification, the travel office will reimburse the traveler based on the State's Enterprise Rental cost for an economy car. In addition, all optional items purchased and the appropriate sales tax will be disallowed.
<i>What documentation is required if the traveler is requesting gas and what code do I use for gas?</i>	Gas can only be reimbursed for Rental or State vehicles. Only mileage reimbursement is allowed for a POV. To be reimbursed for gas, the TERV must include (1) an original, itemized gas receipt and (2) a copy of the final Rental Receipt or a notation of which State vehicle was used (model and license #). Gas for Rental Vehicles must be coded to 712830 (Travel, Public Carriers). Gas for State Vehicles is coded to 712840 (Travel, State Owned or Leased Vehicles). Note: The traveler can go to the Enterprise website and key in their driver's license number to pull up and print or email the rental receipt.
<i>If a metro taxicab uses an automated fare system that adds 20% or more tip to the bill, are we able to be reimbursed for tips over 15%?</i>	No. College Policy for transport tips is a maximum 15%.
<i>What happens if an airline upgrades the seating at no charge to the traveler?</i>	Complimentary seating upgrades are not an issue unless the airfare receipt indicates additional charges for the upgraded seating class.
<i>When do I need to provide my flight itinerary?</i>	An airfare Receipt/Flight Itinerary is mandatory if you are asking for airfare reimbursement. The Receipt must include detailed costs of the flight, proof of payment, and seating class that indicates Coach/Economy. If you are not requesting reimbursement for airfare, but you are claiming mileage reimbursement to the airport, a flight itinerary should be provided to verify mileage.
<i>Are there circumstances where business class fares (air or rail) are acceptable?</i>	Per College Policy, for Airfare: <ul style="list-style-type: none"> • When it does not cost more than the lowest available tourist/coach fare (comparison must be attached to travel 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. Per College Policy, for Rail: <ul style="list-style-type: none"> • When it does not cost more than the lowest available tourist/coach fare (comparison must be attached to travel voucher), or • When reserved coach seats are not offered on the route, or • If the traveler pays the difference.
<i>Are rail tickets purchased from Amtrak Acela Express reimbursable?</i>	Acela Express is the elite line of Amtrak and only provides business class seating. Business class seating is not permitted by the College unless one or more of the above guidelines are satisfied. If a ticket on Acela was purchased, justification must be provided stating why the expense is considered "reasonable and necessary."

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LODGING	
<i>What is required when the room rate for the travel location exceeds the College Policy allowance ?</i>	If the lodging rate exceeds the allowance, additional approvals must be obtained. If the rate falls within 200% of the allowance, the department must complete and approve the Lodging Exception Request on the TA.
<i>What is required when the room rate for the travel location exceeds the 200% Allowance that the department may approve?</i>	If the rate exceeds 200% of the Lodging Allowance (rare occurrence), approval must be obtained from the Finance Officer. This can be done by sending an email request to the Travel Office. The request must be sent a minimum of 10 business days prior to travel and include the Traveler's Name, Arrival/Departure dates, Hotel Name and Location Address of the chosen hotel, and similar information for 3 comparable hotels within a 5-mile radius of the chosen hotel. Note: The Travel Office can provide a simple format to use for the over 200% Request. Please ask for it.
<i>What must I do when I intend to share a room with someone to reduce costs, but the room rate exceeds the Per Night Lodging Allowance for the area?</i>	It is important to understand that the room rate allowance provided within College Policy is a per night rate , NOT a per person rate. Regardless of how many people are sharing the room, if the lodging rate exceeds the allowance, additional approvals must be obtained. If the rate falls within 200% of the allowance, the department must complete and approve the Lodging Exception Request on the TA.
<i>When room-sharing with another employee, but the employee is from another department or College, what documentation is required?</i>	When asking for room-sharing reimbursement, each traveler must attach a copy of the hotel folio to the TERV. If each traveler is asking reimbursement only for their share of the lodging expense, the traveler's name must appear on the folio. If the traveler's name is not on the folio, they must submit proof of payment (cancelled check, credit card statement). If the traveler paid the person whose name is on the folio, they must provide a written statement from the person whose name is on the folio that verifies the amount paid.
<i>What needs to be done if the lodging rate has exceeded the State allowance on a direct-bill invoice from the hotel?</i>	Effort should always be made to get government rates at a hotel. If, however, the invoiced lodging rates exceed the College Policy allowance for the area, a memo approving the hotel rate up to 200% of the allowance and signed by the department designee should be attached to the Vendor Payment Request. This applies to all travelers including incoming guests of the College.
<i>When room sharing, does the Policy include spouses ?</i>	The room-sharing regulation per College Policy pertains to rooms rented for business purposes only and therefore would not include room-sharing with a spouse. The State will not reimburse travel costs for spouses or children.
<i>Why must Lodging information be provided if I'm not asking for Lodging Reimbursement?</i>	The Meals Per Diem rate is based on where you spend the night. If you are asking for Per Diem reimbursement, we must have the lodging information to verify the rate of Per Diem for the overnight location. If a folio cannot be located, you must attach documentation that includes the lodging address complete with zip code and the arrival/departure dates.
MEALS & PER DIEM EXPENSES	
<i>If the Department requires individual meal receipts instead of paying straight per diem, don't we need to send the receipts with the TERV ?</i>	Virginia is a Per Diem state. That means that receipts are not required for individual meals. If the department wants to reimburse individual meals based on actual expenses, you may add up the receipts for the day, put the amount in the Per Diem column and maintain the receipts on the department's copy of the TERV. The only meal receipts the Travel Office needs to see are the Business Meal (multiple meal) receipts.
<i>Does the Tier III Restructured Policy Per Diem Calculator also calculate the departure and return travel days ?</i>	Yes. The Calculator will provide the correct amounts for meals and incidentals on the 75% departure and return travel days.
<i>The Per Diem Allowance includes an amount for "Incidentals". For what expenses should this be used?</i>	Types of expenses covered by Per Diem Incidentals may include but are not limited to hotel tips (bell-hop, maid, valet parking), in-room safes and laundering fees.
<i>What account codes do I use to code the different types of meals ?</i>	Meals or Per Diem during Travel - including Business Meals - are coded to 712880 (Travel, Meal Reimbursements). Local Business Meals from a Restaurant or Caterer must be coded to 712640 (Food and Dietary Services) . Groceries purchased for a meal event must be coded to 713620 (Food and Dietary Supplies) and any non-food supplies specific to that meal must be coded to 713630 (Food Service Supplies) Note: Meals during day-trips not due to overtime are disallowed unless they are charged to an agency fund (account beginning with 8). These meals are reportable on the employee's W-2 and must be coded to 712870 (Travel, Meal Reimbursements - Reportable to the IRS) .
<i>What is required for a Business Meal and what form do I use for reimbursement?</i>	Business Meals during Travel must be included on the TERV with other expenses for the travel period. For Local business meals, the (Non-Travel) Business Meal Form located on the Travel website must be used. Documentation for all Business Meals must include (1) an original, itemized meal receipt, (2) the specific business purpose, and (3) the number of attendees (attendee names are required for 10 or less), (4) average cost per person (receipt divided by # of attendees) and (5) justification and approval for meals up to 50% over the meal allowance.
<i>On what amount is the 20% maximum meal tip calculated?</i>	The tip is calculated on the meal receipt total (meal + taxes).

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<i>If we attend a one-day conference, are we able to get reimbursed for lunch?</i>	College Policy does not allow meal reimbursement for day-trips (travel & return home same day) unless an employee worked overtime hours (2 or more). If Overtime meals are claimed, The TERV must include (1) why the employee was required to work past their normal work day and (2) the traveler's normal hours and the overtime hours worked. Overtime meals are limited to actual expenses. Original itemized receipts are required and meals must be within the College Policy per diem allowance. Without receipts, reimbursement will be made at the rate of \$5 for meals within an employee's official station (within 25-mile radius of home base) and \$10.00 outside the official station. The meal is not reimbursable if taken at the end of the overtime period. Overtime Meals are reportable and taxable on the employee's W-2. Overtime Meals must be coded to 712870 (Travel, Meal Reimbursements - Reportable to the IRS).
<i>What do I do if the Conference provides meals but my medical restrictions prevent me from consuming these meals?</i>	If 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. The traveler must include a statement with the reimbursement voucher that he or she has a medical condition which did not allow the traveler to eat the standard meal offered AND that the traveler requested an alternative meal but one was not provided. Documentation from a medical professional is not necessary.
<i>When we are reimbursing someone for per diem but they stayed with a friend or family instead of in a hotel, what is required?</i>	Lodging information is required when paying per diem. If the individual stays with family or friends, they must state that fact and provide the complete address of where they stayed, including the zip code.
<i>Does the Business Meal form require the affiliation of the attendees?</i>	Yes. If there are 10 or less meal attendees, their names and affiliations to the College must be documented on the Business Meal form.
<i>In addition to the business purpose for a local business meal on a Business Meal form, do you require an agenda?</i>	An agenda is not required for local Business Meals. However, if there is a list of attendees already prepared, the Travel Office would appreciate a copy attached to the Business Meal Form.
<i>Can the department reimburse a guest's spouse on a business meal?</i>	No. Only the expenses for the guest may be reimbursed under State funds.
<i>Does the Business Meal form need to be completed for a direct payment to a caterer?</i>	No. The Vendor Payment Request (VPR) form should be used for direct payments to vendors. However, attached to the VPR should be documentation that satisfies the the 5 elements of a business meal: (1) Meal Date, (2) Business Purpose, (3) Names & affiliations of attendees if 10 or less (attendee count only if over 10), (4) Average cost per participant and (5) justification and approval if meal exceeds the allowance.
<i>There is a federal guideline which states that business meals must occur within the normal hours of the business day. Does the College adhere to that guideline?</i>	No. The College recognizes that this guideline is not appropriate for the College environment.
<i>Can an employee get reimbursed for their meal in a business meal that falls under sponsored programs that only allows business meal reimbursements for non-CWM attendees?</i>	Yes, if the meal is within College Policy guidelines and the department approves the reimbursement for the employee's meal charges. If OSP has approved reimbursement for only the non-CWM attendees, you may not code the employee's meal to the grant index. It must be coded to the department index.
<i>Why do business meals have to be put in the Other column on the TERV?</i>	The Per Diem column is strictly for individual meals. Meals for groups of people must be separated out into the Other column.
<i>If the conference provides breakfast but it only consists of danish and coffee, must the meal be deducted from per diem?</i>	No. College Policy states that continental breakfasts do not have to be deducted from per diem.
<i>When someone attends a conference, and we need to attach an agenda to the TERV to show conference meals provided, but the agenda is really large, what should we do?</i>	It is only the "Daily Schedule" part of the agenda which shows breaks and meals provided during the conference that is required. Usually, this is just a few pages within the larger agenda and should be printed and attached to the TERV. However, if the agenda is extremely long (more than 8-10 pages), you can note on the TERV "agenda too large to print, conference agenda link provided upon request". If we see this, we will email you for the link to determine if meals were provided.

FAQ - TRAVEL FREQUENTLY ASKED TRAVEL QUESTIONS

Question	Answer
Some conference agendas state "lunch break" or just "lunch". What if the meal is not provided?	The College expects the traveler to take advantage of free meals offered at a conference and deduct the meal amount from per diem. Simply not attending a meal is insufficient reason for not accepting meals provided. Generally, when a conference does not provide a meal, the agenda will state "lunch break", "lunch on own", "lunch available for purchase" or some notation in the conference literature that indicates there was a charge for the meal. If the agenda simply states "lunch" or "dinner", the Travel Office must assume that lunch or dinner was provided. If this is not the case, it is the responsibility of the traveler to provide additional documentation showing there was a charge for the meals.
What do we do if there were charges for meals in addition to the registration fees?	The conference will usually provide documentation when there are charges required for meals in addition to the registration fees as the payment for meals is usually required when registration is paid. When this happens, save a copy of the documentation showing the meal charges and add the documentation to the TERV when it is submitted. When meals are paid with registration, the total charges (registration fees plus meals) should be coded as Registration and the meals deducted from the traveler's per diem.
SMALL PURCHASE CHARGE CARD (SPCC)	
What documentation is required for uploading to WORKS for travel and business meal expenses charged to the SPCC?	Charges to the SPCC for travel or business meal expenses require the same documentation that is required for travel and business meal expenses submitted on a reimbursement voucher . No exceptions.
When we reconcile the department's SPCC card that includes charges for business meals, is it required to include the completed and approved SPCC Business Meal form as documentation?	It is not mandatory to include the SPCC Business Meal form as back-up documentation, however it is recommended. You are required to upload in the Works system an itemized receipt and disclose all 5 components of the SPCC business meal form including the justification and approval for a meal that exceeds the per diem allowance up to 50% over the per diem allowance. Note: Meals that exceed 150% of the allowance cannot be purchased with the SPCC.
If a faculty member purchases books at a conference because they are less expensive than if he had his department order using the SPCC card, will he get reimbursed?	Yes. Purchasing via the department's SPCC is recommended. However, the traveler may receive reimbursement with proper documentation. The Expenditure must have occurred during travel status.
MOVING AND RELOCATION	
Where can I find the Forms and Regulations for Moving and Relocation?	The Moving and Relocation Policy and the Instructions for preparing the M&R Summary can be located on the Travel Website at: http://www.wm.edu/offices/financialoperations/travel/moving/index.php
Can M&R Expenses be charged to the ATC or SPCC?	No. Per College Policy effective 2015, M&R expenses must be submitted either by Travel Voucher or Vendor Payment Request and include all required documentation above.
What are the documentation requirements for a Moving and Relocation (M&R) reimbursement?	Each Moving and Relocation Reimbursement must include (1) an original TERV signed by the Employee and approved by the Department, (2) an original Moving & Relocation Summary signed by the Employee and approved by the Provost (Note: this form is cumulative and should include all prior M&R reimbursements), (3) a copy of the Tenure Agreement signed by the Employee and approved by the Department, and (4) original, detailed receipts. Note: The Tenure Agreement must be signed/dated prior to any M&R expenses being incurred. If the Tenure Agreement is dated after house-hunting expenses were incurred, a copy of the signed/dated Letter of Intent must accompany the Tenure Agreement to show that hiring of the employee was approved prior to any expenses being incurred. Expenses incurred prior to the hiring of the new employee will not be reimbursed.
What is the process for a Moving and Relocation (M&R) reimbursement?	The Department must prepare and approve the M&R package (documents listed above), make a copy of the package for the Department and send the completed original package to the Provost's Office for approval. The Provost's Office will review and approve the package by signing the Moving & Relocation Summary and will forward the approved package to the Travel Office if the Department requests. The Travel Office will review the M&R package for compliance and to ensure the reimbursement does not exceed the agreed-upon amount noted on the Tenure Agreement and forward to the Director of General Accounting for approval. Once approved, the Travel Office will process the reimbursement. Note: All M&R expenses are reportable on the individual's W-2. M&R expenses that meet IRS Code, Section 217 requirements are deductible.