TRAVEL INSTRUCTIONS—Info, please read!

The new travel worksheet is on the website – please use this form when requesting travel. Disregard any previously saved versions on your computer. https://www.wm.edu/as/physics/resources/travel/index.php

*Undergrads are required to submit form to Ellie evwilk@wm.edu.
*Grad Students are required to submit form to Paula pcperr@wm.edu
*Postdocs are required to submit form to Carol cshank@wm.edu
*Faculty may do their own travel in Chrome River. If you do not wish to, then submit the new travel request to Carol.

The travel worksheet must be completed to the best of your ability estimating the costs for the trip. The index (grant number) **must be** included. Students, please contact your PI to obtain the most current grant index.

Things to remember:

Admin staff can pay conference registration fees unless you prefer using your own credit card and submitting a receipt.

Although *it is not* mandatory, we encourage the use of Covington Travel for direct billing your Air Ticket unless you prefer using your own credit card. Please use W&M@covtrav.com or (804)-344-3244 to contact Covington for initial travel requests. We would then authorize issuing the ticket upon approval of the travel authorization request.

Use of **Enterprise/National Car Rental is mandatory for William & Mary personnel**. If you choose to drive your own personal vehicle, please use the trip calculator to see the comparison, which is located at **https://www.wm.edu/as/physics/documents/wm_mileage_calc_updated-sep-2019.pdf.** If it is cheaper to use the rental car option, but you choose to drive, you will be reimbursed at the lower fleet rate (mileage only- no gas).
** You do not need to add mileage to TRAVEL Worksheet - Admin Staff will calculate mileage using your home address and destination address.

Upgrade of rental vehicle or purchase of rental insurance will not be reimbursed for travel within the United States. However, *travel in a foreign country requires purchase of LDW and CDW (collision damage) insurance.*

REFUELING RENTAL VEHICLE: You MUST RE-FILL the vehicle with gas prior to returning it. It is prohibited for it to be charged on the direct-billed invoice since the invoice is paid with Carol's small purchase card and GAS is an unallowable expense.

Make sure you have a proof of purchase receipt for all purchases (hotel, airline, registration, gas, rental car, etc. (No food receipts are needed). ***When splitting lodging costs, each person must obtain a separate receipt for reimbursement, unless pre-travel arrangements were made splitting the charge between different grant indexes. Reimbursement for lodging and per diem follows state guidelines.

Upon your return, and in a timely fashion, please fill in your travel worksheet with the actual expenses for trip and email it with the receipts to Admin staff. Most receipts usually have the last 4 digits of CC (that is all that is needed). If it doesn't have this, then you must attach copy of cc statement showing charge. (OK to black out irrelevant information here), bank statement or your own additional written statement that you yourself paid cash.

We are here to help… If you have any questions, let us know. Thanks………..

***IMPORTANT- TO BE REIMBURSED, TRAVEL MUST BE SUBMITTED WITHIN 60 DAYS OF RETURN DATE
**** It is best if you submit this as soon as your travel is completed.

Updated February 24, 2020