

TRAVEL INSTRUCTIONS—Info to read....



Before you go:

Travel Worksheet must be filled out and submitted to the Admin Office in order for a Travel authorization can be submitted on your behalf. Even if it is no cost to the College, Risk Management would prefer to have a TA on file. If three or people are going to the same destination, it is imperative that you submit early, because the Provost has to sign off on the authorization form.

If travel expenses are coming from a grant, it is signed by Carol, then it goes to Sponsored Programs, then to the Provost and/or Dean in some cases.

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. Graduate students, please contact your PI to get the number.

Reimbursement to you will not exceed the legislated dollar amounts for lodging and per diem. For example, when traveling in Virginia, lodging is \$77 and per diem is \$41. If destination lodging amounts exceed maximum guidelines, see Carol about a waiver. Carol can waive up to 50% but the name of the hotel and city must be submitted on the form and the reason why.

Use the **trip calculator** prior to travel to determine if getting an Enterprise Rent-A-car is mandatory rather than using your own vehicle for you to get transportation expenses reimbursed in full to you. The trip calculator link is found at www.wm.edu/offices/procurement/services/travel/index.php.

During your trip:

Get and keep all except food receipts. No receipts, no dollars to you. ***If splitting **lodging** costs, each person must obtain a separate receipt to be reimbursed. Likewise – airplane/train **boarding passes** are required.

Note **time** of day leaving and arriving home.

When **renting a vehicle**, traveler will not be reimbursed for upgrade of vehicle nor rental insurance within the United States. On the other hand, travel in foreign country requires purchase of LDW and CDW (collision damage) insurance. Refill vehicle with gas just prior to turning it in. **Only the person renting the vehicle can be reimbursed for the purchase of gasoline.** If using your **personal vehicle** is allowed, record your mileage. You are reimbursed per mileage, not gas receipts.

After your return:

Immediately update the **Travel Work Sheet** that you filled out prior to your trip. If you do not have it, then go to <http://www.wm.edu/as/physics/resources/travel/index.php>.

Attach your receipts. Give to Carol.

You are required to attach **proof of payment for all receipts you turn in.** If receipt is hand written, this always is the case. Proof of your personal payment can be a copy of your credit card statement (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.....

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