

PROCESSING TRAVEL

INFORMATION NEEDED

- Names of Travelers
- Registration
- Hotel
- Flight

TIMELINE

This timeline is a template that helps to ensure travel is processed in an efficient manner.

6 weeks prior to departure – Email students, requesting who is traveling.

5 weeks prior to departure – Secure the names of the Travelers.

3 weeks prior to departure – Travel due to Dean of Students.

2 weeks prior to departure – Travel due to Business Financial Services (BFS).

REQUEST FOR TRAVEL – Attachment “A”

Once the names of the Travelers have been submitted:

1. Complete the “Breakdown of Expenses”
 - a. Complete the Top Portion
 - i. Name of Traveler (last name, first name).
 - ii. Purpose of Travel (name of the conference/meeting).
 - iii. Destination
 - iv. Date(s) of Travel.
 - b. Enter the respective information into the grid
 - i. Registration.
 - ii. Hotel Lodging (enter the daily rate per day) - Note: Max is \$275.00 per night. This does not include Tax & Gratuity.
 - iii. Airfare – enter the flight cost if any.
 - iv. Per Diem – enter the cost per meal as indicated on the grid. Only meals not on the Agenda will be covered.
 - v. If you are using your own vehicle, mileage will be reimbursed at the rate indicated. The mileage will be calculated from the shortest traveling points.
 - vi. Rental Car - if a rental car is used, a reservation will be made ahead of time. ASI has an agreement with Enterprise and the estimated cost will be charged. When the vehicle is returned, it must have the gas refilled to the level it was when the vehicle was received.
 - vii. Gas - an estimation of the gas can be entered. However you, will only be reimbursed for gas if you have a car rental. Personal vehicles will be reimbursed based on approved mileage rate.

- viii. Parking – A quick call to the conference contact will provide information regarding parking. Parking will be reimbursed provided it falls within the conference timeframe.
- ix. Airport Baggage Check-In - If you need to check in a bag outside of the complimentary bag check-in.
- c. Use the bottom of the grid to enter any estimated notes.

2. Request for Travel

- a. Most of the form will populate from the “Breakdown of Expenses”. However, review each section for accuracy. Most of the information will be available from the Breakdown of Expenses.

TRAVEL CLAIM – Attachment ‘B’

The Travel Claim closes out the travel.

1. Receipts are due within two weeks of the Traveler’s return.
2. The Travel Claim must be completed and submitted to Business Financial Services within 30 days of return.
 - a. Most of the top part of the Travel Claim will populate from the Travel Request. However, please review each section.
 - b. Only actual receipts will be entered into the Travel Claim.
 - i. Hotel – requires a copy of the hotel folio
 - ii. Meals – a copy of the Agenda needs to be provided. Qualified meal receipts must be itemized, as well as any credit charge.
 - iii. Cost of transportation - Enter final receipt for the car rental. Also, enter the airfare.
 - iv. Parking receipts – enter parking receipts.
 - v. Private car use – enter the mileage incurred for mileage. Include a Google map. Reminder, reimbursement is based on shortest distance.
 - c. Obtain the required signatures for the Travel Claim.
 - i. Claimant signature
 - ii. Executive Director
 1. If the Claim total differs from the Travel Request total, the Executive Director needs to sign to “Reimburse Actual Expenses”.
 - iii. Executive Officer signs.
 - iv. Route the completed form, along with the copy of the Travel Request, to the Dean of Students Office for signature.
 - d. Once the form returns with all signatures completed, the original Travel Claim needs to be submitted to Business Financial Services.