

TRAVEL REIMBURSEMENT – POLICY IV:06

- Reimbursement is made for travel expenses when on official business for the University.
- State Examiners allow the pre-payment of conference registration fees and airfare.
- The mileage allowance for use of a privately owned vehicle is 56.5 cents per mile. Travel is paid from the official travel base or the point of departure whichever is closer to the travel destination. Multiple destinations must be itemized for audit purposes.
- Rental cars are authorized if the rental has prior approval of the budget manager. The vehicle must be at the midsize or lesser rate when traveling with four or fewer individuals. Original receipts are required. Actual gasoline charges are paid. The University does not have an insurance policy that covers the leased vehicle. University employees leasing vehicles should purchase the insurance provided by the leasing company. Documentation must be provided to the budget manager that this is the cheapest mode of transportation.
- If a trip includes both in-state and out-of-state travel, the trip should be reported on the out-of-state travel form with actual expenditures claimed.

IN-STATE TRAVEL

- Original receipts are required for registration and for other expenses over \$25. Conference documentation is required and must include daily agenda and information on meals provided.
- The date and time of departure and arrival is required for all trips.
- Receipts are not required for the per diem allowance provided to cover lodging and meals. The breakdown for reimbursement of per diem is as follows:

| | |
|---------------------------------|---------------------------------|
| Less than 6 hours | No per diem |
| 6-12 hours | \$11.25 |
| Over 12 hours but not overnight | \$30.00 |
| Overnight | \$75/day or portion of a day |

- Budget Manager and Immediate Supervisor approval is required for reimbursement.
- Complete and certify the expenses on BA Form 23, enter the total in Banner using FGAENCB, recording the encumbrance number assigned by the system on the travel form, and forward the form to the Office of Internal Audit for audit and payment.

OUT-OF-STATE TRAVEL

- BA Form 24 is used to document out-of-state travel authorization and expenses.
- Prior to the trip, the authorization section of the form must be completed and approved by the President, or a

direct report to the President. The total amount should include all actual and necessary expenses for the trip, including any amounts prepaid. Partial reimbursement may be requested for non-mandatory professional development activities.

- Original receipts are required for all meals, airfare, lodging, registration, car rental, and for other expenses over \$25. Conference documentation is required and must include daily agenda and information on meals provided.
- Meals are to be itemized at actual cost, not to exceed \$40 per day. Again, detailed receipts are required for reimbursement. Each meal must be listed at actual cost including tip and certified as correct by signing the travel form. When a meal is provided at a conference, no meal may be claimed.
- Lodging receipts must be itemized with the single rate claimed.
- Telephone calls must be for official business. Calling home is not considered official.
- After completion of the trip, the bottom portion of BA Form 24 should be completed, certified by the traveler seeking reimbursement, approved by the Budget Manager, entered in Banner using FGAENCB, recording the encumbrance number assigned by the system on the travel form, and sent to the Office of Internal Audit for audit and payment.

STUDENT TRAVEL

Purchase orders and prepaid purchase orders may be used for students and employees traveling with students out of state.

- Purchase orders are the preferred method for expenses. After completion of the trip, forward appropriate documentation to Accounts Payable for payment to the vendor.
- Prepaid purchase orders are the next best alternative. After completion of the trip, forward appropriate documentation to Accounts Payable.

Petty Cash may be used for student expenses only.

- Petty Cash – Policy IV:02:02
 - Requests for petty cash are due five days prior to the date the funds are needed. A JSU employee must be responsible for the cash (signature required).
 - Accounting and returned funds are due back within two working days after completion of the trip.
 - To account for funds spent, submit BA Form 48 **with** a student travel roster and original receipts for all expenditures.
 - Expenses charged to credit cards or paid by debit card are not considered properly documented expenditures of petty cash and will not be allowed.

- Lodging expenses are documented by an itemized, original hotel receipt and a detailed rooming list to include room numbers and occupants per room.
- Meal receipts must include the name of the restaurant, date, and the number of meals provided. In lieu of actual expenses, students may receive a per diem for which they will sign a receipt. The maximum for student meal expenditures or per diem will not exceed that allowed for JSU employees.
- No sales tax paid in Alabama may be reimbursed. Contact the Controller's Office for the sales tax exemption number.
- Prepayment of hotel accommodations and meals for employees in connection with student/athletic group travel out of state is allowed by the University. Prepayment will be made with a purchase order – not Petty Cash.

UNIVERSITY TRAVEL

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