



Helpful Tips for Student Travel

Prior to the trip

- Complete Pre-Travel Form <http://www.marshall.edu/travel/student-travel-form/> for travel to be paid by Marshall University. Make sure the form is fully and clearly detailed in what you need for the travel.
- If you have not been paid for travel on behalf of Marshall University before, you will need to complete a W9 with Kim Fry in Accounts Payable OM 203 (this is entirely separate from the W9 for work on campus)
- Provide any reservations/receipts you have already made such as air, hotel and registration even if Marshall University is not covering the cost.
- You are not allowed to be reimbursed for a 3rd party vendor for flight, hotel or rentals such as Orbits, Expedia, Booking.com or the likes.
- If Marshall University is paying for the flight, it needs to be booked through FCM Campus Travel located in the Travel Office OM 308. Payment will be made by either the University Purchase Card or personal card.

After the trip

- Once you have returned, you must submit all your receipts to the Travel Office in Old Main 308 within 10 days of your travel.
- Once the Travel Office has completed your settlement, we will send it electronically via email.
- It is the traveler's responsibility to acquire appropriate signatures, no electronic signature is allowed nor is signing on behalf of someone.

Non-reimbursable Expenses

(This is only a partial list. For further information, please contact travel@marshall.edu)

- Alcoholic Beverages
- Membership Dues
- Medicine
- Baggage Storage
- Car Wash
- Laundry
- Maid Service Gratuity
- Interest on Personal Credit Cards

Travel by Personal Vehicle

- Reimbursement for a personal vehicle will not exceed \$75 per traveling day.
(Example: Your trip is 4 days. You travel to your destination on day 1 and back home on day 4. If you choose to drive rather than fly or use a rental vehicle, you will only be reimbursed \$150 today (\$75 X 2 days of traveling) for mileage.)
- You must take the Driver's Training Course prior to reserving vehicle
<http://muwww-new.marshall.edu/finance/traveldriver-training/>
- Do not claim mileage and request gasoline reimbursement

Meals

- Meals will only be reimbursed when the conference doesn't provide them and for a single (1) traveler.
- Include itemized meal receipts for student travel
- If the conference provides meals, your daily per-diem will be reduced as follows:
 - o Breakfast 20% Lunch 20% Dinner 60%
 - o First / Last day of travel 75% of daily rate

Example 1



JB's Fish Camp
859 Pompano Ave
New Smyrna Beach, FL 32169
Date: Sep05'16 04:12PM
Card Type: Visa
Acct #: XXXXXXXXXXXX
Card Entry: SWIPED
Trans Type: PURCHASE
Trans Key: KIK003164559951
Auth Code: 07609C
Check: 418
Table: 5/1
Server: 336 MaryJane

Subtotal: 29.64

For your convenience we are providing the following gratuity calculations:

10% is \$5.13
20% is \$5.70
21% is \$5.99

Tip: 6.00

Total: 35.64

Not Itemized
Not Reimbursable

Example 2



JB's Fish Camp
859 Pompano Ave
New Smyrna Beach, FL 32169

336 MaryJane

Tbl 5/1 Chk 418 Gst 1
Sep05'16 03:42PM

1 SALAD	6.50
1 MAHI SAND Blackened	11.00
2 STELLA DR 16oz	11.00
Subtotal	28.50
Tax	1.14
Total	29.64

Thank you for joining us.

For your convenience we are providing the following gratuity calculations:

18% is \$5.13
20% is \$5.70

1 Guest not 2 Guest, if there were 2 we will need to know what was yours

Alcohol is restricted and will not be reimbursed.

Itemized
Reimbursable

Contact information for the Travel Office Old Main 308:

Email: travel@marshall.edu
Cassandra Mills 304-696-5717
Zena Brown 304-696-5716