



Helpful Tips for Student Travel

Prior to the trip

- Complete Pre-Travel Form <https://www.marshall.edu/travel/student-pre-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)

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| • Alcoholic Beverages | • Car Wash |
| • Membership Dues | • Laundry |
| • Medicine | • Maid Service Gratuity |
| • Baggage Storage | • 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.
- If the conference provides meals, your daily per-diem will be reduced as follows:
 - First / Last day of travel 75% of daily rate
 - The rate as listed on the location of GSA: <https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=portalcontent104877>