

## Travel Tips

### Prior to the trip

- Travelers must have approval to travel prior to the trip. (International travel requires approval by the traveler's vice president.)
- Complete Pre-Travel Form <https://www.marshall.edu/travel/pre-travel-form/> for all international and domestic travel expenses
- Include all dates of travel, including personal days on the Pre-Travel Form
- \*\*\*\*Reminder: A contracted travel agency must be used when planning all travel.

### Travel Settlement Forms

- Travel Settlements should be completed by the Travel Office
- All travel receipts must be in the traveler's name
- Double-check all entries (dates, mileage, etc.) to be sure they are correct before submitting settlement
- List traveler's home address (traveler must be set up as vendor with correct address listed – for vendor registration questions, contact Kim Fry at 62237)
- List encumbrance number on settlement – only one encumbrance number per settlement
- Acquire appropriate signatures – “Mary Smith on behalf of John Doe” or “for John Doe” are not acceptable
- All expenses for international travel must be listed in US Dollars – please include currency conversion sheets. (Rates can be obtained at [www.oanda.com](http://www.oanda.com)). Conversion rate printouts are required for each receipt
- Receipts must be submitted to Travel Office (OM308) within 30 dates after return date of travel

### Non-reimbursable Expenses

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

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

\*\*Miscellaneous Expenses (books, tapes, printing fees, copy charges, etc.) cannot be reimbursed on travel settlement – submit these expenses on Employee Reimbursement Form

### Meals

- Overnight stay is required for meal reimbursement
- Meals are by Per-diem meaning receipts aren't needed for faculty, staff, or students.
- Candidates must have itemized meal receipts.
- Reduce the daily rate by the appropriate amount when meals are provided or included in registration. Overnight travel is required for meal reimbursement
- Breakdown as follows on GSA site: First / Last day of travel 75% of daily rate

## **Lodging**

- Provide single occupancy rate (in writing from the hotel) if traveler stayed in a double occupancy room
- Hotel folios must be in name of traveler (If one person pays for 3 rooms, then each room folio must have occupant's name.)

## **Travel by Air**

- Airline tickets must be purchased from Campus Travel who currently has the State of WV contract for travel.
- Campus Travel -877-394-9941
  - Office hours for FCM Campus New York: M-F 8:00am – 8:00 pm ET
  - Emergency Travel Center open outside business hours and on weekends
  - Emergency Access Code: 3TIH
- If you find a flight that is less expensive from another vendor, please contact us at [travel@marshall.edu](mailto:travel@marshall.edu) for further instructions. If you do not contact us, there may be issues in finalizing your trip arrangements and settlement. (Example: if you purchase off contract, you are liable for any additional cost.)
- Third party vendors (Expedia, Priceline, BookIt.com, Orbitz, etc. may not be used)
- Do not request reimbursement for Travel Protection airfare insurance – it is non-reimbursable

## **Travel by Rental Vehicle**

- Original itemized receipts are required, including receipts for purchase of gasoline. Faxed receipts must be certified original (by the traveler)
- Do not request reimbursement for car rental insurance PAI (Personal Accidental Insurance), SLP (Supplemental Liability Insurance) and Travel Protection – they are non-reimbursable
- Include airfare comparisons (obtained prior to dates of travel) when renting commercial vehicles for out-of-state travel

## **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 or fleet 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/travel-driver-training/>
- Do not claim mileage and request gasoline reimbursement