

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). 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)

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

**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 Anthony Travel who currently has the State of WV contract for travel. The travel coordinator will work with the agent to get your flight secured for you.
- Anthony Travel – 681-347-6403
 - Office hours for M-F 8:00am – 5:00 pm
- If you find a flight that is less expensive from another vendor, please contact us at 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.)
- For single day travels that have no over night stay, you are eligible to \$150 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