



## Helpful Tips for Student Travel

### Prior to the trip

- Complete the [Pre-Travel Form](#) for state funded travel. Make sure the form 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
- You are not allowed to be reimbursed for a 3rd party vendor for flight, hotel or rentals such as Orbits, Expedia, Booking.com or AirBnB.

### 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.
- It is the traveler's responsibility to acquire appropriate signatures, no signing on behalf of someone is allowable.

### Non-reimbursable Expenses

(This is only a partial list. For further information, please contact [travel@marshall.edu](mailto: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.)
- Do not claim mileage and request gasoline reimbursement

### Meals

- Meals will only be reimbursed when the conference doesn't provide them.
- Single day trips are not eligible for meal reimbursement.
- If the conference provides meals, you daily per-diem will be reduced as follows:
  - First / Last day of travel 75% of daily rate
  - The rate as listed on the location on the [GSA website](#):