

# Travel Tips to Make Your Travel Smooth

## Prior to the trip

- Travelers must have approval to travel prior to the trip.
- Complete [Pre-Travel Form](#) for all international and domestic travel expenses.
- Include all dates of travel, including personal days on the [Pre-Travel Form](#).
- Our contracted travel agency must be used when planning all state funded travel.

## Travel Settlement Forms

- Travel Settlements will be completed by the Travel Office upon the completion of the travel.
- All travel receipts must be in the traveler's name.
- Acquire appropriate signatures on the form.
  - "Mary Smith on behalf of John Doe" or "for John Doe" are not acceptable
- Receipts should be submitted to Travel Office Old Main 308 within 10 dates after return date of travel to ensure timely reimbursement.

## 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             | • Interest on Personal Credit Cards |
| • Storage             | • Animal boarding fees              |

\*\*Miscellaneous Expenses (books, tapes, printing fees, copy charges, etc.) cannot be reimbursed on travel settlement. Submit these expenses on Employee Reimbursement Form which is completed by your department administer and not the Travel Office

## 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.
- Hotels must be booked directly with the property and not through a third party site such as but not limited to Booking.com, Expedia, Orbitz, Kayak or AirBnB, etc.

## 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
- Do not use third party vendors such as but not limited to Expedia, Priceline, Booking.com, Orbitz, etc
- 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 reimbursement.
- 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.
- 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.
- Do not claim mileage and request gasoline reimbursement