

International Travel

Foreign travel is defined as travel to, between, or within countries 'outside' the United States and its territories and possessions, including Canada and Mexico. All foreign travel will be reimbursed using Federal Foreign Travel Reimbursement Rates.

See the ISU Travel website for **OCONUS** rates.

Field Trips

Reimbursement of expenses for Field Trips must comply with the University travel guidelines.

http://www.indstate.edu/controller/finance/trav-bud/field_trips.htm

Receipts

Save all your receipts! You will have to turn in original receipts when being reimbursed for your travel. This includes taxi fare, shuttles, tolls, and parking receipts.

After You Return

File your Travel Reimbursement Request as soon as possible upon your return. Your reimbursement is to be submitted to the Travel Department office within 30 days from the last day of travel.



Quick Links

Travel Account Specialist

Teresa Sale, ext. 3541

Teresa.Sale@indstate.edu

Assistant Travel Account Specialist

Andrea Freeman, ext. 3542

Andrea.Freeman@indstate.edu

Enterprise Car Rental

Catherine Procarione, ext. 3525

Catherine.Procarione@indstate.edu

Orbitz

www.orbitzforbusiness.net

Customer Service: 877-672-4891

The Travel Authority

Full Service: 800-428-6186

After hours: 866-203-5793

Fax: 317-573-0679

Other Direct Billing Vendors

http://www.indstate.edu/controller/finance/trav-bud/direct_billing.htm

Travel forms

http://www.indstate.edu/controller/finance/travel_and_budget_forms.htm

Indiana State University

"ISU Travel Department: Going Places"



Pocket Guide to University Travel
This brochure is a quick reference for Indiana State University faculty, staff and students.

It is not intended to replace the travel regulations of Indiana State University.

For additional travel related information, please visit our website.

<http://www.indstate.edu/controller/finance/trav-bud/home.html>

For answers to specific questions or help with filing travel expenses, contact the Travel Department office.

Effective October 2010

Travel Authorization

All University travel must be approved in advance from the appropriate authorizing department. A Travel Authorization form must be filled out for any travel to or from the University. All travel must be pre-approved on this form whether or not reimbursement for travel expenses will be requested. In most cases, prior authorization is required at least 3 weeks in advance of travel. This includes individuals visiting ISU (candidates, honoraria, consultants, etc). Only one traveler per Travel Authorization form is allowed.

Registration Fees

The University will prepay registration fees for a conference. A **Check Request** must be processed to prepay a registration fee. A Travel Authorization number must be referenced on the Check Request. Attach your personal check for any non-reimbursable fees (spouse, "night on the town"). Forward the registration form plus a copy to the Travel Department in the Office of the Controller for payment. Please allow 5 business days for processing.

Privately Owned Vehicles

Use of a private vehicle on University business will be reimbursed based on the current Federal mileage rate. See the Travel Department website for applicable rates.

Airfare

Airfare for ISU business should be arranged with one of our partnering agencies. The University has two programs available:

[Orbitz for Business](#)

[The Travel Authority](#)

***You must have a valid Travel Authorization number to direct bill airfare.**

First class travel is not allowed.

Drive vs. Fly Rule

The mileage reimbursement cannot exceed the cost of a comparable 30-day advance purchase airfare rate. The traveler who chooses to drive rather than fly long distances is allowed to claim two driving days for subsistence and lodging (one day before and one day after.)

Lodging

You now have the option to book your hotel reservation and direct bill the cost through [Hotels.com](#). This program is not required, but it is a great way to save you paying for a hotel stay out of pocket.

You may also book your hotel reservation on a personal credit card. Prepayment of hotel charges may be processed in advance only if you are assisting students on a field trip.

The following are reimbursable:

-telephone, internet, hotel parking

The following are not reimbursable:

-movies, room service, mini bar, tips, porters, telegrams

Subsistence

Subsistence includes meals and all other miscellaneous incidental expenses. Subsistence is reimbursed based on the location of the lodging. You can find the per diem rate by going to the Travel website, [CONUS](#) rate page. First and last day of travel is always partial rate, or 75% of one day's subsistence.

When reimbursement for subsistence is claimed, the traveler needs to indicate that no meals were provided. If the registration states that meals are included, then those meals will have to be counted on the **Travel Reimbursement Request Form**. The following food options do not count as meals:

-Continental breakfast

-Finger foods, hors d'oeuvres

-Receptions

-Box lunches

Enterprise Rent-A-Car

For University vehicle needs we have partnered with Enterprise Rent-A-Car. In order to rent a vehicle, all drivers must be 25 years old and take the Defensive Driving Course. In order to rent a 12 passenger van, the driver must take the driving test. Contact Sherry O'Neal in Risk Management at ext. 7946, or go to the website for more information.

<http://www.indstate.edu/riskman/driving.htm>

***You must have a valid Travel Authorization number to direct bill a rental vehicle.**

For questions about Enterprise rentals, contact Catherine Procarione at ext. 3525.