

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 **OCONUS**.

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

Field Trips

Reimbursement expenses for Field Trips must comply with the University travel guidelines. http://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 returned. Your reimbursement is to be submitted to the Office of the Controller within 30 days from last day of travel.

Quick Links

Travel Account Specialist

Teresa Sale ext 3541

Teresa.Sale@indstate.edu

Asst. 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

Travel Leaders (IT Travel)

www.travelleaders.com

812-232-0345//Toll free 800-866-0345

Fax 812-232-0349

Other Direct Billing Vendors

http://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

Pocket Guide

To

University Travel

This brochure is a quick reference for Indiana State University employees.

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

For additional travel related information, please visit our web site

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

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

Effective September 2009

Travel Authorization

All University travel must be approved in advance from their 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 desk in the Office of the Controller for payment. Please allow 5 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 travel website for applicable rates.

Airfare

All airline travel using University funds may now be purchased through the University's preferred travel agency or online provider.

First class travel is not allowed.

Drive vs. Fly Rule

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

Lodging

Make your hotel reservation by using your 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 allowable reimbursements

- Single Occupancy room rate
- Applicable taxes
- 3 minute phone call home to say you have arrived safely
- Business phone calls (If the prefix called is anything other than 237, an explanation must be included or it will not be reimbursed.)
- Hotel parking
- Business faxes

The following are non-reimbursable

- Movies
- Room service
- Mini Bars (alcohol)
- Gratuity
- Porters
- Telegrams

Subsistence

Subsistence includes meals, tips, porters, and other miscellaneous incidental expenses. Subsistence is reimbursed based on location of lodging. Subsistence for overnight travel on University business will be reimbursed based on the location of lodging. Subsistence is based on federal per diem rates for the Continental United States **CONUS**. On the day travel status begins and on the day travel status ends, the rate will be 75% of one day's subsistence.

When reimbursement for subsistence is claimed, the traveler shall verify that no meals were furnished. The exceptions being:

- Continental breakfast
- Finger foods or hors d'oeuvres
- Receptions

See ISU travel website for **CONUS** rates.

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. Contact Sherry O'Neal in Risk Management, or go to the website for more information.

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

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