Travel Approval Request (TAR) is required prior to traveling for insurance purposes

- **If traveling Outside U.S.** the following forms related to Export Control Law’s must be completed before the travel:
  - Travel_Abroad_Checklist_Form1
  - Travel_Abroad_Certification_Form2

✓ **Fund Center Number** (Cost Center Code or Budget Account Number)
  - 10-digit number for general Fund Centers (i.e., 5511_ _ _ _ _ _ )
  - 10-digit **plus** a 4-digit extension number for Grant Fund Centers (5533_ _ _ _ _ _ . _ _ _ _)

✓ **Commitment Item**
  - 615100 General Travel
  - 615110 Professional Development Travel (i.e.: conferences, including FPD Funding, etc.)
  - 615130 Teaching Travel (Internship, Content Visit, Student Teacher Supervision)
  - 615140 HR Recruitment
  - 615150 Athletic Recruitment
  - 615160 Athletic Team Travel
  - 615170 Student Recruitment
  - 615175 Student Travel (Student Related, Student Field Trip, etc.)
  - 616000 Webinars

✓ **Anticipated Departure and Return Date and Time, Destination, and Purpose of Travel**

✓ **Advancement Request**
  If an employee pays for a conference fee, hotel or airline reservation using their personal credit card or their MU travel card prior to their travel, they can request reimbursement. Employees do not need to wait until after they return to request reimbursement if they have made prepayments.

Note: Even if the advancement was made for the maximum amount to be reimbursed, a “zero reimbursement” TEV is still required upon return of the travel. (i.e., FPD funding max of $400 was issued prior to travel to cover airfare. After the traveler returns, a zero reimbursement TEV is required to confirm that the travel took place.)

If advancement was issued and the trip was canceled, the advancement must be immediately refunded back to MU upon cancellation of the trip.

✓ **Description of Expenses if No Advancement is requested**
  This section must be completed even though no advancement is requested in the above section. It is necessary so the Fund Center Administrator will have an indication of the total amount needed for the travel.

✓ **Required Signatures**
  1. Traveler’s Signature.
  2. Fund Center Administrator’s Signature.
  3. Supervisor’s Signature (required for Fund Center Administrators, Department Chairs, VPs, & if different from FCA).
  4. President’s/Cabinet Member’s Signature required for all travel.
Travel Expense Vouchers (TEV)

- TEVs are requested to be turned in within two weeks from the date of travel.
- TEVs over 60 days will not be processed without acceptable justification of the lateness.

**Fund Center Number** (Cost Center Code or Budget Account Number) and Commitment Item

Do the Fund Center and Commitment Item numbers match the TAR?

**State Car Assigned or Rental**

**Purpose of Travel**

**Description of Actual Expenses**

- Actual Date and Time of Departure and Return
- Location to which the employee traveled (City and State not building or school)
- Personal Vehicle Mileage if that is the case
- Name of Hotel
- Cost of Hotel

Justification is necessary if over the GSA allowance
Receipt must be original and itemized showing a balance zero.

- Meal Allowance
  Itemized receipts required when actual expenses are claimed in excess of the maximum GSA rates
  No Alcohol or taxes for alcoholic beverages
  *Non-Overnight* Meal Allowance up to $8.00 (at least 50 miles from headquarters)
    - Must be gone more than 2 hours prior to, or more than 2 hours after past the normal workday
- Miscellaneous Expenses and Cost (i.e., parking, fuel for state vehicle, taxi, etc.)

**Advancement or Adjustment Block**

- Cash Advance
- Prepayments
- Difference of actual charges and the maximum Allowance on FPD Funding
- Third Party Reimbursement
- Personal Expenses

**Required Signatures**

1. Traveler’s Signature
2. Fund Center Administrator’s Signature
3. Supervisor Signature (required for Fund Center Administrators, Dept. Chairs, VPs, & if different from FCA)
4. President’s/Cabinet Member’s Signature required for all travel

**Websites of interest:**

- Controller’s Office Website:  [http://www.mansfield.edu/controller/upload/Travel-Forms-Checklist-4-17-12.doc](http://www.mansfield.edu/controller/upload/Travel-Forms-Checklist-4-17-12.doc)
- MapQuest Website:  [http://www.mapquest.com/](http://www.mapquest.com/)
- GSA Per Diem Rates:  [http://www.gsa.gov/portal/category/21287](http://www.gsa.gov/portal/category/21287)
- PASSHE Website - Personal Vehicle Reimbursement rate:  [http://www.passhe.edu/inside/anf/accounting/Pages/Employee%20Travel%20Expense%20Reimbursement%20Rates.aspx](http://www.passhe.edu/inside/anf/accounting/Pages/Employee%20Travel%20Expense%20Reimbursement%20Rates.aspx)
- **PASSHE Compliance with Export Control Law’s and Supplemental Information**