

Mansfield University

TRAVEL PROCEDURES

(Updated January 5, 2017)

A. REQUEST FOR **TRAVEL APPROVAL (TAR Form)**:

1. A Travel Approval Request (TAR) form must be completed and **have all the appropriate signatures including Supervisor, Fund Center Administrator** (if different then Supervisor) **and Cabinet Member and/or President's signature prior** to any travel. As of November 11, 2015, only essential travel will be approved and will be encumbered in the SAP/BI system to ensure funds are available for all approved travel.

***If traveling **Outside the U.S.** the following forms related to Export Control Laws must be completed before any international travel:

- [Travel Abroad Checklist Form1](#)
- [Travel Abroad Certification Form2](#)

2. Identify Fund Center # and appropriate Commitment Item #

- 615100 General Travel
- 615110 Professional Development (conferences, training, workshops)
- 615130 Teaching Travel (internship, student teaching, content visits)
- 615140 HR Searches Travel
- 615150 Athletic Scouting Travel
- 615160 Athletic Team Travel
- 615170 Student Recruitment
- 615175 Travel with Students (i.e., student field trip, student related)
- 616000 Webinars (No Travel Required)

NOTE: If FPD funds are used please mention in the "Comments" section of the TAR the amount that was approved (i.e., FPD max \$1,500). If travel expenses exceed the FPD max, also mention the fund center that is covering the difference.

3. Even if you are **not claiming any reimbursement**, a **Travel Approval Request form must still be completed and signatures obtained**. Complete the TAR form as usual, identify \$0.00 in the total line, note "**for insurance purposes only**," in the "Other" section of the TAR and send the form to Accounts Payable Office.

4. All approved TAR's must be forwarded to Accounts Payable Office at least **2 weeks in advance of planned travel.** The funds will be encumbered and a copy of the approved TAR will be returned to the traveler via email. ALL known estimated expenses **MUST** be listed on the TAR.
5. If a WEBINAR is available, provide an explanation on the TAR for on-site attendance.
6. **Prepayment Request** section on the TAR must be completed ONLY if a prepayment is requested before the travel date. (i.e., conference/workshop fee, airfare, hotel reservation). If the traveler will need a prepayment, the approved TAR form must be submitted to Accounts Payable Office at least **2 weeks** prior to travel.
7. **Estimated Overnight Meal Allowance** – complete section based on the estimated departure and return time. If you are traveling to a high cost area, the subsistence rate may be higher than the \$51 standard rate as of October 1, 2016. Rates for all areas can be found on the General Services Administration (GSA) website <http://www.gsa.gov/portal/content/104877>

Meals included in the conference or hotel fee **MUST** be deducted from the total GSA allowance (hotel *continental breakfast* is not to be subtracted).

The subtracted meals amounts will be automatically calculated based on the percentage of the GAS allowance. The example below is based on \$51, the standard GSA allowance:

<u>Breakfast</u> \$ 10.71	<u>Lunch</u> \$ 10.71	<u>Dinner</u> \$ 29.58
21%	21%	58%

The Overnight meal allowance is calculated as follows, the example below is based on the \$51 standard rate.

AFSCME, APSCUF, Coaches, Management, & SCUPA		Police	
0 – 2.99 Hours	\$ 0.00	0 – 2.99 Hours	\$ 0.00
3 – 5.99 Hours	\$ 12.75 (25%)	3 – 8.99 Hours	\$ 12.75
6 – 14.99 Hours	\$ 31.87 (62.5%)	9 – 14.99 Hours	\$ 25.50
15 – 24.00 Hours	\$ 51.00 (100%)	15 – 20.99 Hours	\$ 38.25
		21 – 24.00 Hours	\$ 51.00

8. **NON-Overnight** travel (at least 50 miles from headquarters). As of November 2, 2015 based on PASSHE's TAX Procedure 2015-6 *Reimbursements for Meals to Employees Who are Not in Overnight Travel Status*, all **NON-Overnight meal reimbursements are to be paid via Payroll and NOT Accounts Payable.** An \$8.00 meal allowance is allowed under the following conditions:

APSCUF: COACHES: Management: SCUPA:	If gone more than 2 hours prior to, or more than 2 hours past the normal workday (Normal workday is 8:00-4:15).
AFSCME: Police:	If gone more than 2 hours past the normal workday. "Scheduled quitting time" for AFSCME and Police is defined as the quitting time associated with the employee's schedule for the day in question.

9. **Mileage Reimbursement:** A traveler is required to use the most economical means of transportation.

- a) **Personal Vehicle:** If requesting reimbursement for use of personal vehicle, the **personal vehicle justification section MUST be completed on the TAR.**

Note: If a state vehicle is available and the employee chooses to take their personal vehicle, the employee will be reimbursed at the personal vehicle mileage rate of .17 per mile as of 1/1/17 as established by GSA. If the use of a personal car is justified because a fleet vehicle is not available and an Enterprise vehicle is not more economical, the Supervisor must initial to approve the higher rate of \$0.535 per mile as of 1/1/17 as established by GSA. In cases where specific travel matters are addressed in the collective bargaining agreements, the collective bargaining agreements shall take precedence.

- b) **MU Fleet Vehicles** rates:

- Student Activity Van: \$0.35 cents per mile
- Provost Van: \$0.35 cents per mile
- State Car: \$0.15 cents per mile

Note: If using a state car, Accounts Payable Office will forward the TAR to the Physical Plant Office **2 weeks prior to the date of travel.** If the Physical Plant Office has not received the TAR, a car **will not** be released.

- c) **Enterprise Rental Car:** When a state vehicle is not available, a rental vehicle may be more economical than a personal vehicle. The Trip Optimizer has to be attached to the TAR to justify the use of an Enterprise rental car. You will be able to reserve a state car after Accounts Payable Office receives the TAR along with the Trip Optimizer and creates a funds reservation to be used for this purpose. Enterprise link is found under My Mansfield webpage.

10. If traveling in PA, contact the Accounts Payable Office to obtain a tax exemption certificate and the letter from PA Department of Revenue that states that PASSHE is exempt from **Local Occupancy Tax.** The letter notes that PASSHE is **not exempt from State Hotel Occupancy Tax.**

B. TRAVEL EXPENSE VOUCHER (TEV Form):

1. **Submit within 2 weeks** after returning from trip. If a prepayment was made and no other reimbursement is needed after the travel was completed, either submit a TEV showing zero as total reimbursement or email the Accounts Payable Office stating that no other reimbursement is requested.
2. The **prior** approved Travel Approval Request form **must** be attached to the TEV.
3. Identify the Fund Center(s) Account #.
4. Submit **original itemized** receipts, as required.
5. Personal mileage reimbursement has to be calculated from MU campus to the travel destination and is based on the mileage calculated on www.mapquest.com. This internet site can also be accessed on the [Controller's Office Web Page under Travel/Resources](#) by clicking on "Mileage Calculator." If mileage was clocked and exceeds the miles on record, you must provide a justification or there will be no reimbursement for the excess mileage.
6. If the hotel rate exceeds the amount allowed by the state (ex: \$91 for most PA as of 10/1/16), **you must justify the higher price** (host site, most reasonable in area, etc.) Rates for lodging and Per Diem can be found under GSA (General Services Administration) website (<http://www.gsa.gov/portal/content/104877>).
7. Meal Allowance is not a flat allowance; only actual meal expenses should be claimed. The meal reimbursement cannot exceed the GSA allowance and cannot include any alcohol and associated taxes. **All non-overnight meal expenses should be listed in the specified column and will be forwarded to Payroll for processing.**

NOTE: Meal receipts are not required but it may eliminate any possible fraudulent claim questions by state auditors. **Exception to the rule:** When an employee accompanies students on a student trip, itemized and original meal receipts are required to show the employee paid for the students' expenses.

8. All expenses, even the prepayments MUST be listed on the TEV in the proper column.
9. A reimbursement check or ACH (direct deposit) will be processed within two (2) weeks upon receipt of a **completed** Travel Expense Voucher for all related travel expenses.
10. **Any incomplete Travel Expense Voucher will be returned which will delay the reimbursement process.**
11. **All Travel Expense Vouchers are required within 60 Days of the Return Date.**

Websites of interest:

- Controller's Office – Travel Web Page: <http://www2.mansfield.edu/controller/travel.cfm>
- GSA Website:
 - Hotel and meal allowance rates <http://www.gsa.gov/portal/content/104877>;
 - Personal mileage reimbursement rates <http://www.gsa.gov/portal/content/100715>
- PASSHE Website – Personal Car Reimbursement Rate:
<http://www.passhe.edu/inside/anf/accounting/Pages/Employee%20Travel%20Expense%20Reimbursement%20Rates.aspx>
- [PASSHE Compliance with Export Control Law's and Supplemental Information](#)
- PASSHE Tax Procedures 2015-6 Reimbursement for Meals to Employees Who are Not in Overnight Travel Status <http://www.passhe.edu/inside/policies/Pages/Tax-Procedures.aspx>

SUMMARY OF TRAVEL EXPENSES

Cost	Is the cost reimbursable?	Document(s) needed to obtain reimbursement
Conference/Registration Fee	Yes	Proof of payment (e.g. email confirmation, receipt, etc.)
Lodging	Yes, in accordance with the Travel Policy	Itemized invoice(s) showing a balance zero
Meals	Yes, in accordance with the Travel Policy	Itemized receipt(s) suggested.
Gasoline—University vehicles	Yes	Receipt(s) required
Gasoline—Executive vehicles	Yes	Receipt(s) required
Gasoline—Personal vehicles	Yes	Receipt (only gas or mileage can be reimbursed not both)
Personal car mileage	Yes, in accordance with the Travel Policy	List total miles on TEV; justification needed on TAR
Rental Vehicle to and from airports, train stations, etc.	Yes	Itemized receipt(s) required
Rental Vehicle from Enterprise in place of state car	Yes, in accordance with the Travel Policy	N/A
Transportation costs such as airline, train, tolls, and parking	Yes	Itemized receipt(s) required
Miscellaneous reference materials such as books, tapes, and videos	Yes, if approved by Supervisor	Itemized receipt(s) required
Incidental business expenses, incurred while in travel status, such as copies, faxes, business phone calls, and postage	Yes, if approved by Supervisor	Itemized receipt(s) required
Business meeting expenses such as equipment rental and meeting room charges	No, contact Purchasing Office	N/A
Personal hotel costs such as movie charges, personal phone calls, and safe fees	No	N/A
Conference related costs such as spouse/guest registration fee, meals, and entertainment/evening events specifically associated with the conference	No	N/A
Laundry and dry cleaning (continuous travel status more than 5 days)	Yes, in accordance with the Travel Policy	Itemized receipt required
Movies or other entertainment not part of the hotel bill or conference charge	No	N/A
Meals associated with a Mansfield University search	Yes	Itemized receipt(s) suggested
Gifts and souvenirs	No	N/A
Professional development (i.e., workshop, training)	Yes	Proof of payment (e.g. email confirmation, receipt, etc.)