Travel Policy – Frequently Asked Questions (FAQs)

General Travel

1. Where can I obtain information on the University’s Travel Policy?
The University Travel Policy is UM1701 and additional information can be obtained at http://bf.memphis.edu/finance/accounting/travel.php.

2. How do I estimate my travel expenses?
An estimate of expenditures can be obtained by completing http://bf.memphis.edu/finance/accounting/travel.php spreadsheet.

3. How do I determine lodging and per diem rates?
   b. Other U.S. Cities and States - General Services Administration (GSA) Per Diem Rates can be obtained at http://www.gsa.gov/portal/category/21287.

4. Can I be paid for expenses prior to travel?
No, reimbursement of travel expenses occurs after travel is complete. Prepayment of hotel fees can be performed by completing a Check Request. Prepayment of registration fees can be performed by completing a Check Request or using P-Card. Personal prepayments will be reimbursed with Travel Claim.

5. How do I enroll in direct deposit for Travel Reimbursements?
   Complete the Authorization for Direct Deposit of Vendor Payments Form and return to General Accounting Admin 275.

6. How do I obtain an AP Address for an employee’s initial travel request?
   Email accountspayable@memphis.edu and request an AP address. Please be sure to include office address.

Local Travel

7. Are purchase orders (POs) required for local travel?
   No, travel POs are not required for local travel. However, you need to complete Claim for Traveling Expenses form to request reimbursement.

8. How do I compute local mileage?
   MapQuest is used to compute local mileage. When work is performed by an employee en route to or from the official station, reimbursable mileage is computed by deducting the employee's normal commuting mileage from the actual mileage driven in performing the work en route to or from the official station. For example, if an employee normally commutes 10 miles (20 miles round trip), and performs work on the
way home from the official station which results in 12 miles driven, the mileage reimbursement will be for 2 miles only, as that is the amount of mileage in excess of the employee's normal commute.

9. Can lodging, meals or incidentals be claimed on local travel?
No, only mileage and parking are allowable expenses.

In-State/Out-of-State Travel

10. Are purchase orders (POs) required for all out-of-town travel?
Yes, travel POs should be submitted online and approved by General Accounting prior to travel. (Lambuth same day travel is considered local.)

11. When is it permissible to drive instead of fly?
Air travel is recommended when the cost of other methods of transportation exceed the quoted airline rate from Travelennium. (Quote should be obtained at least three weeks in advance and attached to Claim for Traveling Expenses form.)

12. Is it okay to purchase rental car insurance?
Rental car insurance is not eligible for reimbursement.

13. Where can I locate the mileage chart?
The mileage chart between Memphis and Other Cities can be obtained at [http://bf.memphis.edu/finance/accounting/mileage.php](http://bf.memphis.edu/finance/accounting/mileage.php). If the city is not listed, attach MapQuest mileage documentation.

14. Can I obtain a Travel Advance?
Yes, if you were denied approval of the University’s Corporate Visa Card, you may obtain an advance up to 80% of out-of-pocket expenditures.

15. How long does it take to process a Travel Advance?
Once the advance request is received in Accounting, it takes five business days to process. In order to ensure that your check is received prior to departure submit request at least two weeks in advance.

16. When can I pick-up my Travel Advance?
Checks are available for pick-up 3–5 days prior to departure date.

17. Is there a maximum reimbursement amount for lodging and per diem?
Yes,
b. Other U.S. Cities and States - General Services Administration (GSA) Per Diem Rates can be obtained at [http://www.gsa.gov/portal/category/21287](http://www.gsa.gov/portal/category/21287).
18. What if my conference lodging rate exceeds the maximum lodging rates?
   Higher rates are acceptable if convention brochure discloses rate. Documentation of conference rate should be attached to the Claim for Traveling Expenses.

19. What are my options, if the conference hotel rate is booked?
   If the conference hotel rate is booked, request the Government rate or you may stay at another hotel at the conference rate or less. Documentation of conference rate should be attached to Claim for Traveling Expenses.

20. Are long-distance, internet or fax charges reimbursable?
   Yes, these charges are reimbursable provided that a justification is included in the comments section of the Claim for Traveling Expenses.

Travel Claim

21. How long after travel is the Claim for Traveling Expense form due?
   Claims for reimbursement for travel expenses should be submitted to the Accounting Office no later than thirty (30) days after completion of the travel.

22. Can mileage and gas expenditures be reimbursed?
   No, you may claim mileage or gas. However, gas allowance cannot exceed mileage allowance. Please be sure to attached itemized receipts.

23. Can I be reimbursed for taxi fare?
   Yes, you will be reimbursed for taxi expenses traveling to and from the common carrier. Taxi reimbursement to the Memphis International airport is limited to $28.

24. Can I be reimbursed for tips?
   No, tips are included in your Meals and Incidentals (M&I) reimbursement.

25. Should I convert currency prior to submitting claim?
   Yes, please use http://www.oanda.com/currency/converter/ to convert currency and attach all conversion documentation.

26. What information should be included in the comments section?
   You should include the purpose of your trip, conference/meeting name, mode of travel, accommodations, and any exceptions.

27. What expenses require receipts?
   Detailed receipts are required for airfare, baggage fees, conference fees, lodging, rental car, and parking fees.