General Travel

1. **How to create a Travel Purchase Order?**
   [https://www.memphis.edu/accounting/pdf/travel_purchase_order_aids.pdf](https://www.memphis.edu/accounting/pdf/travel_purchase_order_aids.pdf)

2. **Where can I obtain information on the University’s Travel Policy?**
   The University Travel Policy is BF 4001 and additional information can be obtained at [http://www.memphis.edu/accounting/travelmenu.php](http://www.memphis.edu/accounting/travelmenu.php).

3. **How do I estimate my travel expenses?**

4. **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/content/104877](http://www.gsa.gov/portal/content/104877).

5. **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](https://www.memphis.edu/accounting/travel.php). Prepayment of registration fees can be performed by completing a [Check Request](https://www.memphis.edu/accounting/travel.php) or using [P-Card](https://www.memphis.edu/accounting/travelmenu.php). Personal prepayments will be reimbursed with Travel Claim.

6. **How do I enroll in direct deposit for Travel Reimbursements?**

7. **How do I obtain an AP Address for an employee’s initial travel request?**
   Email [accountspayable@memphis.edu](mailto:accountspayable@memphis.edu) and request an AP address. Please be sure to include office address.

Non-University Paid Travel

8. **How do I obtain authorization to travel on University business when University funding is not required?**
   Prior to travel, gather purpose/mode of travel and accommodations documents, estimate travel expenses, and request $1 PO from via Shared Services or Department.

Local Travel

9. **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.
10. How do I compute local mileage? 
MapQuest or GoogleMaps 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.

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

In-State/Out-of-State Travel

12. 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.)

13. 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.)

14. Is it okay to purchase rental car insurance? 

15. Where can I locate the mileage chart? 
The mileage chart between Memphis and Other Cities can be obtained at http://www.memphis.edu/accounting/mileage.php. If the city is not listed, attach MapQuest or GoogleMaps mileage documentation.

16. Can I obtain a Travel Advance? 
Yes, you may obtain an advance up to 80% of out-of-pocket expenditures.

17. 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.

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

19. Is there a maximum reimbursement amount for lodging and per diem? Yes, 

20. **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.

21. **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.

22. **Are long-distance, hotel 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**

23. **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. Due in 10 days if you received a Travel Advance.

24. **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.

25. **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.

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

27. **Should I convert currency prior to submitting claim?**

28. **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.

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