

Travel Card Program

Virginia State University utilizes the state sponsored travel card program to facilitate University employee travel on University-related business. The Travel Card allows employees to travel at no charge to their personal funds. Contact the Purchasing Office for information on this program. Please also review the University travel guide when planning your trip to ensure you can be reimbursed your full expenses.

Travel Advance

Travel advances will only be issued to an employee to cover meals for students who are being escorted on an official business trip. Upon return from trip, the escort should promptly (within 5 days after completion of the trip) submit a completed “Travel Reimbursement Voucher” to account for the advance and other travel related expenditures. **Itemized** meal receipts (not credit card slips) listed by day should be attached. A listing should be attached showing the student(s) attending. Unused portions of a travel advance should be returned immediately to the University Cashier’s Office upon return from the trip.

To request a travel advance for student meals, an approved check request and the **approved “TA”** Travel Authorization Form, should be submitted to the Invoice Processing Office, along with a listing of the students names. This request should be submitted to invoice Processing **14 days prior to the departure date.** Travel advance requests submitted which allow less than 14 days to process require sufficient written justification for the delay and must be approved by the traveler’s respective Vice President. Travel advances processed less than 14 days are limited to **\$500.00**. Travel advances may be picked up in the Cashier’s Office, no earlier than three days prior to the departure date.

Reimbursement Rates

When planning and paying for travel, economy, prudence and necessity are of primary concern. The use of State funds to accommodate personal comfort, convenience, and taste is not permitted. Reimbursement is limited to actual expenses incurred up to the per diem amounts plus taxes and surcharges. Following are the lodging, meals & incidental, and transportation per diem rates.

Lodging – Expenses in excess of the per diem rates will not be reimbursed, unless approved **in advance** by the President or his designee. Under this exception, only 50% above the per diem is allowed.

OUT-OF-STATE Location If a location is not listed (Based on Hotel) the Standard Rate Applies	Lodging Rate Excludes Taxes and surcharges	Meals and Incidental Expense Includes tips, taxes, personal phone calls, laundrv. and transportation to where meals are taken
Standard→	\$88	\$46
Exceptions↓		
Austin, TX (Travis)(9/1 -10/31)	121	71
Austin, TX (Travis)(11/1 -8/31)	115	71
Atlanta, GA (Fulton, Cobb, DeKalb)	140	56
Baltimore, MD (3/1 – 11/30)	161	71
Baltimore, MD (12/1 – 2/28)	135	71
Baltimore County, MD	103	61
Boston/Cambridge, MA (Suffolk, City of Cambridge) 9/1-10/31	240	71
Boston/Cambridge, MA (Suffolk, City of Cambridge) 11/1-3/31	168	71
Boston/Cambridge, MA (Suffolk, City of Cambridge) 4/1-6/30	231	71
Boston/Cambridge, MA (Suffolk, City of Cambridge) 7/1-8/31	205	71
Charleston, SC (Charleston Berkeley, Dorchester Counties)	142	56
Charlotte, NC (Mecklenburg Co.)	100	51
Chicago, IL (Cook, Lake Co) (9/1-11/30)	205	71
Chicago, IL (Cook, Lake Co) (12/1-4/30)	158	71
Chicago, IL (Cook, Lake Co) (5/1-6/30)	211	71
Chicago, IL (Cook, Lake Co) (7/1-8/31)	176	71
Cincinnati, OH (Hamilton, Clermont Co)	115	56
Cleveland, OH (Cuyahoga Co)	109	56
Dallas, TX (Dallas Co & City Limits) (4/1-12/31)	117	71
Dallas, TX (Dallas County & City Limits) (1/1-3/31)	122	71
Denver/Aurora, CO (Adams, Arapahoe, Denver, Jefferson, Co)	158	66
Detroit, MI (Wayne County)	104	56
Floral Park/Garden City/Glen Cove/ Great Neck/Roslyn, NY (Nassau Co)	161	66
Houston, TX (LB Johnson Space Ctr, Fort Bend, Harris, Montgomery counties)	118	71
Kansas City, MO (Cass, Clay, Jackson, Platte Counties)	107	56
Las Vegas, NV (Clark County) (6/1-12/31)	109	71
Las Vegas, NV (Clark County) (1/1-5/31)	118	71
Los Angeles, CA (Los Angeles Orange, Ventura Co & Edwards AFB)	135	71
Manhattan, NY (Boroughs of Manhattan, Bronx, Brooklyn, & Richmond Co (9/1 - 12/31)	340	71
Manhattan, NY (Boroughs of Manhattan, Bronx, Brooklyn, & Richmond Co (1/1 - 3/31)	209	71
Manhattan, NY (Boroughs of Manhattan, Bronx, Brooklyn, & Richmond Co (4/1 - 6/30)	318	71
Manhattan, NY (Boroughs of Manhattan, Bronx, Brooklyn, & Richmond Co (7/1 - 8/31)	279	71
Miami, FL (Miami-Dade County) (10/1-12/31)	128	66
Miami, FL (Miami-Dade County) (1/1-3/31)	152	66

OUT-OF-STATE Location If a location is not listed (Based on Hotel) the Standard Rate Applies	Lodging Rate Excludes Taxes and surcharges	Meals and Incidental Expense Includes tips, taxes, personal phone calls, laundrv. and transportation to where meals are taken
Miami, FL (Miami-Dade County) (4/1 - 9/30)	117	66
Minneapolis/St. Paul, MN (Hennepin, Ramsey Counties)	137	71
Nashville, TN (Davidson)	119	66
Newark, NJ (Essex, Bergen, Hudson, Passaic Counties)	130	61
New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes) (10/1-6/30)	133	71
New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes) (7/1-9/30)	104	71
Orlando, FL (Orange County) (4/1-12/31)	108	56
Orlando, FL (Orange County) (1/1-3/31)	117	56
Philadelphia, PA (Philadelphia County) (9/1 – 11/30)	170	66
Philadelphia, PA (Philadelphia County) (12/1 – 8/31)	153	66
Palm Springs, CA (Riverside) (9/1 – 12/31)	111	71
Palm Springs, CA (Riverside) (1/1 – 5/31)	129	71
Palm Springs, CA (Riverside) (6/1 – 8/31)	90	71
Phoenix/ Scottsdale, AZ (Maricopa County) (9/1-12/31)	120	71
Phoenix/ Scottsdale, AZ (Maricopa County) (1/1-5/31)	140	71
Phoenix/ Scottsdale, AZ (Maricopa County) (6/1-8/31)	89	71
Pittsburgh, PA (Allegheny Co)	119	71
San Antonio, TX (Bexar Co)	117	66
San Diego, CA (San Diego Co)	147	71
San Francisco, CA (San Francisco Co) (9/1 – 10/31)	192	71
San Francisco, CA (San Francisco Co) (11/1 – 8/31)	166	71
Savannah, GA (Chatman Co)	106	56
Seattle, WA (King County)	159	71
St. Louis, MO (St. Louis City and St. Louis, St. Charles Counties)	110	66
Tampa/St. Petersburg, FL (Pinellas & Hillsborough) (4/1 -12/31)	101	51
Tampa/St. Petersburg, FL (Pinellas & Hillsborough) (1/1 -3/31)	120	51
Washington, DC (1) (9/1-10/31)	229	71
Washington, DC (1) (1/1-2/28)	207	71
Washington, DC (1) (3/1-6/30)	226	71
Washington, DC (1) (7/1-8/31)	170	71
White Plains/ Tarrytown/New Rochelle/Yonkers, NY (Westchester)	164	71

(1)Washington, DC includes: Virginia cities of Alexandria, Falls Church, Fairfax; Virginia counties of Arlington, Fairfax; and, Maryland counties of Montgomery and Prince George.

IN-STATE Location If a location is not listed (Based on Hotel) the Standard Rate Applies	Lodging Rate Excludes Taxes and surcharges	Meals and Incidental Expense Includes tips, taxes, personal phone calls, laundrv. and transportation to where meals are taken
STANDARD→	\$70	\$41
EXCEPTIONS↓		
Abingdon (Washington)	82	46
Blacksburg (Montgomery)	98	46
Charlottesville (Albemarle & Green Co)	112	56
Chesapeake/Suffolk (9/1 – 5/31)	87	56
Chesapeake/Suffolk (6/1 – 8/31)	103	56
Chesterfield/Henrico (& both counties)	92	51
Fredericksburg (&City of Spotsylvania)	78	56
Hampton City/Newport News	80	56
James City/York Co/Williamsburg (9/1 – 3/31)	72	51
James City/York Co/Williamsburg (4/1 – 8/31)	94	51
Loudoun (Loudoun County)	135	61
Lynchburg (Campbell County)	83	51
Manassas (City Limits)	93	46
Norfolk & Portsmouth	95	61
Richmond (City Limits)	125	66
Roanoke (City Limits)	103	51
Stafford/Prince Williams& Co	95	46
Virginia Beach (9/1-5/31)	89	56
Virginia Beach (6/1-8/31)	148	56
Wallops Island (Accomack County) (9/1-6/30)	128	56
Wallops Island (Accomack County) (7/1-8/31)	87	56
Warrenton (Fauquier)	100	46

The Agency Head (President) or assigned designee may approve, **in advance**, up to 50% above the per diem for lodging. **Explanations and cost comparisons must accompany all per diem exception requests and must be requested and approved prior to the travel.**

*Exceptions above 50% can **only** be approved by submission of an advance request submitted through the President, to the VA Dept. of Accounts, Manager of General Accounting. All exception requests must be accompanied with sufficient documentation showing alternative cost comparisons that justify the excess.*

Hotel charges for non-canceled reservations will **not** be reimbursed if the traveler is negligent in canceling reservations. Original hotel bills must be submitted with the "Travel Reimbursement Voucher", **itemized daily**, and **showing a zero balance**. Hotel bills must also include the traveler’s name and dates of travel.

When traveling between more than one destination, lodging and meal per diems are based upon where the traveler spent the night.

When two or more people are traveling on official state business and staying in the same hotel room, the lodging rate will be the per diem listed in the area they are staying, plus the cost charged by the hotel for additional persons in the room. Documentation from the hotel listing charges for additional people, per room must be provided. Sharing cost does not justify overage.

MEALS & INCIDENTAL EXPENSES (M&IE)

Generally, meals and certain incidental travel expenses are only reimbursable for pre-approved overnight travel. Exceptions apply to reimbursement of non-overnight business and overtime meal expenses. Business meals must be approved by the agency head (President) or assigned designee prior to the event and may only be reimbursed up to the amount shown for the applicable meal in the M&IE Rate Table. The nature of the business discussion and a guest list must be attached for reimbursement to be processed. The below rates should be used to determine the maximum meal reimbursement amount for official business/day meals and/or the M&IE reduction, which must occur where meals are provided at no cost during an overnight travel period.

M&IE RATE TABLE

PER DIEM	\$41	\$46	\$51	\$56	\$61	\$66	\$71
Breakfast	\$7	\$7	\$8	\$9	\$10	\$11	\$12
Lunch	\$11	\$11	\$12	\$13	\$15	\$16	\$18
Dinner	\$18	\$23	\$26	\$29	\$31	\$34	\$36
Incidental	\$5	\$5	\$5	\$5	\$5	\$5	\$5
75% Travel Days	\$32	\$36	\$40	\$44	\$47	\$51	\$55

The \$5 incidental expense allowance is only reimbursable during overnight official business travel. It includes expenses for bellhop/taxi tips, personal telephone calls, laundry, and travel between lodging and places where meals may be taken.

On the travel departure or return days, only 75% of the M&IE per diem is reimbursed, based upon where the traveler spent the night. In addition, where meals are provided at no cost in conjunction with travel events, the applicable M&IE per diem reimbursement rate shall be reduced by the full amount for the applicable meal in the M&IE rate followed by a 75% proration of the balance.

When meals are included with registration or lodging expense as part of a package, the number and type of meals, and amount from the M&IE rate table above, must be deducted from the daily per diem.

Transportation

It is encouraged that all employees travel in a State-owned vehicle. Employees are permitted to use their personal automobile when a State-owned vehicle is not available, or when the use of a personal vehicle is cost-beneficial to the agency. When a traveler elects to use their personal vehicle as a matter of convenience, the reimbursement will be at the reduced mileage rate of \$.246/mile.

If the **agency head or designee certifies** that a state-owned vehicle is not available or the use of a personal automobile is cost-beneficial to the agency the traveler will be reimbursed at the current IRS rate (currently \$.55 per mile). IRS rate located at <http://www.irs.gov/taxpros/article/0,,id=156624,00.html> Travel over 100 miles a day is not considered cost-beneficial and should be reimbursed at \$.246 per mile (unless approved by agency head). Parking and Toll expenses are also reimbursable. Receipts are required for reimbursements greater than \$10.

Commuting Mileage - The distance between the employee’s residence and where he/she performs his/her routine duties, on a scheduled workday is considered commuting mileage. Commuting mileage and other commuting costs incurred on a normal workday are considered a personal expense and are not reimbursable.

Rental Vehicles -When renting a vehicle, decline all insurance. Employees are covered while renting within the US. Also, be sure the vehicle is refueled before returning to the rental agency. Do not allow rental agency to fill car. Gas reimbursements will be made only from receipts.

OTHER TRAVEL GUIDELINES

Air and rail ticket purchases for travel should be coordinated through the University Purchasing Office. If purchased on-line be sure to print all receipts and confirmations. In **all** cases please attach your **ticket stub** or **boarding pass** to the reimbursement voucher.

Disallowed travel expenses include all expenses related to the personal negligence of the traveler to include, but not limited to the following:

- Lost or stolen articles
- Alcoholic beverages
- Damage to personal items
- Services to gain entry to a locked vehicle
- Movies charged to hotel bills
- Fines, Towing charges
- Entertainment expenses
- Expenses for family while on travel status
- Gratuities (included in the meal per diem)

Submission of Travel Reimbursement Voucher

- The traveler must submit a signed, dated completed “Travel Reimbursement Voucher” **with original receipts, and a copy of the “TA”** to their immediate supervisor within (30) working days after returning from the trip. Be sure to check the applicable “personal vehicle use statement” and State Employee section(s). The signature certifies all information is accurate and legitimate.
- The supervisor signature certifies that the requested reimbursements have been reviewed and are proper and necessary.
- Report related travel advance(s) on the travel reimbursement voucher and immediately return all unused balances to the Cashier’s Office. Any unpaid travel advance is subject to payroll deduction and denial of future advance privileges.
- Traveler should keep receipts of all expenses for submission. Reimbursement will **not** be made from credit card statements or tissue receipts.
- Most travel is to be reimbursed using EDI (Electronic Data Interchange—Direct Deposit). EDI forms must be submitted prior to reimbursement voucher. This is separate from payroll direct deposit.

Questions or concerns related to these guidelines should be addressed to the Manager of Purchasing Office, Invoice Processing, or Travel Accountant of the Invoice Processing Department at (804) 524-5267 or visit the VSU website at www.vsu.edu/travel.html. Complete State Travel Regulations, are located on the DOA website www.doa.state.va.us/procedures/AdminServices/capp/summary.htm

VIRGINIA STATE UNIVERSITY



TRAVEL REIMBURSEMENT POCKET GUIDE

State Travel Regulations
Revised as of October 1, 2009

GENERAL GUIDELINES

The University will reimburse individuals traveling on official State business for reasonable and necessary expenses incurred. Employees must prepare an estimate of the total cost of any proposed travel and itemize the cost on the “Request for Travel Authorization” (TA) form. Completed TA’s should be submitted to the Purchasing department, at least 21 days prior to the date of departure. Business travelers are encouraged to obtain the GE MasterCard for travel and enroll in the **EDI** “Electronic Data Interchange” Program for Direct Deposit. Applications for the MasterCard may be obtained from the Purchasing Office located in Room 115 Virginia Hall. EDI enrollment forms are located in the Invoice Processing office Room B10 Virginia Hall or at www.vsu.edu/travel/StateEmployeeEnrollmentForm.pdf.

THE UNIVERSITY RESERVES THE RIGHT TO CHANGE ITS TRAVEL GUIDELINES, RULES, AND REGULATIONS AT ANY TIME. IF SUCH A CHANGE BECOMES NECESSARY, THE UNIVERSITY WILL ENDEAVOR TO GIVE NOTICE IN ADVANCE.