

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.

Group Travel

Travel involving student groups who are being escorted on an official business trip should be covered using the small purchase charge card. Itemized meal receipts (not credit card slips) should be attached to the small purchase card recon report. A listing should be attached showing the student(s) attending. For assistance with student lodging, please contact your buyer in the Purchasing Department.

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 <u>If a location is not listed (Based on Hotel) the Standard Rate Applies</u>	Lodging Rate <u>Excludes Taxes and surcharges</u>	Meals and Incidental Expense <u>Includes tips, taxes, personal phone calls, laundry, and transportation to where meals are taken</u>
Standard→ Exceptions↓	\$88	\$46
Arlington/Ft. Worth/Grapeville, TX(Tarrant County)	139	56
Austin, TX (Travis)	108	71
Atlanta, GA (Fulton, Cobb, DeKalb)	133	56
Baltimore, MD (3/1 – 11/30)	145	71
Baltimore, MD (12/1 – 2/28)	121	71
Baltimore County, MD	97	61
Boston/Cambridge, MA (Suffolk, City of Cambridge) 9/1-10/31	221	71
Boston/Cambridge, MA (Suffolk, City of Cambridge) 11/1-3/31	158	71

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Standard→ Exceptions↓	\$88	\$46
Boston/Cambridge, MA (Suffolk, City of Cambridge) 4/1-6/30	201	71
Boston/Cambridge, MA (Suffolk, City of Cambridge) 7/1-8/31	183	71
Charleston, SC (Charleston Berkeley, Dorchester Counties)	137	56
Charlotte, NC (Mecklenburg Co.)	97	51
Chicago, IL (Cook, Lake Co) (9/1-11/30)	190	71
Chicago, IL (Cook, Lake Co) (12/1-3/31)	130	71
Chicago, IL (Cook, Lake Co) (4/1-6/30)	171	71
Chicago, IL (Cook, Lake Co) (7/1-8/31)	155	71
Cincinnati, OH (Hamilton, Clermont Co)	118	56
Cleveland, OH (Cuyahoga Co)	101	56
Dallas, TX (Dallas County)	113	71
Denver/Aurora, CO (Adams, Arapahoe, Denver, Jefferson, Co)	149	66
Detroit, MI (Wayne County)	91	56
Floral Park/Garden City/Great Neck, NY (Nassau Co)	142	66
Houston, TX (LB Johnson Space Ctr, Fort Bend, Harris, Montgomery counties)	109	71
Kansas City, MO (Cass, Clay, Jackson, Platte Counties)	99	61
Las Vegas, NV (Clark County)	99	71
Los Angeles, CA (Los Angeles, the city of Santa Monica, Orange, Ventura Co & Edwards AFB)	125	71
Manhattan, NY (Boroughs of Manhattan, Bronx, Brooklyn, Queens, Staten Island & Richmond, NY & Kings Counties (9/1 - 12/31)	295	71
Manhattan, NY (Boroughs of Manhattan, Bronx, Brooklyn, Queens, Staten Island & Richmond, NY & Kings Counties (1/1 - 3/31)	204	71
Manhattan, NY (Boroughs of Manhattan, Bronx, Brooklyn, Queens, Staten Island & Richmond, NY & Kings Counties (4/1 - 6/30)	246	71
Manhattan, NY (Boroughs of Manhattan, Bronx, Brooklyn, Queens, Staten Island & Richmond, NY & Kings Counties (7/1 - 8/31)	216	71
Miami, FL (Miami-Dade County) (6/1-11/30)	105	66
Miami, FL (Miami-Dade County) (12/1-3/31)	152	66
Miami, FL (Miami-Dade County) (4/1-5/31)	125	66
Minneapolis/St. Paul, MN (Hennepin, Ramsey Counties)	121	71
Nashville, TN (Davidson)	107	66

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Standard→ Exceptions↓	\$88	\$46
Newark, NJ (Essex, Bergen, Hudson, Passaic Co.)	120	61
New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes) (10/1-6/30)	135	71
New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes) (7/1-9/30)	101	71
Orlando, FL (Orange County) (6/1-12/31)	97	56
Orlando, FL (Orange County) (1/1-5/31)	111	56
Palm Springs, CA(Riverside County)(9/1-12/31)	99	71
Palm Springs, CA(Riverside County)(1/1-5/31)	115	71
Palm Springs, CA(Riverside County)(6/1-8/31)	82	71
Philadelphia, PA (Philadelphia County) (9/1 – 11/30)	143	66
Philadelphia, PA (Philadelphia County) (12/1 – 8/31)	137	66
Phoenix/ Scottsdale, AZ (Maricopa County) (9/1-12/31)	105	71
Phoenix/ Scottsdale, AZ (Maricopa County) (1/1-5/31)	128	71
Phoenix/ Scottsdale, AZ (Maricopa County) (6/1-8/31)	80	71
Pittsburgh, PA (Allegheny Co)	119	71
San Antonio, TX (Bexar Co)	106	66
San Diego, CA (San Diego Co)	133	71
San Francisco, CA (San Francisco Co) (9/1 – 10/31)	184	71
San Francisco, CA (San Francisco Co) (11/1 – 8/31)	155	71
Savannah, GA (Chatman Co)	95	56
Seattle, WA (King County)	137	71
St. Louis, MO (St. Louis City and St. Louis, St. Charles Counties)	104	66
Tampa/St. Petersburg, FL (Pinellas & Hillsborough) (5/1 -12/31)	93	51
Tampa/St. Petersburg, FL (Pinellas & Hillsborough) (1/1 -4/30)	112	51
Washington, DC (1) (9/1-10/31)	226	71
Washington, DC (1) (11/1-2/28)	183	71
Washington, DC (1) (3/1-6/30)	224	71
Washington, DC (1) (7/1-8/31)	169	71
White Plains/ Tarrytown/New Rochelle/Yonkers, NY(Westchester)	136	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 <u>If a location is not listed (Based on Hotel) the Standard Rate Applies</u>	Lodging Rate <u>Excludes Taxes and surcharges</u>	Meals and Incidental Expense <u>Includes tips, taxes, personal phone calls, laundry, and transportation to where meals are taken</u>
STANDARD→ EXCEPTIONS↓	\$77	\$41
Abingdon (Washington)	88	46
Blacksburg (Montgomery)	95	46
Charlottesville (Albemarle & Greene Co.)	115	56
Chesapeake/Suffolk (9/1 – 5/31)	77	56
Chesapeake/Suffolk (6/1 – 8/31)	86	56
Chesterfield/Henrico Counties	83	51
Fredericksburg Spotsylvania & Stafford County)	88	56
Loudoun (Loudoun County)	108	61
Lynchburg (Campbell County)	80	51
Manassas (Prince William Co.)	88	46
Norfolk & Portsmouth	89	61
Richmond (City Limits)	112	66
Roanoke (City Limits)	96	51
Virginia Beach (9/1-5/31)	89	56
Virginia Beach (6/1-8/31)	151	56
Wallops Island (Accomack County) (9/1-6/30)	85	56
Wallops Island (Accomack County) (7/1-8/31)	127	56
Warrenton (Fauquier county)	92	46
Williamsburg(James City/York Co) (9/1 – 10/31)	77	51
Williamsburg(James City/York Co) (11/1 – 8/31)	96	51

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.

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 \$.565 per mile). IRS rate located at <http://www.irs.gov/newroom/article/0..id=232017.00.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-Approval must be attached to the travel reimbursement voucher). Parking and Toll expenses are also reimbursable. Receipts are required for reimbursements greater than \$20.

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 only be made from receipts.**

When planning for a trip, the traveler should visit the OFMS website (at least 24 hours in advance) to use the trip calculator to determine the vehicle cost for trip.

<http://www.dgs.virginia.gov/OfficeofFleetManagement/Services/TravelPlanning/tabid/170/Default.aspx>

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. If travel is continuous travel reimbursement should be submitted monthly. 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.
- Traveler should keep receipts of all expenses for submission. Reimbursement will **not** be made from credit card statements or tissue receipts. Receipts should be original. Parking and tolls and for hire transportation are required if claim is more than \$20.
- Most travel is to be reimbursed using EDI (Electronic Data Interchange—Direct Deposit). EDI forms must be submitted prior to reimbursement voucher. This form is separate from the Payroll Office direct deposit form.

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 http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/20335-2011.pdf

VIRGINIA STATE UNIVERSITY



TRAVEL REIMBURSEMENT POCKET GUIDE

State Travel Regulations
Revised as of October 1, 2011

GENERAL GUIDELINES

The University will reimburse individuals traveling on official State business for reasonable and necessary expenses incurred. 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.

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 a travel card and enroll in the **EDI** “Electronic Data Interchange” Program for Direct Deposit. Contact the Purchasing Office for applications for the Travel card. The Purchasing Office is located in Room 115 Virginia Hall. EDI enrollment forms can be obtained from the Invoice Processing office located in room B10, (basement of Virginia Hall) or at http://www.doa.virginia.gov/General_Accounting/EDI/State_Employee_EDI_Enrollment_Form.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.