Travel Notes

- Travel authorizations must be completed prior to any expenses being incurred.
  - Required for ALL employees regardless of what unit they work for (includes students who are employed)
  - provides insurance coverage
  - allows reimbursement of expenses
  - remember to route authorization for approvals
- International travel must have form in to Dean’s office 30 days prior to travel.
- Goods and services received within the State of Idaho are tax exempt when using your PCard.
  - not exempt when using personal card/funds
  - use ST101 (goods and services) and ST104 (lodging)
  - Amazon purchases are exception
- Claims must be turned in within 15 days upon completion of travel.
  - want entire trip on one claim
  - will usually process within 2 weeks…. PC side may delay due to download
  - exception if PCard expense will be on ledger greater than 60 days or if personally out large amount of funds.
    - how transactions come into university… reconcile stmt vs ledger
- Third Party vendors (Orbitz, Expedia, Travelocity, etc.)
  - rate not always cheapest… especially hotels
  - state sales tax will be charged -- cannot be reversed by hotel and will not be reversed by third party vendor; state tax will be moved to personal AR
  - third party receipts do not always have details needed for reimbursement – difficult to get receipt
- Receipts must show itemized detail and have $0.00 balance or show credit card has been charged
- Rental Cars: State contract with Enterprise/National and Hertz (not Dollar or Thrifty – managed separately).
  - must have approved vehicle use agreement and completed defensive driver training
  - if in accident, deductible waived
  - liability coverage included
  - must provide state contract number or $2,500 deductible in force
  - if use a different company, $2,500 deductible.
  - Waive all insurance coverages (collision damage, personal accident, loss damage, navigation)
  - State vehicles: $1,000 deductible
  - Enterprise website easy to print copy of receipt
- Per Diem
  - must be more than 50 miles from home work station to receive per diem
  - if out of state but not overnight, will receive in-state rate
- Airfares
  - coach class
  - seat upgrades not paid unless accommodation on file with HR
  - insurance not allowed expense on domestic flights
  - do not buy refundable airfare – most put money in “wallet” if change/cancel; only if no other flight available
- Mileage
  - Standard rates to local airports… from work station, not home
  - Need mileage “map”… Google or Mapquest
  - if driving to long distance destination, provide comparison airfare; state requires “most economical and practical” transportation
- Tips/Gratuities not allowed… covered under I&E of per diem
- Group meal - need entertainment expense form, list of attendees, agenda or event program
- Personal Travel extending business trip
- Any portion of the travel for personal purposes OR that will be reimbursed by a third party CANNOT use PCard for expense.
  - Airfare must be paid for personally and include a comparison airfare for business days
  - Only items used strictly for business allowed on PCard…. no split usages (rental car, lodging)
- Send all items to calstravel@uidaho.edu