

# JACKSON STATE UNIVERSITY

## Office of Purchasing and Travel

### TRAVEL

### Policies & Procedures



REVISED: January 2012

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# DEFINITIONS

**High Cost Meal Allowance:** Cities designated in the Federal Register as having a maximum per-diem rate of \$100 or higher. The Department of Finance and Administration, Bureau of Financial Control, will reimburse actual meal costs in those cities based on a sliding scale not to exceed the amount set forth in the Current Reimbursement Rates for Meals and Mileage memo (<http://www.dfa.state.ms.us/Purchasing/Travel/MileageRate.pdf>).

**International Travel:** All travel to areas other than the 48 contiguous United States (i.e. Alaska, Hawaii, Canada, and Mexico).

**Meal Reimbursement:** Reimbursement of actual cost of meals when an employee is in travel status. Reimbursement shall not exceed the amounts set forth in Section 8 of the Travel Manual.

**Mileage Reimbursement:** The rate set forth per Section 25-3-41, Mississippi Code of 1972, which mandates that state officers and employees traveling on official state business in their private vehicle be reimbursed at the same rate federal employees are for official federal business in private vehicle. The current reimbursement rate is set forth in the Current Reimbursement Rates for Meals and Mileage memo (<http://www.dfa.state.ms.us/Purchasing/Travel/MileageRate.pdf>).

**Official Duty Station** - This generally is the location where the employee regularly performs his or her duties.

**Official Residence:** The city, town, or other location where an employee maintains a residence which is used as a primary domicile by the officer/employee. Determination by the agency head or authorized designee regarding an employee's residence is to be based on items such as voter registration, ownership, or long-term rental of a personal residence, and the permanent address carried in the officer/employee's personnel file.

**Public Carrier** Any entity that offers transportation of people to the public for pay, which may include airlines, buses, rental vehicles, and trains.

**Regular Place of Work** The city, town or other location at which the state employee works or performs services on a regular basis as determined by the agency head. Mileage is not reimbursed between any regular place of work and home.

# TRAVEL POLICIES & PROCEDURES

## **6.2.00 PURPOSE**

This is a travel manual that is intended to serve as a quick reference for the provisions of Section 25-3-41 of the Mississippi Code and other relevant statutes, as well as rules and regulations adopted by the State Department of Finance and Administration affecting all areas of reimbursable travel. To view the State of Mississippi State Travel Policy Rules and Regulations, go to: <http://www.dfa.state.ms.us/Purchasing/Travel/TravelManual.pdf>

## **6.2.02 OFFICIAL POLICY STATEMENT**

Each employee on University travel status is an official representative of Jackson State University. It is essential that the purpose of the trip, the nature of the business and the manner in which it is carried out conform to the mission of Jackson State University.

## **6.2.04 EMPLOYEE ADHERENCE**

Employees are expected to adhere to these guidelines. Willful disregard of this policy shall be considered non-compliance and may result in a formal reprimand up to and including termination.

## **6.2.06 DISCLAIMER**

Jackson State University may amend this policy without notice. It is intended to provide guidance regarding the administration of travel at Jackson State University in accordance with State and Federal laws and does not give rise to any contractual rights. Should there be a conflict between the content of this policy and state or federal statute, statute shall subjugate, having full precedence.

## **6.2.08 DEPARTMENTS AND OFFICES RESPONSIBLE**

President  
Vice President for Business and Finance  
Assistant Vice President for Business and Finance

Director of Purchasing and Travel  
Travel Coordinator

### **6.2.10 HOURS OF OPERATION**

**Office Hours:** 8:00 a.m. to 5:00 p.m. M-F (except Holidays)

**Location:** Administration Tower 4<sup>th</sup> Floor  
PO Box 17029 Jackson, MS 39217

**PHONE No.:** (601) 979-0696                      **FAX No.:** (601) 979-0706  
**Purchasing E-FAX No.:** (601) 979-9139      **Travel E-Fax No.:** 601-979-9310

### **6.2.12 EMPLOYEE LISTING**

A listing of Purchasing and Travel staff may be found on the University's web site as follows:

Go to [www.jsums.edu](http://www.jsums.edu)  
Click "Administration"  
Click "Business & Finance"  
Click "Purchasing and Travel"

### **6.2.14 AUTHORITY:**

The Office of Purchasing and Travel is established to administer the Jackson State University Travel Program. Travel is authorized when required business is a necessity and judged to be cost effective. The Department Head, Dean and Area Vice-President have the authority to approve or reject a Travel Request form for domestic travel. If travel is funded by a grant, it must also be approved by the VP for Research/Federal Relations and the Office of Grants and Contracts.

Foreign travel requires the approval of the President.

### **6.2.16 RESPONSIBILITY:**

The Office of Purchasing and Travel is responsible for

- Evaluating all travel requests, , advances, and reimbursement of employees, students & non-employee as it relates to travel in compliance with all applicable federal, state & university guidelines;
- Evaluating and securing the mode of transportation of employees, students & non-employee as it relates to travel in compliance with all applicable federal, state & university guidelines;;
- Providing assistance to employees concerning questions and problems with travel arrangements and reimbursements;
- Ensuring that all employee are aware of and familiar with the guidelines set forth in this manual and that they understand that they are required to adhere to the established state travel policies and contracts;

The Department Head, Dean and/or Area Vice Presidents are responsible for monitoring the travel activities of the employees to ensure adherence to these policies, and correcting proven violations which prompt disciplinary action.

The President is responsible for reviewing the reasonableness of international travel.

### **6.2.18 TRAVEL ADVANCES**

Travel advances are authorized by Section 25-1-79, Mississippi code of 1972, if approved by the Director of the department. An advance will not be issued earlier than 20 days before the travel start date. As soon as the employee returns from the travel, a Travel Reimbursement Voucher must be completed and the advance settled.

Generally, travel advances are only allowed for the following reasons:

- Recruitment
- Athletics
- Student-Related Travel
- International travel

If any outstanding travel advances are not settled within ten (10) working days after the end of the month in which the travel is completed, the employee responsible for settling such advance may be disciplined, up to and including termination, after the opportunity to discuss the matter has been provided. Only two (2) travel advances shall be outstanding at one time.

This change has become necessary due to the negative impact of travel advances on the University's cash flow and due to the excessive operational costs required to distribute and recapture such advances.

Travel advances are requested utilizing the Travel Advance Request Form.

### ***Procedures:***

The Travel Request form is available as follows:

1. Go to [www.jsums.edu](http://www.jsums.edu)
2. Click on Administration
3. Click Business and Finance
4. Click on Purchasing and Travel
5. Click fill-in Travel Request Form
6. Click fill-in Travel Advance Request Form
7. Submit Completed and Approved forms to the Office of Purchasing and Travel along with any required documentation

## **6.2.20 TRAVEL REQUEST**

The Travel Request form documents travel plans by University personnel in connection with University business. The Travel Request form contains a clear description of the business purpose (i.e. date of departure and the approximate date of return).

Travel Request form shall be used by all faculty and staff, when requesting approval to travel for University events, meetings, seminars, conventions or conferences.

The number of travelers and frequency of trips are to be minimized by combining business objectives whenever possible. To help minimize out-of pocket expenses, employees may apply for the University American Express Card (see p.15). These applications may be secured from Purchasing and Travel at (601) 979-0696.

Travel Request shall be submitted to the Office of Purchasing and Travel at least fifteen (15) days prior to date of the proposed trip noting approval signatures of both the Department Head and the Vice President before submitting to the Travel Coordinator.

International Travel Request shall be submitted to the Office of the President at least thirty (30) days prior to date of the proposed trip before submitting to the Travel Coordinator.

### ***Procedures:***

The Travel Request form is available as follows:

1. Go to [www.jsums.edu](http://www.jsums.edu)
2. Click on Administration
3. Click on Business & Finance
4. Click on Purchasing and Travel
5. Click fill-in Travel Request Form
6. Attach a copy of all related documents, {i.e. conference registration information, copy of airline confirmation (if applicable), copy of hotel accommodations}
7. Submit Completed and Approved form(s) to the Office of Purchasing and Travel

## **6.2.22 TRAVEL REIMBURSEMENT**

An employee traveling on official state business is expected to exercise the same care incurring expenses as would a prudent person traveling for personal reasons. Travel for business should be conducted at a minimum cost for achieving the success of the mission. Travelers shall request air, train, bus, hotel and vehicle rental reservations as far in advance as possible and shall utilize the lowest logical rate available. Travel reimbursement will be made for all taxes paid by the traveler; however, when expenses are billed directly to the governmental entity, taxes should not be charged and paid.

As soon as the employee returns from traveling, within ten (10) days, a travel reimbursement voucher should be submitted with all original receipts (i.e. detailed lodging receipts showing a zero balance, taxi fare receipts, airline tickets, car rental receipts, etc.) and a copy of the travel request form.

**One state employee should not claim expenses for another state employee. (MS. Code Sec. 2-106)**

Necessary travel expenses do not include personal expense items such as entertainment and trip insurance.

### ***Procedures:***

The Travel Reimbursement form is available as follows:

1. Go to [www.jsums.edu](http://www.jsums.edu)
2. Click on Administration
3. Click on Business & Finance
4. Click on Purchasing and Travel



5. Click fill in Voucher for Travel Reimbursement
6. Attach a copy of the Approved Travel Request Form, Itemized Hotel/Motel receipts(showing a zero balance), and any other required itemized receipts when required
7. Submit Completed and Approved form(s) to the Office of Purchasing and Travel

### **6.2.24 TRAVEL ROUTING**

Whether by public transportation, privately-owned vehicle, state-owned vehicle, etc., reimbursement will be made for the most direct practical route.

When travel by automobile, the total travel expenses reimbursed, including meals and lodging shall not exceed the cost of the lowest unrestricted air fare unless the employee's supervisor determines, in writing, that it is in the best interest of the agency that the employee drive, or that on comparison of "total driving" and "total flying" expenses, it is less expensive to drive than to fly.

Business travel and vacation/personal leave may be combined when **ALL OF THE FOLLOWING CONDITIONS ARE MET:**

- 1) The primary purpose of the trip is official State business
- 2) The employee uses his/her approved leave for the personal part of the trip
- 3) The state agency incurs no expenses beyond what it would have incurred if there had been no personal travel involved in the trip. (If the employee would normally be expected to arrive the day before, or remain in the area of official business overnight and return the following morning, and does so, expenses for either/both nights and appropriate meals will be allowed).

### **6.2.26 VEHICLE TRAVEL**

#### **6.2.26.1 PRIVATE VEHICLE USED FOR STATE BUSINESS:**

Reimbursement for the use of a personal vehicle for official state business is based on actual miles traveled and will be at the same rate that federal employees are reimbursed for using private vehicles for official federal business travel. The current reimbursement rate is listed in the Current Reimbursement Rate for Meals and Mileage Memo (<http://www.dfa.state.ms.us/Purchasing/Travel/MileageRate.pdf>).

Employees will not be reimbursed for the following, even if these costs are incurred during business travel:

- Vehicle repairs;
- Rental vehicle costs during repair of personal vehicle;
- Tickets, fines, traffic violations, or any other related penalties;
- Towing charges; or
- Fuel expenses.

#### **6.2.26.2 RENTAL VEHICLE USED FOR STATE BUSINESS**

When a rental car is used in lieu of a personal vehicle for official state business only the actual cost of the rental car plus parking and fuel cost can be claimed for reimbursement

An intermediate size vehicle is normally the largest rental that will be reimbursed. Naturally, there will be occasions for which a larger car/vehicle will be required in order to carry out the state's business.

The State **WILL NOT** reimburse for rental cars obtained for the purpose of personal use, such as sightseeing or optional travel to/from restaurants, while on official business travel. <http://www.dfa.state.ms.us/Purchasing/Travel/Travel.html>

#### **IN-STATE OR OUT-OF-STATE RENTALS**

The Vehicle Rental contract is referenced on the Department of Finance and Administration's website at

<http://www.dfa.state.ms.us/Purchasing/Travel/Travel.html>. The contract references the coverage of insurance information. **The option to purchase insurance should always be declined when utilizing this state contract.**

Fill the vehicle with gasoline prior to return. You may be charged up to the amount per gallon as listed in the state contract referenced above for a full tank of gasoline even if the tank is 3/4 full when returned.

#### **VEHICLE RENTAL INSURANCE**

The current vehicle rental contracts **include** unlimited mileage and free CDW/LDW insurance. ***The option to purchase insurance should always be declined when a vehicle is rented utilizing the state contract.*** Insurance purchases will not be reimbursed as per the above information. The state is self-insured. Agencies should purchase CDW only when a rental vehicle is rented not utilizing the state contract as the state provides the liability portion of the coverage.

You must always be covered by insurance either provided by the contract or by purchase, should you utilize a vendor that is not on state contract.

#### **6.2.26.3 USE OF VEHICLES IN THE UNIVERSITY'S FLEET**

Employees are authorized to use the University's vehicles for official business travel. The use of University vehicles not related to official business travel is prohibited. All safety procedures are to be followed.

Actual operating expenses incurred in the use of state-owned vehicles for official travel will be reimbursed on presentation of receipts for gasoline and oil. No mileage reimbursement will be made for state-owned vehicle use.

## **Procedures**

To check on availability of University vehicles, contact the Transportation and Fleet Management at 601-979-2522.

### **6.2.26.4 VEHICLE ACCIDENTS**

Should a vehicle accident occur, the traveler should immediately:

- Take care of any injured parties
- Report to local authorities (Dial 911) to document the parties involved in the accident as well as the facts of the accident.
- Obtain the names, addresses and phone numbers of anyone involved in the incident.
- Contact the Transportation Department at (601)-979-2522.

### **6.2.28 AIRLINE TRAVEL**

When a Jackson State University employee travels by airline or other public carrier, the employee is **required** to have all travel arrangements (transportation, rental cars and lodging) made. When an airline discount rate has been negotiated for a specific conference, which requires a traveler to deal directly with the airline to obtain the discounted reservation, the traveler should give this information to the state contract travel agent. The agent will attempt to obtain the conference rate or lower rate for the traveler.

The state contract travel agent will send or e-mail the traveler an itinerary for transportation (airline, train, bus). A copy of the itinerary should be attached to the Travel Request form.

Alternate departure and return dates and times will be proposed to all travelers when they will result in lower fares. The traveler's preference will determine flight departure times when travel costs are equal. Jackson State University travelers are required to utilize contract flights whenever schedules permit. Jackson State University however, reserves the right to use transportation provided by other carriers when the transportation is offered to general public at a fare which is less than the state contract.

When an involuntary airline reservation change results in additional reimbursable costs (ex: delayed flight requiring overnight hotel and meals), a written explanation should be attached to the voucher for travel reimbursement. The travelers should attach a copy of the revised travel itinerary/invoice to the voucher for travel reimbursement.

#### **6.2.28.1 BOOKING AIR TRAVEL**

In an effort to help control costs and secure the best rates for the University, state contract travel agencies have been chosen for booking University's preferred travel agencies. Please contact the Office of Purchasing and Travel at 601-979-0696

When securing quotes for air travel the use of the State Contracted travel agencies is highly encouraged.

#### **TRAVEL AGENTS**

The Travel Company, Inc.  
Patty Stewart  
605 Northpark Drive, Suite D  
Ridgeland, MS 39157  
Phone: (601) 519-0416  
Toll Free: 1-800-844-1133

Gavin Travel Agency  
419 S. State Street, Suite C-103  
P. O. Box 20092  
Jackson, MS 39289  
Phone: (601) 948-2253/925-5255  
Fax: (601) 948-2561  
[gavintravel@gavinco.net](mailto:gavintravel@gavinco.net)

Avanti Travel Company  
Verlon Williams  
Three Lakeland Circle  
Jackson, MS 39216  
Phone: (601) 373-8337/953-6443  
Toll free: 1-800-748-8744  
Fax: (601) 982-3945

#### **6.2.28.2 AIR TRAVEL LIMITATION**

When traveling by air, leaders of schools, divisions, departments, and senior executive management should avoid traveling together in large numbers on the same flight. Likewise, the number of staff, faculty, and students from a single department traveling together should be reasonably limited.

#### **6.2.28.3 FLIGHT INSURANCE**

When a ticket is purchased with the state agency's American Express Business Travel Account (BTA) account or with an American Express Corporate Card, automatic Travel Accident insurance is included for any scheduled airline transportation. Some of the state contract travel agencies (<http://www.dfa.state.ms.us/Purchasing/StateContracts/TravelContract962.pdf>) also provide free insurance with tickets. No other flight insurance will be reimbursed. Airlines automatically insure each ticketed passenger's luggage. Any excess valuation must be declared and paid at check-in. Check with the airline or the travel agency for procedures and amounts. Personal items such as clothing and incidentals are not a reimbursable expense. If tickets are purchased with the American Express Business Travel Account (BTA) or corporate card, both carry-on and checked baggage are insured.

#### **6.2.28.4 AIR TRAVEL UPGRADES**

An upgrade at the expense of the University is not permitted. An upgrade at the expense of the traveler from the traveler's personal funds is permitted but is not reimbursable.

#### **6.2.28.5 DELAYED, LOST, DAMAGED AND EXCESS BAGGAGE**

The airlines are responsible for compensating the owners of lost baggage. The University will not reimburse travelers for personal items lost while traveling on business. The traveler must take all reasonable means to protect, save, and/or recover any carry-on property at all time. Travelers will be reimbursed for the cost of checking excess baggage only when traveling with heavy or bulky materials or equipment necessary for business or when traveling for more than fourteen days. University's preferred travel agencies may be able to secure special arrangements if given advance notice.

Keep all items necessary for the trip in a carry-on bag if possible. Check with the airline for policies regarding what can be carried on and what can be carried in your baggage. Attach strong, well-marked identification tags to all luggage and affix an

additional I.D. inside each bag. Remove old baggage tags from previous trips. Check your luggage before leaving the airport for visible signs of damage. You should make a claim for lost or damaged articles as soon after arrival as possible. If you find that your luggage is not at the airport, go to the airlines lost baggage office or to the ticket counter and file a “lost baggage claim”.

#### **6.2.28.6 CANCELLATIONS/REFUNDS**

Tickets returned to a travel agency for cancellation/refund may be assessed a charge. Check the Travel Agency Services contract (<http://www.dfa.state.ms.us/Purchasing/StateContracts/TravelContract962.pdf>) for applicable fees. This charge will be applied to the fund used for the original ticket invoice.

When a trip is canceled after arrangements have been made and tickets issued, the traveler should work with the University’s state contracted travel agency that issued the ticket to cancel the reservation prior to the travel date. In some cases, if the reservations are not canceled, the entire value of the ticket may be lost. If canceled in time, the ticket may be reused for official travel within one year of the original date. The traveler must inquire about using the old ticket when making new arrangements. Travelers can reuse airline tickets for their future University business travel if airfare eligibility requirements are met. These requirements should be verified with the issuing travel agency.

#### **6.2.28.7 UNUSED/VOIDED AIRLINE TICKETS**

Unused airline tickets or flight coupons have a cash value and therefore must not be discarded or destroyed. To expedite refunds, unused or partially used airline tickets must be returned immediately to the travel agency that issued the ticket. For a small change fee, many nonrefundable tickets can be used for future travel. If the travel agency books tickets, they can usually be voided within 24 hours after ticketing for most airlines.

#### **6.2.28.8 LOST OR STOLEN AIRLINE TICKETS**

The fee that airlines charge for searching and refunding lost tickets is the responsibility of the person to whom the ticket was issued when lost after delivery is accepted by the traveler or agency. When the ticket is lost, the employee must file a lost ticket application with the travel agency or the airlines. There may also be an additional fee assessed by the travel agency for each lost ticket application filed.

#### **6.2.28.9 AIRPORT PARKING**

If travelers use their personal vehicle for ground transportation to and from the airport, parking fees are allowable expenses to the University; however, due to the costs, the use of off-site airport parking is highly encouraged.

### **6.2.30 AMERICAN EXPRESS CORPORATE CHARGE CARD**

Jackson State University has entered into an agreement with American Express Travel Related Services Company, to provide faculty, staff and administrative employees an opportunity to apply for an American Express Corporate Card. The card is available at no cost to you. The card gives you added security and convenience while traveling on Jackson State University business. **The corporate card is NOT intended for personal credit purchases.** The monthly bill is available online from American Express and you will be required to pay directly for the charges. American Express will not assess interest on charges incurred; however, payment is **due in full within 30 days**. A delinquency fee will be assessed after sixty (60) days on the amount past due.

It should be stressed that these cards are issued to the employee, and that the individual, not the state, is solely responsible for payment of charges made to that card. It should also be stressed that the agreement between the State of Mississippi and American Express stipulates that the use of the corporate card must be limited to reimbursable expenses incurred on official state business travel.

#### ***PROCEDURES TO APPLY***

Contact Office of Purchasing and Travel at (601) 979-0696 to receive an application for an American Express Corporate Card or you may access the application online at

[www.jsums.edu](http://www.jsums.edu)

Click on Administration

Click Business and Finance

Click Purchasing and Travel

Click American Express Authorization Form

or you may go to

[http://www.jsums.edu/businessfinance/American%20Express%20Application%20Authorization\(09\).pdf?portlet=3](http://www.jsums.edu/businessfinance/American%20Express%20Application%20Authorization(09).pdf?portlet=3).

The membership fee will be waived

### **6.2.30.1 USAGE**

Use of the corporate card benefits the state by reducing the need for travel advances. As stated above, use of the American Express Corporate Card shall be limited to reimbursable expenses incurred on official business.

### **6.2.30.2 TRANSFERS/CANCELLATIONS/TERMINATIONS**

If an employee is terminating his/her employment at Jackson State University, he/she shall immediately pay balance in full and cut the American Express Card in half and return it to the Office of Purchasing and Travel, PO Box 17029, Jackson, MS 39217, 601-979-0696.

## **6.2.32 HOTEL/LODGING**

When traveling to a conference, the traveler should stay at one of the hotels hosting the conference.

Actual and reasonable costs of lodging incurred while on University business are expendable. The University will allow travelers to expense “standard” accommodations at hotels. (“Standard” means a single room with private bath in a business class hotel/motel). If traveling to a conference and a conference hotel rate is offered, check to see whether the travel agencies can obtain an even lower room rate.

University travelers are expected to utilize University discount rates or educational discounts whenever possible. Expensing deluxe accommodations (e.g., suites) is not allowed unless the business purpose requires such an accommodation or use by more than one employee is less than the standard room rate. If someone who is not traveling on business for the University accompanies the traveler, the expense to the University will be only for a single room rate.

### **6.2.32.1 HOTEL CANCELLATION**

The traveler has the responsibility to cancel a room reservation in order to avoid a one-night room and tax charge (no-show charge). Travelers should remember that cancellation deadlines are based on the local time at the destination hotel. Travelers should request and record the cancellation number in case of billing disputes. The University **WILL NOT** allow expensing for( no-show, cancellation or early check-out) charges.

### **6.2.32.2 HOTEL PERSONAL EXPENSES**

Most personal expenses incurred while traveling cannot be expensed to the University. Although the University will secure advance payment for room accommodations, the **TRAVELER** is personally responsible for all hotel incidentals.



The University **WILL NOT** post any advance payments, nor reimburse for hotel incidentals.

These include but are not limited to the following:

- In-room movies, video rentals
- In-room alcoholic beverages
- Baby-sitting service
- Recreational activities
- Newspapers, books for leisure

### **6.2.32.3 HOTEL RECEIPTS**

All lodging receipts are required prior to reimbursement being processed. Meals and incidentals on lodging receipts must be itemized separately. A lodging receipt must include all of the following information:

- Name and location of the lodging establishment
- Name of the room occupant
- Dates of stay
- Itemized charges for lodging, meals, telephone calls, in-room movies, etc.

For room sharing or double occupancy by two state employees; separate receipts shall be issued in the name of each room occupant.

**One state employee should not claim expenses for another state employee. (MS. Code Sec. 2-106)**

Employees are encouraged to use their own cell phones for all calls. Travelers are discouraged from using phones in their hotel rooms, except in cases of emergency.

Receipts for **all lodging** are always required regardless of funding source.

### **6.2.34 MEALS AND INCIDENTAL EXPENSES** *(For Employee Only)*

The University will pay the traveler's personal meals and incidental expenses while on official business travel on a per diem basis using the per diem rates established by the GSA/GOV and adopted by the University. The Current Reimbursement Rate for Meals and Mileage Memo is available at:

Mileage:

(<http://www.dfa.state.ms.us/Purchasing/Travel/MileageRate.pdf>.)

Meals:

A list of the maximum state reimbursement rates for meals for high cost areas has been pre-calculated and is available on the DFA website at:

<http://www.dfa.state.ms.us/Purchasing/Travel/ConvertedRates.pdf>.

Gratuities should be shown on a credit card receipt or food receipt. Food receipts must show name of establishment.

*Per Diem* – per diem allowances include meals and tips for food service handlers at restaurants. Meals may be itemized separately. Receipts and related documentation are not required when requesting reimbursement for meals using the per diem option. The allowable per diem depends on the location of the travel. The base their allowable per diem rate on the rate set by the Dept. of Finance and Administration and Federal Register.

**Note:** Travel to Alaska is considered within the continental limits of the United States and would be reimbursed at the maximum state reimbursement rate allowed.

### **6.2.36 ALTERNATE TRAVELER**

Employees traveling on behalf of another JSU employee must first submit all necessary forms related to the trip. The Office of Purchasing and Travel staff must be notified via email of the substitution. New arrangements will be made to accommodate the new traveler when necessary.

### **6.2.38 CHANGE OF TRAVEL PLANS**

The Office of Purchasing and Travel staff must be notified in writing of any change in travel plans. The traveler will be responsible for any expenses incurred when travel plans change for personal reasons.

Traveler is responsible for canceling hotel reservation and registration within that agency's cancellation period. Traveler must notify Office of Purchasing and Travel staff in writing of flight cancellations.

### **6.2.40 OTHER ALLOWABLE EXPENSES**

## **PHONE CHARGES, POSTAGE, AND OTHER EXPENSES**

Phone calls, postage, and other expenses included in the "other authorized expenses" column must be certified at the bottom of the Travel Voucher by the employee that they are for valid business expenses. The employee's signature on the Travel Voucher qualifies as such certification.

## **TAXI FARES**

Fares for taxis or airport transportation services require a receipt which must be attached to the Travel Voucher to receive reimbursement for that item. The state does not reimburse taxi fares for **optional** travel to/from restaurants.

## **MISCELLANEOUS CHARGES**

### **Checked Baggage**

Charges for baggage at check-in may vary per airline. These charges are allowable and will be reimbursed. A receipt is required for charges in excess of \$10.00.

### **Hotel/Airport Parking**

For charges in excess of \$10.00/day, receipts must be attached to the Travel Reimbursement Voucher.

### **Laundry Charges**

One reasonable laundry expense is reimbursable for each seven (7) consecutive days that travelers are away from their official duty station on official state business. This does not mean that a laundry expense will be reimbursed after the employee returns home at the end of seven (7) days away from home. It does mean that if the employee will be away from home seven (7) days, a reasonable laundry or cleaning expense will be reimbursed recognizing that it would be difficult to carry more than five (5) days clothing at a time. If after a complete, written justification, the agency head deems it necessary for an employee to be paid for additional cleaning/pressing charges while traveling on official state business, the attachment of the approved justification to the request for reimbursement of travel expenses will enable the employee to be reimbursed for such charges.

### **Tips**

Gratuities should be shown on a credit card receipt or food receipt. Food receipts must show name of establishment. The maximum tips allowed for reimbursement are \$20.00 for other services without receipts.

## 6.2.42 WHAT'S NOT COVERED

The following expenses will not be reimbursed by the University:

- Personal grooming services such as barbers, hairdressers and shoe shines
- Car rental insurance purchased for domestic travel
- Childcare
- Membership to private clubs
- Fees for frequent flyer programs and other similar awards for hotels and car rentals
- Fitness and recreational fees, including massages and saunas
- Laundry and dry cleaning expenses, except previously stated
- In-room movies
- Theatre or other tourist attractions and sightseeing
- Parking for personal trips (malls, restaurants, sporting events, etc)
- Transportation for personal trips (shopping, sightseeing, restaurants, etc.)
- Insurance cost such as life insurance, flight insurance, personal automobile insurance and baggage insurance
- Lost baggage
- Lost or theft of personal funds, personal property or airline tickets
- “No show” charges for hotel or car service
- Parking tickets or traffic violation
- Taxi fare in tri-county area
- Personal automobile repairs
- Personal credit card annual or late fees
- Personal telephone charges
- Pet care
- Upgrades (air, hotel, rental car, etc.)
- Spouse or guest travel
- Liquor/Alcoholic beverages
- Limousine service unless no other more cost-effective mode of transportation exists
- Retail purchases of supplies, book, etc. (items must be purchased with a purchase order)
- Overweight baggage