TRAVEL OFFICE

TRAVEL REQUISITION CHECKLIST

(This document does not address Travel *Claims*)

GENERAL:

WHAT KEY INFORMATION IS NEEDED ON/WITH A TRAVEL REQUISITION?

- The traveler must use his/her legal name. If an employee is known by a middle name, for example, his/her *legal* first name, as used in the payroll system, must be used.
- An employee's permanent address must be used instead of a campus address.
- An employee's ID number must be used instead of a social security number. This number can be found on TSU-issued timesheets.
- The detailed business purpose of the trip and all anticipated expenses must be documented.
- Unless it is a blanket Travel Requisition (TR), some form of support should be attached regarding the business purpose, such as an e-mail, brochure, recruitment calendar, etc. Support should also reflect the travel dates.
- A complete Fund/Organization/Account/Program (FOAP) is required, such as 110001-12345-73100-450.
- Associated Purchase Requisitions (PR) must be cross-referenced. For example, if registration is paid on a PR, the TR should reflect the Purchase Requisition number in the "other expenses" field. The amount of the PR should never be included on the TR.

WHAT KEY INFORMATION IS NEEDED ON/WITH A PURCHASE REQUISITION?

- If the PR is for registration and prepayment is being requested, attach the registration form, a brochure, website information, etc., that reflects the itemized cost – even if this information is already attached to the TR. A copy of the TR should be attached or the TR# cross-referenced.
- If the PR is for lodging, a quote from the hotel (or the rate referenced on the conference brochure) is sufficient, along with a copy of the TR or a cross-reference to the TR#. If the hotel requires a contract, the fully-executed copy must be attached to the PR.

HOW DO I CREATE A TRAVEL REQUISITION OR PURCHASE REQUISITION NUMBER?

If a desk-top TR or PR is used, the TR#/PR# should be composed of the traveler's initials plus 2 to 3 digits at the end (such as CBB001 for that traveler's first trip, CBB002 for the next, etc.). Only one copy is needed -- not duplicates, triplicates, etc.

ARE THERE ADDITIONAL REQUIREMENTS FOR GROUP TRAVEL?

- There is a separate TBR **Athletic and Group Travel policy** to which the university must adhere.
- A "group" should never be composed of employees *only* or composed of more employees than students – unless the TR is $0. (NOTE: The $0 TR can have associated PRs for registration, meals, transportation, etc.).
- A manifest (listing of all students/chaperones) should be attached to the group TR, as well as **student release forms** (or a notation that such releases are on file in the department).
- A copy of the TR, itinerary, and manifest should be forwarded to the Office of the Vice President for Student Affairs for emergency notification purposes.

WHERE DO I SUBMIT TRAVEL PAPERWORK?

All paperwork should be *stapled* and routed to the Department Head, Dean, and/or Division Head, as appropriate. The approved paperwork should then be forwarded to the following departments, if applicable: (1) Foundation, then Finance and Accounting, if a Foundation FOAP is used, (2) Grants Accounting, if a grant/restricted FOAP is used, or (3) Finance and Accounting, if an agency FOAP is used. The final approval is the Travel Office.

HOW FAR IN ADVANCE SHOULD I SUBMIT TRAVEL PAPERWORK?

When possible, the TR/PR should be submitted 45 days prior to the date of departure. If paperwork is submitted after the travel date has passed, an after-the-fact justification must be attached.

WHAT ACTION DO I TAKE IF BANNER REFLECTS INSUFFICIENT TRAVEL FUNDS?

Departments should make sure the correct/complete FOAP is used and travel funds are available. If funds are insufficient, a budget revision (or some other credit, such as a transfer voucher or cash receipt) must be processed before the travel can be approved.

CAN I SUBMIT ONE SET OF SUPPORT FOR SEVERAL TRs/PRs TO THE SAME CONFERENCE?

No, separate support must be attached to each document, as each will become its own file for audit purposes.

IS CONSULTANT TRAVEL REIMBURSEMENT ALLOWED?

In accordance with IRS guidelines, consultants must receive 1099 tax statements for their fees, including travel expenses. Therefore, it is strongly recommended that travel be included in that fee instead of being processed separately through the Travel Office. If no fee is paid, however, travel may be submitted to the Travel Office - with a notation that there is no associated fee and/or contract.

IS ADDITIONAL DOCUMENTATION REQUIRED IF I USE A TRAVEL PACKAGE ON THE WEB?

If a package is used from a travel website (such as Expedia, Travelocity, etc.), there must be documentation to substantiate conformance with TBR rates. Therefore, information must be attached comparing the package price to what individual rates would have totaled for lodging, airfare, vehicle rentals, etc.

HOW DO I REQUEST A MANUAL/EMERGENCY CHECK OR DIRECT DEPOSIT?

A written request for manual processing of a check or direct deposit must be approved by the appropriate Division Head prior to submission to Accounts Payable. The request must acknowledge that a $100 fee will be assessed to the FOAP on the TR (unless a different FOAP is requested).

MAY I INCLUDE MISCELLANEOUS ITEMS ON A TR?

Miscellaneous items not generally associated with travel, such as photocopying, should be deleted and secured through the procurement process. Certain miscellaneous expenses for Athletics, however, such as recruitment packets, movies on team trips, etc., are allowable.

IS A $0 TR REQUIRED TO BE APPROVED BY THE TRAVEL OFFICE?

No, $0 TRs may be kept and filed at the departmental level – unless: (1) there is an associated PR with a cost; (2) student travel is involved; and/or (3) international travel is involved (excluding Canada, but including Alaska and Hawaii).

WHIICH WEBSITES ARE AVAILABLE TO ASSIST WITH POLICIES, RATES, ETC.?

- **CONUS**, the U.S. General Services Administration website, is used for per diem rates for all states, **excluding Tennessee**. Click on the appropriate state on the map.

- The **Tennessee Board of Regents** (TBR) website contains policy information as well as all in-state and out-of-country per diem rates.

- The **Tennessee State University** (TSU) Travel Office website provides additional information.

All travel must be in conformance with TBR/TSU policy. Some departments may have *additional* constraints of other agencies, such as NCAA, grantors, etc., but can never have *more* flexibility than TBR/TSU policies allow.

ADVANCES:

WHICH TYPES OF EXPENSES WILL THE UNIVERSITY ADVANCE TO *ANY* TRAVELER?

- **Registration fees** will be advanced to conference organizers if the traveler completes a PR. The PR must cross-reference a TR, even if the TR amount is $0.
- **Airline fees** will be advanced to Wright Travel. All fully-executed TRs are faxed to Wright Travel and that office contacts the traveler directly - unless the traveler denotes that he/she has already purchased a ticket for which he/she plans to be reimbursed.

WHO IS ELIGIBLE FOR AN ADDITIONAL ADVANCE?

- **Group** travelers are eligible. (Note that a "group" is usually considered to be one employee plus at least one student.)
- **Individual** travelers are eligible only if they are regular non-exempt (i.e., clerical/support) employees, as these employees are ineligible to apply for a **university credit card.**

HOW MUCH WILL THE UNIVERSITY ADVANCE?

- **Group** travelers who *request* an advance receive 100% of estimated out-of-pockets expenses (e.g., lodging, meals, etc.) if that 100% exceeds $100.
- **Individual** travelers *eligible* for an advance receive 80% of estimated out-of-pocket expenses if that 80% exceeds $100.

HOW SOON WILL MY AIRLINE FEE, REGISTRATION FEE, OR CASH ADVANCE BE PROCESSED?

Travel requisitions are faxed to Wright Travel within two business days of receipt in the Travel Office. Registration fees and cash advances are paid within ten days of receipt of the purchase and/or travel requisitions in Accounts Payable.

HOW WILL I KNOW WHEN MY TRAVEL PAPERWORK HAS BEEN COMPLETED?

A traveler will know that his/her trip is approved by checking **Banner** to see if the TR has been encumbered on the FOAP provided. In addition, scanned and/or paper copies will be returned to the Travel Coordinator listed on the TR. A call from Wright Travel to book your airfare is another form of notification. A traveler will know that his/her advance or reimbursement claim has been processed when he/she receives an e-mail from Accounts Payable.

BLANKET TRs:

WHAT INFORMATION IS NEEDED FOR A BLANKET TR?

- Blanket TRs are used for frequent in-state travel (or frequent out-of-state travel if it is to the same location). Information regarding the business purpose should be given on the TR and the dates of departure and return should not span more than twelve months. That 12 month period cannot extend beyond June 30th for unrestricted FOAPs, or beyond the grant period for restricted FOAPs.

CANCELLATIONS:

HOW DO I CANCEL A TRIP OR AN ENCUMBRANCE?

A request to cancel a TR/PR should be made in writing to the Travel Office if the travel has *not* taken place. If the travel *has* taken place, but a balance remains encumbered, the request to cancel the remaining encumbrance should be made to Accounts Payable. If a ticket has already been purchased by Wright Travel, it cannot be refunded, but may be used within an established timeframe by that same traveler.

LODGING:

HOW MANY NIGHTS OF LODGING MAY I REQUEST?

If sessions begin early, you may depart the day before the conference begins, and if sessions end late, you may return the day after the conference ends. Therefore, dates of departure and return are based on the agenda and that agenda should be attached to the TR. Additional information should be provided, as appropriate (e.g., attendance at pre-conference and/or post-conference workshops listed on the agenda, flight scheduling conflicts after the conference close time, etc.).

WHAT IS THE APPROVED LODGING RATE?

The current rate, excluding applicable taxes and fees, may be found on the TBR website for in-state and out-of-country travel, and on CONUS for out-of-state travel. (See link above under “Which Websites Are Available to Assist With Policies, Rates, Etc.”)

WHAT DOCUMENTATION IS NEEDED FOR A LODGING RATE EXCEPTION IF A HOST HOTEL IS DESIGNATED?

- **Staying at Host Hotel:** Attach a brochure with the conference lodging rate circled. Also attach a copy of the CONUS/TBR webpage when an exception is requested to support that it is really needed.
- **Staying at Non-Host Hotel:** If the traveler is not staying at the convention site but still requires an exception, attach documentation that the selected location is a conference alternate, the convention site is sold out, the selected site is cheaper, etc.
- **Offered Lodging Options (or No Option through Housing Bureau):** If the convention offers several lodging options (in terms of hotels, rooms, etc.), the least expensive one must be chosen or justification given if not. The host/headquarters may be chosen without justification if there is only one (as some have several co-headquarters options), even if it is more expensive. If a housing bureau makes the final selection and it is neither the headquarters hotel nor the least expensive option, an explanation must be attached showing that an effort was made to secure those accommodations (or why no effort was made, such as "The presentation I am scheduled to give will be held in Hotel X.")

List the lodging exception rate as "$x+tax" on the TR (or the daily grand total that includes tax *only* if the before-tax rate cannot be determined).

WILL AN EXCEPTION BE APPROVED IF NO HOST HOTEL IS DESIGNATED FOR A MEETING OR CONFERENCE?

No, the TBR/CONUS rates are the maximum allowable.

HOW SHOULD ADDITONAL PERSONAL TRAVEL TIME BE REFLECTED?

If additional days are added to a trip using the traveler's personal time/money, the departure/return dates on the TR should reflect the dates of *official travel* only. (For example, if you depart two days prior to the start of a conference, there will not be a problem with your claim because it reflects an earlier flight date, taxi date, etc., since those costs would have been borne regardless of the date. Therefore, the official travel dates must be reflected on the TR, but the actual travel/receipt dates must be reflected on the claim.)

CAN A TRAVELLER WHOSE OFFICIAL STATION IS NASHVILLE STAY IN AN AREA HOTEL FOR A CONFERENCE?

No, lodging in the city where the employee is stationed is generally not approved. However, there may be rare exceptions related to being the host of a conference, etc. Travel must be far enough away from an employee's official work station to justify an overnight expense. (Although there is no exact number of miles is quoted in policy, destinations of 60+ miles are generally considered sufficiently distant not to require justification.)

IF I LIVE IN CLARKSVILLE, WORK IN NASHVILLE, AND ATTEND A CONFERENCE IN COLUMBIA, WILL LODGING BE APPROVED?

No, lodging is based on your official work station (Nashville), which is approximately 46 miles from upir destination (Columbia), even though it is approximately 95 miles from your home (Clarksville). An exception would have to be requested and justified, if needed, since Columbia is generally not considered an overnight destination for Nashville-based employees.

WHAT SUPPORT IS NEEDED IF THE HOTEL REQUIRES A CONTRACT?

If a contract is required by the hotel due to the size of the group or event, it must be routed through Procurement and Business Services. Only the President is authorized to sign university contracts. Attach the original unexecuted contract to the PR if a PO is being requested. Attach a **fully-executed** copy of the contract to the *PR* if an **advance** is being requested to be made payable to the hotel (or to the *TR* if the cash advance is payable to the group coordinator).

MEALS PER DIEM:

IS ALL OUT-OF-TOWN TRAVEL ELIGIBLE FOR PER DIEM REIMBURSEMENT?

No. Meals are not allowed for individual travel if there is no overnight stay. Therefore, an explanation is needed when meals are requested but lodging is not (such as "staying with relatives/friends" or "provided free to conference participants"). Group/team same-day travelers are eligible for meals and therefore their TRs do not require this explanation.

ARE GROUP MEALS SUBJECT TO A MAXIMUM IF WE DINE IN A RESTAURANT AND PAY ONE BILL? IS THERE A DIFFERENCE IF I DISTRIBUTE CASH TO EACH PERSON?

No, there is no maximum referenced in policy when dining in a restaurant, but *groups* should attempt to stay as close as possible to the *individual* meal rates that are outlined in policy. However, if cash is issued to each member of the group, then individual meal rates do apply as maximums (and it is critical that a log be submitted with the travel claim wherein each person acknowledges in writing receipt of these funds).

WHEN IS A MEAL CONSIDERED TRAVEL AND WHEN IS IT CONSIDERED CATERING (THROUGH SCIQUEST)?

A travel meal allowance should only be requested when there is off-campus travel **and** the vendor will not be paid by a university purchase order or check. Athletics, for example, may request a meal for an in-town, off-campus game and classify it as *travel* if the coach pays with cash received from a travel advance (for various reasons, such as letting each person order separately), but *catering using SciQuest* if the order is planned in advance and the vendor will accept a university purchase order or check. (However, a "home" contest held in Gentry that requires a pre/post-game meal is always classified as *catering*, as no travel is involved at all.)

HOW MUCH IS THE PER DIEM?

The current rates may be found on the TBR website (for in-state as well as out-of-country destinations) and CONUS for out-of-state destinations. (Links are provided above in the “Websites” FAQ.) For individuals, the per diem is calculated at 75% on dates of departure/arrival and 100% for all other days. Also, the per diem may be broken down into separate breakfast/ lunch/dinner/incidental components, when appropriate.

MAY I ATTEND SPECIAL MEAL EVENTS AT CONFERENCES?

If a conference charges for a meal separately from its registration fee, the traveler may attend with proper justification and documentation. However, an overnight stay must be involved and the per diem must be adjusted accordingly. For example, if a conference charges a separate $40 fee to hear a speaker at lunch, the university would prepay the $40 along with the general registration fee, if requested, and the traveler would claim only the breakfast/dinner/incidental portions of the per diem. A note should be made on the TR when special event meals are added to the registration payment, such as “per diem adjusted for meals included on PR#x”.

OVERSEAS TRAVEL:

WHAT INFORMATION IS NEEDED FOR INTERNATIONAL TRAVEL?

An **Overseas Authorization** form is needed for international travel. Travel to Alaska and Hawaii also requires this form, but travel to Canada does not. This form does not require TBR approval, unless it is the President’s travel.

REGISTRATION:

WHAT SUPPORT IS NEEDED FOR REGISTRATION FEES?

If prepayment is being requested, attach to the PR the registration form (or brochure, website information, etc.) that reflects the itemized cost – even if this information is already attached to the TR. The TR documentation must reflect the dates of the conference as well as the cost. Cross-reference the PR/TR. (If the traveler will be reimbursed, note this on the TR so that the Travel Office knows not to expect a separate PR. An actual registration receipt will be needed for the claim.)

IS A TR NEEDED FOR A REGISTRATION PR IF THERE IS NO ADDITIONAL COST?

Yes, a $0 TR, or a copy of an already-approved blanket TR, if appropriate, must be submitted. (NOTE: One $0 TR is acceptable for several employees as long as all employees are listed on the TR or an attachment. An individual – not group – travel account code such as 73100 or 73200 should be used.)

MAY I REGISTER FOR SPECIAL EVENTS AT CONFERENCES?

Yes, if there is justification for the additional-cost functions, especially if they appear on the surface to be social in nature (such as tours, etc.), so that the business purpose can be known.

CAN MEMBERSHIP FEES BE INCLUDED IN REGISTRATION?

Yes, if the fees meet **Memberships, Dues and Subscriptions policy** requirements in terms of not being of personal benefit (such as an attorney's bar association dues) and institutional memberships are either not offered or are more expensive. **The membership portion should be charged to account code 74480 using SciQuest.**.

RELOCATION:

HOW DO I PROCESS RELOCATION?

The relocation process is detailed separately on the Travel Office website (see **Relocation Expense Information**).

SUPPLEMENTS:

HOW DO I PROCESS A SUPPLEMENT IF I NEED TO CHANGE A TR OR PR?

If a TR/PR has been approved but there are changes to dates, amounts, destinations, exceptions, etc., a supplement must be prepared reflecting such. This document should have the same number as the original document, with the word *supplement* written on it. The change must be itemized and justified, and **a copy of the original, approved document must be attached**. (If the trip has already taken place, a copy of the claim should be attached, but the original claim should be forwarded directly to Accounts Payable.)

TRANSPORTATON:

HOW OFTEN MAY I USE TAXI/SHUTTLE SERVICE?

In the originating city, ground transportation may be used to/from the airport. In the destination city, transportation is generally from the airport to the hotel and back, and not for transportation around the city for meals, entertainment, etc. The amount for taxis and other ground transportation should be reasonable and receipts should be requested and maintained, regardless of the amounts.

WHAT IF I NEED TO FLY BY AN INDIRECT ROUTE?

If an indirect route is taken, the extra cost must be borne by the traveler. Cost comparison information and justification should be attached to the TR. If the flight does not end in the destination city, an explanation must be provided on the TR, such as "cheaper to fly into Baltimore than D.C.", or "no flight directly into this remote location", etc.

WHEN MAY I USE A COMMERCIAL RENTAL CAR?

If there are multiple attendees and/or locations, a rental car may be more economical than several taxi fares. If a commercial rental car is requested, justification must be provided. The vehicle must be picked up at the point of *destination*. A traveler cannot use a commercial rental from the point of *origination*. (For example, an employee leaving Nashville as the point of origination and going to New Orleans as the destination has two options regarding a rental car: (1) fly into New Orleans and then rent a *commercia*l vehicle, or (2) rent a *General Services* vehicle in Nashville for the entire trip.) If a specific request cannot be accommodated by General Services and is documented, then a commercial rental may be approved.

WHAT DOCUMENTATION IS NEEDED TO SECURE A GENERAL SERVICES VEHICLE?

A dispatch ticket, also known as a **Use of Motor Vehicles form**, is required for a General Service vehicle. The dispatch ticket must be 5-ply, as required by General Services. Therefore, if the form is not pre-printed and 5-ply, it must have carbon paper inserted. Only employees of the university are authorized to secure and drive General Services vehicles and all employees must have valid State of Tennessee drivers licenses.

HOW DO I ACCOUNT FOR WEEKENDS WHEN I USE A GENERAL SERVICES VEHICLE?

If official use of a General Services vehicle ends on an evening, weekend, holiday, or other period that the General Services office is closed, the TR should include the extra day(s), with a note that the additional time is for rental car cost purposes only.

MAY I USE ANY VENDOR WHEN I NEED A CHARTERED BUS?

When an external vendor is needed, Grayline Charters & Tours is used for groups larger than 25 and InShuttle Charter for groups of 25 or smaller. These vendors have contracts with the university for transportation services. If they are not used, the trip coordinator must show that these two vendors are more expensive and are unwilling to negotiate lower, or that they are unwilling or unable to provide the services. The trip coordinator should also compare other services offered by the non-contract vendor, such as liability insurance coverage, back-up service, 24-hour hotlines, etc., to ensure those services are on-par with those offered by the contract vendor.

WHAT PAPERWORK IS REQUIRED TO USE A UNIVERSITY BUS?

When a university vehicle is used, the **Use of University Vehicle form** should be transmitted to Facilities Management (or other department whose vehicle is providing the transportation), along with a manifest and student liability release forms (see link in General section above) signed by students. A copy of the transportation form should be attached to the TR. Even if the TR is $0, it should be sent to the Travel Office, with a copy to Student Affairs. (See FAQ in *General* section entitled "Is $0 TR Required to be Approved by Travel Office?")

AM I ELIGIBLE FOR MILEAGE REIMBURSEMENT IF I USE MY PERSONAL VEHICLE TO TEACH AT AN OFF-CAMPUS LOCATION?

Yes, reimbursement is due if an employee teaches courses at two or more locations. The location where he/she does the majority of teaching should be designated as his/her official station and reimbursement made for travel to all additional locations. (If the allocation is 50%/50%, the Department Head should designate the official station.)

WHAT IS THE MILEAGE RATE?

The current rate may be found on the Travel Office website and/or the TBR website. This rate cannot exceed the cost of airfare to the destination city.

TRAVEL CLAIMS:

HOW DO I PROCESS TRAVEL CLAIMS?

These FAQs are related to the Travel Office. Claims are processed by Finance and Accounting (Accounts Payable). Separate information will be developed related to claims.