

TRAVEL PROCEDURES AND QUICK TIPS

- Before booking any travel, complete the travel authorization form and get all approval signatures.
- Upon final approval the travel auditor will send an email letting the traveler know everything has been approved. The traveler can book all needed airfare, hotel, registrations and rental car needed.
- A travel reimbursement along with any documentation should be turned into the Business Office.
- All receipts need to be turned into the Business Office upon return from travel status.

QUICK TIPS

***The below are quick tips. PPM49 should always be referred to for any questions. These tips are based off of the most common travel authorizations processed.

- ✓ Airfare, hotel and registrations must be booked on the CBA through the CBA Administrator or the traveler needs to acquire a travel card.
 - ✓ Hotel can be booked through the Hotel Planner portal, but it is not required. Be sure to turn in hotel sales tax exemption for in-state travel.
 - ✓ Rental car is direct bill through Enterprise. If traveling out of state, please refer to the PPM49 guidelines.
 - ✓ Gas cards for rental vehicles can be signed out in the Business Office. If one is not available then the traveler can use their personal card and seek reimbursement. The receipt is required for this reimbursement.
 - ✓ Maximum mileage reimbursement for personal vehicle use is 99 miles.
 - ✓ Meals are based off of a tier depending on destination of travel. Receipts are not required for meals.
 - ✓ Meals that are not reimbursable
 - Hot breakfasts provided by the hotel or conference.
 - Lunches provided by the conference.
 - Dinners provided by the conference.
 - ✓ Charges allowed on personal card or by cash:
 - Baggage (\$25 charge each way reimbursable amount)
 - Taxis, shuttles, public trans. (see PPM49 for tipping guidelines)
 - Gas for rental if no gas card available
- *****All these charges must have receipts for reimbursement unless otherwise stated in PPM49 guidelines. (Referring to Taxis, etc.)

TRAVEL CARD TIPS

Below are the ONLY charges allowed on the travel card:

- ✓ Registration
- ✓ Airfare (Absolutely NO baggage fees)
- ✓ Hotel
- ✓ Rental Car
- ✓ Gas for rental car if no gas card is available in the Business Office