

Out-of-State Travel Checklist

Before Traveling:

- A Travel Authorization is required when **any costs** will be incurred. Submit requests — **Minimum 60 days prior to travel.**
*Travel Authorization **must include**: Conference agenda, Registration form with fees, Hotel information and cost estimate, Flight information and cost estimate, [including comparisons], GSA per diem rates, mileage map (personal or VSCC car), parking fees, taxi/Uber/Lyft etc. **A copy of all items that have a cost must be included.**
- No Money can be spent** until the 'Travel Authorization' has been **approved & email confirmation received from Business and Finance.** Once approved you may proceed with the following:
- Complete Conference Registration for all participants via check request or pro-card.
****If registration is paid in one fiscal year for a conference in the upcoming fiscal year, email Business Office Accounts Payable staff. Expense will be moved to pre-paid in current fiscal year for expense to post in upcoming fiscal year.****
- Book Conference Hotel - get this held as early as possible once the 'Approval email' has been received to prevent exceptions to the travel policy** *If conference hotel is booked a written request must be submitted to the President for approval for non-conference site with explanation. **This is required BEFORE any travel and costs are incurred . (Itemized receipt required for travel expense claim)****
- Flights** – Price check & submit rates from Southwest “Wanna Get Away”, American, Delta, etc. - ALWAYS use the cheapest flight (pay with Procard) ***Some airlines charge extra baggage fees* *early check-in fees are not allowed* ~Because flights are normally non-refundable and can only be used by the person traveling, cancelling or not attending a conference may result in you owing money back to the college for the cost of the flight.**
*****Only the dollar amount approved on the travel authorization will be considered on the travel expense claim. If you see that prices have changed considerably DO NOT reserve/book/pay anything until you have asked and received approval in writing.*****

After Traveling:

- Submit Travel Expense Claim within 30 days of final day of travel. Include the following:
- Mileage** - via MapQuest or Google Maps (calculate to & from airport) Commute miles not deducted.
- GSA Per Diem** (Calculate 75% first and last day of travel – 100% all other days)
- Registration receipt** (even if paid by pro-card)
- Lodging receipt** – Itemized (list on travel expense claim amount per day)
- Airfare receipt** (even if paid by pro-card)
- Parking** – Economy parking at the airport required if requesting reimbursement (Currently \$12 per day)
- Taxi/Uber/Lyft receipts (tips not reimbursable)** – some hotels offer a shuttle service at no charge. Only use economy options (no limousines).
- Other** - expenses which were pre-approved on the travel authorization request.
- Vehicle Rental** – This would be **rare** exceptions (****Approval Required on Travel Authorization**) Insurance cannot be purchased on rental cars.
- Driving vs flying options:** Rule of thumb - 5hrs or less = drive, > 5hrs or 250 miles = fly
(If above is not followed you will receive the lesser amount either ticket price or mileage amount)

DISCLAIMER: This checklist has been created as a 'GUIDE' to assist with processing travel. Some travel may require circumstances beyond those listed above. **Always follow the travel policy:** <https://policies.tbr.edu/policies/general-travel>.

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