

QUICK TIPS FOR THE PSU TRAVELER



GETTING FROM HERE TO THERE

- Use **PSU Travel Services TravelPORT** on line at <http://www.travel.psu.edu/> to book your own travel.
- Other air fare options are to contact the department budget assistant to arrange a Direct Bill Air Fare (DBAF) or to use PSU contracted outside travel agencies: Centre for Travel & eTravCo
- Book your travel early to take advantage of any available discounts.
- PSU Fleet Vehicle usage requires a **VRES** (prepared by your department) or make a web reservation through Travel Services.
- Travel via Privately Owned Vehicle (POV) is reimbursed at current rates found on line at <http://guru.psu.edu/TravelRates/>.
- Use National Car Rental if available, which is the contracted supplier for the university.
- **ONLY** travel expenses that are *directly related to PSU business* are eligible for reimbursement.
- Other reimbursable expenses:
 - Long term airport parking
 - Road tolls
 - Faxes, internet hookup
 - Hotel Parking
 - Valet Parking
 - Taxi/Shuttle (ground transportation)
- **REMEMBER:** retain all itemized meal, travel & passenger ticket receipts.
Reimbursement depends upon it!

MEALS - Know Your \$ Limits

- Penn State reimburses actual expenses or daily allowance *whichever is LOWER*.
- Meal allowances vary by city. Check the Web at <http://guru.psu.edu/TravelPolicy> before you travel.
- Tips are incidentals and *included* in the daily meal allowance.
- Alcoholic beverages are **NOT** reimbursed.
- Family/friends traveling with a PSU employee may **not** be included in reimbursement for group meals.
- Group meals are **not** to be used to replace daily meals while on travel or as a convenience.
- Group meals must:
 1. Have a clearly stated business purpose.
 2. Meet special standards.
 3. Check with your department for its policy before hosting one.
 4. For more information go to: <http://guru.psu.edu/policies/FN10.html>

INTERNATIONAL TRAVEL TIPS

- Traveling outside the continental US? Check out the Travel Service web pages.
 - <http://guru.psu.edu/policies/TR06.html>
 - <http://guru.psu.edu/policies/TR02.html>
 - <http://guru.psu.edu/policies/TR09.html>

PREPARING YOUR TRAVEL SUPPORT FORM (TSF)

ESSENTIAL ELEMENTS

For a copy of a travel support form go to: http://www.matse.psu.edu/Fin/forms/travel_support_form.pdf

- Name & PSU ID number.
- Purpose of trip & dates of travel.
- Itinerary (from where, to where, & back) and departure and arrival times.
- If no lodging claimed, state where you stayed (family/friends, etc.)
- How did you travel...air, rail, POV or Fleet Vehicle? If you drove with someone, note that in REMARKS.
- Indicate whether conference registrations were prepaid & how: SRFC, PSU Purchasing Card, personal check.
- Itemize other reimbursable expenses in the OTHER EXPENSES section.
- Complete the meals breakdown by day & meal.
- Petty cash rules apply while traveling-- \$50 per day per vendor.
- Sign & return your completed TSF to your department administrative staff.

Visit the A&A Financial Office web site at: <http://www.artsandarchitecture.psu.edu/finance/>

OTHER ISSUES AS YOU TRAVEL

Answers to Commonly Asked Questions

Q. May family or friends travel with me?

- A.** Penn State does not encourage such travel but will allow it with the following caveats:
- Spouse &/or friend may ride in a PSU fleet vehicle. The PSU employee **MUST** do all the driving. Risk Management states that children are not allowed in fleet vehicles.
 - If lodging rates are higher, Penn State will pay only the lower, single room rate. The single room rate should be noted on the bill.
 - Submit your eligible **business expenses only**, for reimbursement using the original bills & receipts.

Q. How do I report that another PSU employee paid for my lodging?

- A.** Indicate this in the REMARKS section of the TSF.

Q. My conference registration needs to be paid quickly. Any suggestions?

- A.** A University Purchasing Card may be used for conference registration, but **NOT** for other travel expenses.

Q. I just don't have the funds available, or room on my personal credit card to pay for my travel expenses. What can I do?

- A.** Here are two suggestions:
- Travel advances are available via SRFC. Consult your department's administrative staff for their policy & requirements. Do this well in advance of your travel to allow for required approvals.
 - Request an American Express card through Travel Services. There is no annual fee. However, **you** must submit your eligible business travel expenses to PSU for reimbursement. ***Please remember.*** Charges on a PSU American Express Card are the *responsibility of the employee—the bill will be delivered to you.*

<http://guru.psu.edu/policies/TR02.html>

Q. Will the University reimburse me for personal phone calls?

- A.** Two, 10-minute personal telephone calls, one to indicate safe arrival & one to provide your departure time, are reimbursable as **OTHER EXPENSES.**

Mini-Glossary of Travel Terms

(Check GURU on PSU web pages for in-depth descriptions.)

POV – Privately owned vehicle
DBAF – Direct Bill Air Fare
VRES – Fleet Vehicle Reservation
CONUS – Continental U.S.
OCONUS – Outside Continental U.S.
SRFC – Special Request for Check
TSF – Travel Support Form
(Worksheet documenting your travel expenses.)

Questions?

Whenever travel questions arise, always remember to contact your department's administrative staff for direction before making a costly mistake. They are your best defense against being stuck with the bill!

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