



TRAVEL MANUAL

Prepared by
Financial Services

Revised
January 1, 2009

TABLE OF CONTENTS

INTRODUCTION1

- Purpose 1
- Scope 1
- Responsibility and Enforcement 1
- General Information 1
- Contact Information 2
- Our Guarantee to the Traveler 2

APPROVAL FOR BUSINESS TRAVEL3

- Obtaining Authorization to Travel 3
- Submitting the Travel Request 3
- Team or Group Travel 3
- Spouse/Dependent/Companion Travel 4
- Combining Personal and Business Travel 4

PAYMENT METHODS.....5

- Required Use of College Purchasing Procedures 5
- Use of Credit Cards for Business Travel 5
- Travel Advances for Individual Travelers 5
- Travel Advances for Team or Group Travel 6
- Travel Advance Settlement 6
- Outstanding Travel Advances 7

DOMESTIC PER DIEM.....7

- Meal and Incidental Per Diem Rates 7
- Determining Meal and Incidental Rates 7
- Hosting 8

DOMESTIC LODGING8

- Lodging Authorization 8
- Lodging Rate Exceptions 9
- Lodging Reservations and Payment 9
- Shared Lodging 9
- Reimbursement for Overnight Lodging within 50 miles of Las Vegas (or Principle Station): 10

FOREIGN PER DIEM AND LODGING10

- Per Diem and Lodging 10
- Miscellaneous Expenses at Remote Locations 10
- Foreign Documentation Requirements 10
- Exchange Rates 11

TRANSPORTATION.....11

- Transportation Guidelines 11
- Airport Transportation/Parking 12
- Airline Transportation 12
- Prepaid Tickets 13
- Cancellations/Changes/Unused or Voided Tickets/Non-Refundable Tickets 13
- Lost or Stolen Airline Tickets 14
- Bonus Flight Coupons, Travel Discounts, Rebates 14
- Lost or Excess Baggage 14
- Denied Boarding Compensation 14
- Overnight Delays 14
- Las Vegas - Reno Air Transportation 15
- Other Common Carriers 15
- Ground Transportation 15
- CSN Motor Pool Rental 15
- CSN Motor Pool Gasoline Receipt Reimbursement 16
- State Motor Pool Rental - Reno/Carson City 16

General Rental Vehicle Guidelines 17

Passenger Rental Vehicles (Non-Cargo) - Las Vegas and Reno/Carson City Travel18

Cargo Vehicle or Truck Rental (In and Out-of-State).....18

Passenger Rental Vehicles (Non-Cargo) - Out-of-State Travel19

Passenger Vehicles for Foreign Travel19

Rental Vehicle Payment.....19

Rental Vehicle Accident Reporting20

Personal Vehicle Use Guidelines20

Personal Vehicle Use for the Employee's Convenience.....21

Personal Vehicle Use for the College's Convenience21

Acceptable Mileage21

Personal Vehicle Gas Receipt Reimbursement22

Personal Vehicle Local Mileage Reimbursement22

Personal Vehicle Accident Reporting.....22

REIMBURSABLE AND NON-REIMBURSABLE EXPENSES23

 Non-Reimbursable Expenses23

 Reimbursable Expenses23

EMPLOYEE AND STUDENT TRAVEL EXPENSE REIMBURSEMENT24

 Travel Claim Submittal.....24

 Travel Claim Approval/Authorization24

 Travel Claim Documentation.....24

 Air Transportation.....25

 Hotel25

 Ground Transportation.....25

 Vehicle Rental25

 Registration Fees.....25

 Parking or Vehicle Storage Fee26

 Telephone and Internet Usage.....26

 Miscellaneous Expenses26

 Hosting.....26

 Receipts.....27

 Incorrect or Incomplete Travel Claims27

 Overpayment of Travel Claim27

APPENDIX A. MILEAGE REIMBURSEMENT RATES/CSN MOTOR POOL USAGE.....A

APPENDIX B. CSN-CONTRACTED TRAVEL AGENCYB

APPENDIX C. STATE-CONTRACTED AIRLINES/RATESC

APPENDIX D. RECEIPTS POLICY.....D

APPENDIX E. GENERAL TRAVEL SAFETY TIPS.....E

APPENDIX F. COMMON TRAVEL OBJECT AND SUB-OBJECT CODES.....F

APPENDIX G. TRAVEL FORM EXAMPLESG

 Employee's Travel RequestG

 Claim for Employee Travel ExpenseG

 Nevada State Motor Pool Daily Vehicle Approval Form (MP-2).....G

 Claim for Employee Mileage ExpenseG

APPENDIX H. APPROVALS REQUIRED FOR TRAVEL.....H

INTRODUCTION

Purpose

The Travel Manual is published by CSN Financial Services to help faculty and staff plan, account for and be reimbursed for travel conducted on official CSN business. This manual is intended to be a reference based on the CSN Travel Policy.

Scope

All members of the CSN community are entitled to receive reimbursement for approved travel expenses incurred in the transaction of college business (NRS § 281.160). “Members of the CSN community” include faculty, professional staff, classified staff, students, volunteers, candidates, contractors, and independent contractors of the college. A volunteer must execute a ***Volunteer Statement and Application*** with the Human Resources Department prior to traveling on college business. A student must be registered at CSN to be eligible to travel. This manual applies to all members of the CSN community unless otherwise specified.

The policies and procedures in this manual apply to all travel expenses paid by CSN regardless of the source of funds. If travel costs are to be charged to a sponsored project, the terms of the contract or grant will take precedence only if they are more restrictive than CSN policy. Specific departments may, at their discretion, impose **greater** control than CSN policy but **never** less.

Responsibility and Enforcement

It is the traveler’s responsibility to comply with the CSN Travel Policy. The supervisor who approves the travel is responsible for accurately reviewing expense reports for compliance. Travelers should exercise propriety when incurring travel expenses. Expenses incurred while in official “business travel” status will be reimbursed only if the expenses are properly authorized, reasonable, and documented. A traveler who incurs such business travel expenses should neither lose nor gain personal funds as a result of such travel. Expenses incurred by a traveler that do not comply with policy are the responsibility of the traveler.

General Information

The college provides qualified employees with a CSN-sponsored, individual liability travel credit card to be used for all business-related travel arrangements and expenses. The card is provided at no cost to the traveler.

Prior to making travel arrangements, a supervisor and traveler should first consider if a conference call could satisfy the objectives of an off-site meeting. Other cost-saving alternatives such as early arrival on a Saturday instead of a Sunday to save on airfare should be considered (and must be documented when used.) The costs for an extra night of lodging and an extra day of meal per diems should be considered when calculating savings on an early arrival.

Travelers may arrange to arrive the day before a scheduled event if it is not possible to arrive the same day and be on time. Travelers may extend their stay until the day after a scheduled event only if a return trip is not possible on the last day of the event. The only exception to this policy is when a cost savings for arriving early or staying an extra day can be shown as mentioned in the previous paragraph.

Governmental agencies or professional associations may pay travel and subsistence expenses of a college employee when the employee attends specified meetings or activities to represent or otherwise act in the interest of the college. A travel request is still required for such travel but should reflect a cost of zero dollars. An employee traveling as a member of a non-college advisory board or similar body must do so as a representative of the college, not as an interested private individual. **Under no circumstances is an employee to receive reimbursement from both the college and an outside source for the same expense.**

A traveler who receives more than the travel expenses allowed by statute is liable to the State for the overpayment, regardless of who discovers the overpayment (CSN, State General Accounting Office, or Internal Audit), the time frame of discovery, or the funding source.

The college assumes no obligation to reimburse employees for incurred expenses that are not in compliance with college policy.

Contact Information

Any questions, concerns or suggestions regarding the CSN Travel Policy should be directed to Robert Sharp (Travel) at (702) 651-4027. Documentation should be sent to Robert Sharp at Sort Code J1C.

Our Guarantee to the Traveler

The Financial Services staff guarantees that you will receive reimbursement for any business travel costs owed you within ten working days from the date your accurately completed and properly approved Claim for Travel Expense reaches Financial Services.

APPROVAL FOR BUSINESS TRAVEL

Obtaining Authorization to Travel

All travelers (in-state and out-of-state) must obtain written authorization prior to travel by completing a *Travel Request* form and obtaining the appropriate approvals as required (Appendix H). **Completing this form and obtaining the appropriate signatures is the responsibility of the employee, regardless of who is paying for the travel.**

Submitting the Travel Request

In-state travel requests for all faculty and staff are submitted for approval to the Department Chair or Manager, then to the Dean or Director. Out-of-state travel requests must be approved by the Department Chair or Manager, the Dean or Director and the Division Vice-President for final signature authority. Faculty out-of-state travel requests must go to the Travel Committee for approval before all other approvals are obtained. Travel for Deans or Directors is to be authorized by their immediate supervisor. International travel requires the President's approval. See the decision chart in Appendix H. Faculty out-of-state travel requests must meet the requirements of this policy and those specified by the Travel Committee in their policies.

Exceptions for excess lodging must be approved by the Senior Vice President for Finance & Facilities **prior to commencement of travel**. No appeals will be approved after travel has commenced.

A traveler may be reimbursed for less than the established per diem rates or incurred expenses if so specified on the travel request at the time the travel is approved by his/her supervisor or the person with account signature authority.

Team or Group Travel

Team or group travel involves a minimum of three college employees or three students **and** one full-time college employee. For team or group travel, one college employee assumes responsibility for the payment and reporting of all expenses associated with the trip. Team/group travelers are subject to all travel policies and procedures.

When teams/groups charter a bus, a maximum gratuity of \$150 is allowed for the round trip.

Spouse/Dependent/Companion Travel

In accordance with IRS regulations (Publication 463), if a spouse, dependent, or other individual travels with an employee on an official CSN business trip, all the expenses paid or reimbursed for the accompanying individual are considered income to the employee and subject to all applicable earnings taxes unless the accompanying individual is an employee, has a bona fide business purpose for the travel, *and* would otherwise be allowed to deduct the travel expenses.

For a bona fide business purpose to exist, a real business purpose for the individual's presence must be proven. According to IRS regulations, incidental services, such as typing notes or assisting in entertaining clients, candidates or recruits are not considered to be bona fide business purposes.

Airfare, vehicle rental, meal per diem, lodging, and incidentals (either provided or reimbursed) are all items subject to payment of federal income tax, FICA, and Medicare by the employee.

When expenses are paid or reimbursed for an accompanying individual, an allowance for the payment of fringe benefits due on the additional compensation to the employee must be obligated within the fringe benefits budget line of the account charged for the other individual's travel.

Combining Personal and Business Travel

Personal or vacation travel may be combined with business travel provided there is no additional cost to the college. Employees who incorporate personal and business travel must clearly demonstrate that the costs borne by CSN are not increased by the personal travel.

When purchasing a two-for-one airline ticket to accommodate personal use in conjunction with business, 50% of the total combined ticket cost will be paid by the employee and 50% will be paid by CSN. If the college pays for the tickets, a check for the employee's portion of the cost, payable to the Board of Regents, must be included with the employee's *Claim for Travel Expense*.

If a personal side trip will be taken while on business travel and the side trip requires air transportation, the traveler must submit a price quote for the cost of the standard round-trip business airfare (without the side trip). The price quote must be obtained on the same date that the trip is ticketed. A check payable to the Board of Regents for the price difference between the standard round-trip business airfare and the airfare that includes the personal side trip must be attached to the travel claim. A vehicle rented by the college for business travel may not be used for personal side trips.

College business insurance coverage will not apply while on personal or vacation travel.

PAYMENT METHODS

Required Use of College Purchasing Procedures

A traveler must use standard college purchasing procedures to pay for registration fees and other expenses not directly related to actual travel. Team and group lodging can be prepaid by the purchasing department, however, **lodging for individual travel will not be prepaid by the college.**

Use of Credit Cards for Business Travel

Travelers may use the college-sponsored, personal-liability corporate card to pay for travel-related business expenses. A traveler may also use a personal credit card to pay for business expenses. The traveler will be reimbursed for the valid expenses after the trip is completed. A ***Claim for Travel Expense*** must be completed (including travel itinerary worksheet, applicable paid receipts and appropriate approvals) and forwarded to Financial Services. Finance charges/late fees on credit cards will not be paid by the college.

The application for the CSN-sponsored corporate card is located at the following link: <http://www.csn.edu/PDFFiles/FinancialServices/CorporateApp.pdf>. Once completed, the application must be returned to Financial Services, J1C to be processed. Allow approximately two weeks for a new card.

Travel Advances for Individual Travelers

Travel advances are limited to anticipated travel incidentals which cannot be paid by credit card. Only one travel advance transaction per trip will be processed, so travelers are encouraged to anticipate all expenses. Foreign travelers should consult with Financial Services before requesting a travel advance. A student traveler is eligible for a travel advance of 100% of the per diem rate. A volunteer is not eligible for a travel advance.

Travel advances must be requested on the ***Travel Request*** form and be properly justified (documented), approved and submitted at least 10 working days in advance of the scheduled departure date.

When approved, the travel advance check will be available in Financial Services three working days prior to the departure date. **It is the traveler's responsibility to personally pick up the check or have the check picked up by a representative of the department.** A travel advance check will **not** be sent to the traveler via campus mail delivery.

Travel Advances for Team or Group Travel

A travel advance check for team or group travel will be issued payable to a college faculty advisor or a college employee acting in an advisor capacity. **Travel advances are not available for team or group travel of unchaperoned students or volunteers.**

Team or group travel advances are issued for meal per diem only. A travel advance for incidental expenses will be granted **only** if the anticipated travel expenses cannot otherwise be prepaid using the college purchasing procedures or by the use of a college-sponsored corporate card. Requests for travel advances for incidental expenses must be fully explained, justified and approved.

Travel advances are requested by forwarding a completed and authorized copy of the *Travel Request* to Financial Services at least ten (10) working days prior to the team or group departure. All requests must be accompanied by the airline travel itinerary, a roster of all travelers and each traveler's affiliation with CSN (i.e., student, team doctor, etc.). Travel advances will be released no more than three (3) working days prior to the scheduled start date of the trip.

The recipient of the advance is strongly encouraged to immediately convert the funds into traveler's checks.

Travel Advance Settlement

An advance must be cleared within fifteen (15) working days after completion of the trip by completing and filing a *Claim for Travel Expense*. **Another advance will not be allowed until the previous advance has been cleared.**

For teams/groups, the *Claim for Travel Expense* must include a list of all travelers with signatures from each person who received funds. Documentation indicating the room assignment for each traveler must also be attached.

Official business-related side trips by an employee taken during team or group travel should be submitted as separate travel claims and not included with the team/group travel claim. However, the employee claim and the team travel claim must cross-reference each other.

If the advanced amount was in excess of actual needs, the recipient must return the excess amount by submitting a personal check or money order (NO CASH) payable to the "Board of Regents" with the travel claim. **Do not return the excess travel advance directly through the College Bursar's Office -- doing so will not clear the traveler's outstanding travel advance and may delay reimbursement.**

Outstanding Travel Advances

A new travel advance request will be processed only if the traveler has no outstanding travel advances. Failure to properly account for travel advances in a timely manner may result in suspension or cancellation of travel advance privileges.

Per NRS § 281.173, a travel advance constitutes a lien on accrued wages of the employee equal to the sum advanced. The Financial Services Office may, at the discretion of the Controller, withhold wages from the employee for an amount equal to the sum advanced in the event of a delinquent travel claim.

DOMESTIC PER DIEM

Meal and Incidental Per Diem Rates

CSN travelers shall receive reimbursement for all meals and incidental expense (in-state or out-of-state) at the federal rates established by the US General Services Administration (GSA). If an employee chooses to expend amounts that are more than the GSA rate, the employee will not be reimbursed for the difference.

- The GSA meals and incidental expense rates vary by location, and for some areas, by time of year. The allowance established on the federal schedule is a daily rate. If a city/county is not listed, the GSA standard daily rate for the continental U.S. (CONUS) applies.
- Receipts are not required for meal and incidental expenses.
- When a traveler receives free meals, no reimbursement is allowed. Employees must exclude those meals from the claim for reimbursement at the amount specified by the GSA's meal breakdown.
- Continental breakfasts, no-host receptions, and snacks are not considered meals.
- Meal/incidental rates reimbursement for the first and last day of travel will be determined based on the hours the employee is in travel status as follows:

Breakfast	12:01 a.m. to 10:00 a.m.
Lunch	10:01 a.m. to 3:00 p.m.
Dinner	3:01 p.m. to 12:00 a.m. (midnight)

Determining Meal and Incidental Rates

The per diem rates can be found at this link: <http://www.gsa.gov> under *Travel Resources, Per Diem Rates*. Choose *Per Diem Rates, Domestic*; then search by state and city/locality. Per Diem rates for meals and incidental expenses are on this list.

Determine the amount allowable for each meal that makes up the total meal and incidental expense rate by selecting *Meals and Incidental Expense Breakdown* from the left side of the gsa.gov per diem screen.

Hosting

Per diem will not be reimbursed to an employee or contractor for meals that have been otherwise paid as a host expense.

Hosting during travel is subject to the college's hosting policy. Hosting expenditures may not be used to circumvent state or institutional regulations that restrict reimbursements or to reimburse employees for expenses incurred while in travel status in excess of state-approved lodging and/or per diem rates.

DOMESTIC LODGING

Lodging Authorization

CSN travelers shall receive reimbursement for all lodging (in-state or out-of-state) at the rates established by the US General Services Administration (GSA). Estimated lodging costs must be included on the *Travel Request*. If an employee chooses to stay in lodging that is more than the allowable rate, the employee will not be reimbursed for the difference.

- The GSA lodging rates vary by city/county, and for some areas, by the time of year. Rates have been established for most major U.S. cities and are referred to as non-standard areas (NSA). NSA rates are reviewed annually. If a city/county is not listed, the GSA standard rate for the continental U.S. (CONUS).
- Reimbursement for lodging taxes and fees is in addition to the lodging rate, but is limited to the taxes on the reimbursable lodging rate. (The college is exempt only from in-state sales tax. CSN is not exempt from any room taxes or out-of-state sales tax.)
- Reimbursement for all lodging requires a receipt that satisfies the college's receipt policy. Do not use the hotel's EXPRESS CHECKOUT because the documentation often does not detail all expenses incurred or indicate that the bill was paid.
- Travelers will not be reimbursed for cancellation fees assessed by internet travel websites.
- Lodging must be at a commercial establishment to qualify for reimbursement.
- If the lodging cost is less than the allowed rate, only lodging expenses incurred and paid by the traveler will be reimbursed.
- When travelers receive free lodging, no reimbursement is allowed.

If under certain circumstances an exception is requested as described below, it must be approved in advance by the Senior Vice President, Finance & Facilities on the Travel Request.

Lodging Rate Exceptions

To request a rate exception, the traveler must attach to the Travel Request:

- in the case of a conference, training or meeting at a pre-arranged location: 1) the printout from the GSA website showing the GSA rate, 2) documentation showing the lodging location and rate, and 3) information on the location of the conference or meeting site; or
- in the case where costs have escalated because of special events: information showing that lodging within prescribed allowances cannot be obtained nearby, and that the costs to commute to/from a nearby location within established rates exceed the cost savings from occupying less expensive lodging.

If the condition(s) above exist for in-state travel, an exception equal to 150% of the standard CONUS GSA rate for *non-surveyed in-state sites* (sites that do not have established per diem rates on gsa.gov) may be allowed.

If the condition(s) above exist for out-of-state travel, an exception equal to 175% of the GSA rate for *surveyed out-of-state sites* or 300% of the standard CONUS GSA rate for *non-surveyed out-of-state sites* may be allowed.

Lodging Reservations and Payment

Lodging must be reserved and paid for directly by the traveler with the exception of team or group travel. Reimbursement will be made after the trip is over and an approved claim has been submitted. Team or group travel may be prepaid using Purchase Orders and Limited Purchase Orders.

Shared Lodging

When two individuals share a room and split the cost, each traveler may claim for reimbursement his or her portion of the receipt, up to the maximum individual allowable amount, with total reimbursement not to exceed the total amount of the actual lodging expense. The original lodging bill indicating the total amount paid by each traveler must be attached to one traveler's claim. A photocopy of the original lodging bill with the same information must be attached to the other traveler's claim. Each travel claim must cross-reference the other (name and travel dates) and be submitted together for reimbursement. An explanation must be included with the travel claim.

If one traveler pays the entire lodging bill, the traveler who pays must submit the original receipt. Only the traveler who paid will be reimbursed. The names of all authorized travelers sharing the room must be listed on the original receipt. Each of the other travelers' claims should indicate that the entire lodging bill was paid by another authorized traveler, and include the name and travel dates of the other traveler who paid for the lodging.

Reimbursement for Overnight Lodging within 50 miles of Las Vegas (or Principle Station):

Meal per diem and overnight lodging reimbursement at a location less than 50 miles from the traveler's normal place of work must be requested and approved prior to the traveler's departure. The reason(s) must be substantiated on the *Travel Request* and approved by the signature authority for the account that will be charged for the expenses. Approval may be granted when:

- inclement weather conditions make travel difficult or unsafe;
- late official meetings are required; or
- individuals involved are conference hosts responsible for meeting arrangements.

FOREIGN PER DIEM AND LODGING**Per Diem and Lodging**

Foreign travel per diem is based upon federal per diem rates listed in the State Department's publication, Maximum Travel Per Diem Allowances Foreign Areas. The allowances change monthly. Contact the Financial Services office at 651-4320 to check for current per diem rates. Receipts supporting the actual costs of lodging are required.

Miscellaneous Expenses at Remote Locations

If an employee must pay a representative of a foreign government to be on site each day, a source document stating this fact must be obtained. The document should state what must be paid. When the representative is paid, the payment is to be recorded in a standard multi-copy receipt book showing who was paid, how much was paid, for what period the payment was made, the date paid, and the signature of the person being paid.

If there are other miscellaneous payments that must be made (e.g., supplies for site workers; food for the site workers excluding the employee; etc.), the payments must also be recorded in the receipt book.

Foreign Documentation Requirements

Standard travel claim documentation including original receipts is required for all foreign travel. In addition, documentation must:

- show the exchange rate for the time period/expenses to be reimbursed;
- be converted into US dollars based on that exchange rate; and
- be translated to provide as much detail as possible to assist in understanding the nature of the expense.

Exchange Rates

Foreign currency exchange receipts are required for accurate reimbursement. If the exchange rate is not listed on the travel claim and/or each receipt, the travel claim will be returned to the preparer. For trips lasting one month or less, the exchange rate for the first date of travel may be used throughout the trip. When using one exchange rate throughout the trip, list the exchange rate on the travel claim or on the attached receipts. When using various rates, the exchange rate must be clearly noted on each receipt.

The following is an example of an exchange rate notation:

Lodging for 07/15/95, Victoria, British Columbia, Canada
1.35 CDN = 1.00 USD

An example of how to calculate an exchange rate:

$$1.35 \text{ CDN} = 1.00 \text{ USD} \quad \frac{\text{Amount of foreign currency expense}}{1.35} = \text{Amount of USD}$$

A currency calculator is available on the web at <http://oanda.com/converter/classic>.

TRANSPORTATION

Transportation Guidelines

A person traveling on official business for CSN must choose the least expensive mode of transportation available when total travel time and cost of transportation are considered. It is the responsibility of the person authorizing the travel to determine which method of transportation is in the best interest of the college.

Reimbursement for any type of transportation, including private conveyance, will be based upon the lower of: 1) the coach airfare to the destination, or 2) the actual mileage by the most direct route.

Airlines will not allow a traveler to use an airline ticket written in another traveler's name. Airlines may deny boarding to any passenger without proper identification.

Departments should coordinate employee travel to maximize the advantages of any two-for-one airline ticket purchase offers.

Parking or storage fees for either college or private cars will be allowed when considered necessary. Charges should be entered in the transportation cost column and explained in the detail column of the *Claim for Employee Travel Expense*.

An employee may claim mileage for one round trip from home to the airport plus parking when leaving a vehicle at the airport or two round trips when being dropped off and picked up. Parking meter expenses will be reimbursed up to a maximum of \$2.00 without a receipt.

Taxi fare (up to but not to exceed what the cost of round trip mileage plus parking would have been) to and from the airport will be reimbursed with an acceptable paid receipt and documentation of both costs. Tips are not reimbursable.

Airline Transportation

After written authorization to travel has been received, you may make flight arrangements. **CSN limits the approved class of airline service to coach class for all business-related travel.** Upgrades are not reimbursable and **may not** be charged to the CSN Central Travel Account.

Airline tickets may be purchased directly by the traveler or through our contact at Prestige Travel (Appendix B) with two exceptions:

- Travel arrangements between Las Vegas and Reno are restricted to Southwest Airlines.
- International travelers and college teams/groups must book airline travel through Prestige Travel.

Prestige Travel will purchase airline tickets only upon receipt of the completed *Travel Request* form approved by the Department Chair or Manager. It is the **traveler's responsibility** to secure **all required** signatures on the *Travel Request* and to submit the form to Financial Services no later than 10 business days prior to travel, regardless of how the travel is booked.

When travelers book their own airline tickets directly, the following applies:

- All employees of the College can book their own air travel with the exception of international travelers and CSN teams or groups who must book through Prestige Travel.
- On-line travel booking services such as Expedia, Travelocity and Orbitz may be used, and the nominal fee (usually \$5) will be reimbursed.
- Travelers may book directly through the airline on-line with no fee.
- Travelers will be required to submit a price quote comparison from one of the major on-line services such as Expedia, Travelocity or Orbitz. If the airfare booked exceeds the lowest quote by more than 10%, a written explanation will be required.
- Travelers booking their own travel must use a personal credit card (Corporate card or other). Otherwise, Prestige Travel must be utilized.

- CSN will not reimburse charges for canceling and re-booking travel without an exception memo approved by the Senior Vice President of Finance & Facilities.
- Travelers must have an approved, signed and dated travel request prior to making travel arrangements. Any arrangements found outside of this requirement will not be reimbursed unless there are extraordinary circumstances and an exception memo is approved by the Senior Vice President of Finance & Facilities.
- Travelers must book their own travel at least 20 business days in advance. Failure to do this will require an exception memo approved by the Senior Vice President of Finance & Facilities for reimbursement.
- The need for refundable tickets (which cost more) will be approved by the Senior Vice President of Finance & Facilities on a case-by-case basis.

Prepaid Tickets

Prepaid tickets are those tickets that are paid for in advance at one location and picked up by the traveler directly from the airline at another city location. The airlines charge a \$35 to \$50 fee for this service. Travelers are **strongly discouraged** from using prepaid tickets.

Prepaid tickets may only be used in the following circumstances:

- 1) emergency situations
- 2) last-minute travel plans
- 3) en route changes when there are no other means of ticket delivery

Cancellations/Changes/Unused or Voided Tickets/Non-Refundable Tickets

To cancel an airline ticket, contact the agency/airline they were purchased from. Some non-refundable tickets may be cancelled and fully refunded depending upon the circumstances. Credits issued by on-line services or directly by the airline are generally not transferable. Travelers must keep track of their own credits for future use.

Changes to airline tickets made by Prestige Travel prior to departure or while en route are subject to a change fee which will be charged to the college. Changes made en route at the airline counter **cannot** be charged against the college's account. They must be paid by the traveler, and when there is a valid business reason, will be reimbursed.

Unused airline tickets or flight coupons must never be discarded, destroyed, or included with the traveler's travel claim. All refundable unused or partially used airline tickets purchased through CSN must be immediately returned to Financial Services. Refunds will be credited to the department's account. Credits may take up to 90 days to process.

If the reason the ticket is not used is considered invalid, the department will not absorb the cost, and the traveler will be expected to reimburse the department for the full amount of the ticket.

Lost or Stolen Airline Tickets

Upon discovery of a lost or stolen ticket, the traveler must **immediately** report the loss to the travel agency or airline it was purchased from. The traveler is responsible for the value of lost tickets. The college will **not** absorb any costs related to a lost ticket.

Bonus Flight Coupons, Travel Discounts, Rebates

Some commercial airlines allow the accumulation of free bonus flight points to travelers based on miles flown or as an inducement to travel with that airline. Any flight bonus points received by State agencies or State employees as a result of State-paid air travel shall, whenever possible, be used by the agency to meet State travel needs.

Lost or Excess Baggage

The ultimate responsibility for retrieving and compensating for lost baggage lies with the airlines. CSN will not reimburse travelers for personal items lost while traveling on business. To minimize baggage losses, always carry valuables and important documents on board the aircraft and clearly tag all baggage with name, address, and telephone number.

Denied Boarding Compensation

Airlines occasionally offer free tickets or cash allowances to compensate travelers for delays and inconveniences due to overbooking, flight cancellations, changes of equipment, etc. Travelers may volunteer for denied boarding compensation only if they are flying outside of normal working hours and the delay in their trip will not result in any interruption or loss of college business.

Travelers who are involuntarily denied boarding should immediately obtain a free voucher from the airline for use on the traveler's next business trip.

Overnight Delays

If an airline delay requires an overnight stay, the traveler must attempt to secure complimentary lodging from the airline before making lodging arrangements.

Las Vegas - Reno Air Transportation

In-state travelers are currently required to use Southwest Airlines for all in-state travel. However, the State of Nevada, the Nevada System of Higher Education (NSHE) or CSN may negotiate agreements in the future with one or more airlines to provide air transportation between Las Vegas and Reno. Refer to Appendix C for a list of contracted airlines. If such an agreement exists, all college travelers and contractors, while on official college business are required to use this contracted airline. If a traveler purchases a Las Vegas-Reno ticket at a fare higher than the state rate, the traveler will only be eligible for reimbursement at the state rate.

Other Common Carriers

Travel by other common carriers such as trains, ships, and buses may be used if justification is provided and approved in advance of the travel. Justification must indicate why the mode of travel is the most suitable and economical method of transportation. Common carrier services may be obtained using a purchase order or be purchased directly by the traveler. However, costs incurred by the traveler will not be reimbursed until the *Travel Claim* has been submitted. The college will not reimburse credit card interest expense incurred due to these purchases.

Ground Transportation

The most economical mode of transportation should be used, such as bus, subway, taxi, and airport shuttle services. Private limousine or vehicle services should be used only when it is the least expensive mode of transportation. Employees traveling to and from the same location should share ground transportation whenever possible.

CSN Motor Pool Rental

When traveling on college business, all employees and passengers are required to wear seat belts.

College employees whose home campus is Cheyenne are required to request a vehicle from the Motor Pool before using a personal vehicle for college business ***when the total miles traveled will exceed 50 miles***. If a Motor Pool vehicle is available on the date of travel, and the employee uses a personal vehicle to travel more than 50 miles, he/she will receive one-half the state rate. See Appendix A for the procedure to reserve a Motor Pool vehicle at CSN, Cheyenne Campus.

If a motor pool vehicle will not be available on the date requested, an email from the Motor Pool Technician stating that no state vehicle is available on that date must be attached to the ***Claim for Employee Mileage Expense*** if a personal vehicle is used or to the rental vehicle agreement/receipt if a vehicle is rented and submitted with the travel claim to obtain full reimbursement.

The driver requesting the vehicle must personally pick up the vehicle and present a valid Nevada driver's license. The vehicle may be reserved in advance (no number of days restriction). If the reservation is no longer needed, it should be canceled in a timely manner. Price information and regulations are available at the Motor Pool Office.

In case of an accident or incident with a Motor Pool vehicle, follow the instructions provided by the Motor Pool.

CSN Motor Pool Gasoline Receipt Reimbursement

CSN Motor Pool will issue gasoline credit cards for use with motor pool vehicles when they are taken on out-of-town field trips. Gasoline may **not** be purchased locally. In the event that gasoline must be purchased with personal funds, reimbursement must be requested through CSN Motor Pool.

State Motor Pool Rental - Reno/Carson City

State Motor Pool vehicles should be requested before renting a car in Reno or Carson City. If no state vehicle is available, the Motor Pool in Reno has an open contract with a local rental vehicle agency. The Motor Pool (not the traveler) will arrange to have a rental vehicle available.

If the Motor Pool vehicle cannot be returned until after the Motor Pool closes on a Friday or day preceding a holiday, the traveler should arrange a rental vehicle directly with a state-contracted rental car agency and **not** the Reno State Motor Pool. This must be documented on the travel claim.

Always review reservation, pickup and drop-off procedures when making the reservation as procedures may change without notice.

Motor Pool (MP-2) forms may found online at www.motor_pool.state.nv.us/ or may be obtained by calling:

Carson City	1-775-684-1880
Las Vegas	1-702-486-7050
Reno	1-775-688-1325

RESERVING A VEHICLE

Reserve a vehicle by calling or faxing:	Carson City	1-775-684-1880/1-775-684-1888 (fax)
	Las Vegas	1-702-486-7050/1-702-486-7042 (fax)
	Reno	1-775-688-1325/1-775-688-1309 (fax)

Please be sure to include the following information with your reservation.

- Drivers name
- Dates and times when driver will pickup and drop off the vehicle.
- Pickup and drop off times (specify a.m. or p.m.).
- Destination
- Any special vehicle need (vans, 4x4, truck etc.)

- Contact name and phone number.

The Reno Motor Pool requires the agency to fax the Daily Vehicle Approval (MP-2) form to the Motor Pool for any reservations requiring after hours pickup. The Motor Pool will not leave a vehicle at Thrifty without a copy of the Daily Vehicle Approval form.

PICKING UP A VEHICLE

All vehicles reserved during normal business hours will be picked up at the Motor Pool.

If a driver is arriving by airplane, he/she needs to follow these procedures.

- Upon arriving at the airport, call the Motor Pool and let them know you have arrived at the airport. The Motor Pool will then send the shuttle bus. The shuttle bus picks up passengers by the main airport entrance.
- Present your Daily Vehicle Approval form to the Motor Pool personnel. This required form must have an agency head signature on it to be valid.
- Pick up the car and gas cards if required. Follow all directions given by Motor Pool personnel. You are responsible for returning the keys and the gas cards to the Motor Pool.

RETURNING A VEHICLE

When returning the vehicle to the Motor Pool, the traveler will be given the goldenrod copy of the MP-2 form. This copy **must** be attached to the *Claim for Travel Expense*. Failure to attach the MP-2 will delay reimbursement until the MP-2 is received in Financial Services.

General Rental Vehicle Guidelines

In an effort to protect the State from potential serious liabilities, State Purchasing and Risk Management have negotiated overriding agreements with car rental companies for use during the course of State business. These contracts were entered into for both in-state (when agency vehicles or vehicles from the Motor Pool are unavailable) and out-of-state-travel.

The use of these contracted companies is **MANDATORY**. The use of **non-contracted** companies is prohibited, unless every attempt to utilize the services of the contacted companies has been exhausted. Should it be absolutely necessary to rent a vehicle from a non-contracted car rental agency (e.g., there is no vehicle available, you need to rent a large truck or van, etc.), then other measures should be taken to protect the State. In the case of normal passenger vehicles, these should be rented using a credit card which provides protection for rented vehicle physical damage losses. If this is not possible, the collision damage waiver should be accepted and paid for as part of the rental.

For more information and a list of State contracted rental car agencies go to:

http://purchasing.state.nv.us/pur_info/car_rental.htm.

Rental vehicle use must be requested and approved (S.A.M. 0250.0) on the ***Travel Request***. Taxis, hotel shuttles or public transportation should be used when it is more economical than renting a vehicle. A rental vehicle may be used when it is to the advantage of the college. A vehicle rented by the college for official business travel will be not used for personal convenience. A traveler who has lodging at a conference site will not be approved for rental vehicle use without substantiating the requirement for its use. Taxis, hotel shuttles, or public transportation should be used when it is more economical than renting a vehicle.

The rental of premium and luxury vehicle categories will only be reimbursed to the traveler when required for pre-approved medical reasons (i.e., a driver with a disability) or when the traveler is upgraded at no extra cost.

At the time of rental, the traveler should check with the rental vehicle agent for any promotional rates, last-minute specials or free upgrades. When assigned a rental vehicle, the traveler should inspect it before leaving the rental lot. Any damage found should be clearly noted on the contract and accepted by the rental car agency representative before the vehicle is driven from the rental lot.

CSN policy encourages the traveler to refuel rental vehicles prior to returning to the agency. This assures only fuel actually consumed is paid for.

The traveler is responsible for canceling a rental vehicle reservation with the rental vehicle company. It is recommended that the traveler record the cancellation number in case of a future billing dispute. Any charges due to non-cancellation may be the responsibility of the traveler.

Passenger Rental Vehicles (Non-Cargo) - Las Vegas and Reno/Carson City Travel

A sedan, carryall, passenger van, or cargo van may **not** be rented or leased by a CSN traveler in Las Vegas, Reno or Carson City. If one of these vehicle types is rented or leased, the traveler will **not** be reimbursed for this expense unless the following exception is appropriate:

If a CSN or Reno Motor Pool vehicle will not be available for the date requested, documentation verifying that a vehicle was not available must be attached to the rental agreement/receipt and submitted with the ***Claim for Travel Expense*** to obtain reimbursement.

Cargo Vehicle or Truck Rental (In and Out-of-State)

A cargo vehicle or truck (defined as a vehicle other than a sedan, carryall, passenger van, or cargo van) may be rented without prior approval of the Motor Pool. Please contact the CSN Purchasing Department (651-4320) when renting a cargo vehicle specifically to move or deliver cargo or goods within, to or from Las Vegas. Do not use a personal credit card or Limited Purchase Order (LPO) to rent a cargo vehicle due to insurance considerations.

Passenger Rental Vehicles (Non-Cargo) - Out-of-State Travel

A reservation should be made directly with the vehicle rental agency.

Use a rental agency from the list of State-contracted agencies. Vehicles must be rented in the name of the individual, but must reference the State of Nevada contract number. **If you do not reference the State of Nevada Contract number, your personal insurance will be the primary coverage.** These agencies provide full Collision Damage Waiver (CDW) coverage at no additional cost to the traveler/CSN. Verify that the rental agent notes that in the reservation and on the contract.

If a vehicle is not available from a State-contracted agency, the traveler may rent from another rental company. The traveler should use a credit card that provides Collision Damage Waiver (CDW) at no additional cost.

In any remote situation the traveler is **not** to purchase the medical portion of any insurance offered.

The cost of any insurance purchased for the use of a rental vehicle will be charged to a non-state appropriated (“soft money”) account.

Passenger Vehicles for Foreign Travel

Contracts that the State of Nevada has with rental car companies are not valid in a foreign country.

A traveler must purchase **all** optional insurance offered such as the Liability Damage Waiver (LDW), Collision Damage Waiver (CDW), Optional Theft, and the Personal Accident Insurance. However, use of a credit card that provides Collision Damage Waiver (CDW) when renting the vehicle will eliminate the need to purchase the optional CDW and theft insurance coverage.

The traveler needs to insure that any insurance purchased is valid for the foreign country in which the vehicle will be operated and that coverage is for the full value of the vehicle. The cost of any insurance purchased for the use of a rental vehicle will be charged to a non-state appropriated (“soft money”) account.

Rental Vehicle Payment

Charges for passenger rental vehicles must be paid using the traveler’s Corporate Card or personal credit card. The authorized traveler will be reimbursed for all rental vehicle on the *Travel Claim* form. Regardless of where the vehicle is rented, the traveler will not be reimbursed for incidental rental charges such as, but not limited to cellular telephone rental, child safety seats, etc.

Rental Vehicle Accident Reporting

If an accident occurs with a rental vehicle that results in property damage or personal injury, the traveler must immediately report the accident to the local police department and the rental car company. Once the police report is filed, the traveler must obtain a legible copy for the college.

A college traveler involved in a collision while driving a rental vehicle on CSN business should not incur any vehicle accident expenses if the guidelines above for renting a vehicle are followed. Should unforeseen additional expenses be incurred, the traveler may submit a payment voucher requesting reimbursement of that expense. The written report of the accident must be included with the payment voucher request, along with original receipts, billings or other related correspondence. The CSN Controller will arrange for the payment of any accident claim.

Except for the collision deductible (which should be covered by the contracted car rental agency), a traveler is not to make any direct payment for a vehicle accident or make any commitment on behalf of the college. Such action may result in the traveler becoming responsible and liable for all costs.

The traveler's personal insurance is not to be used to pay any accident-related bills or invoices.

A traveler involved in a collision while driving a vehicle rented with a non state-contracted rental vehicle company, or without ensuring that the State of Nevada contract number is listed on the rental contract may be personally liable for all accident costs.

Personal Vehicle Use Guidelines

When practicable, a Motor Pool vehicle should be used for any local travel and **before** using a private automobile. A private vehicle is defined as a "personally owned, college-leased, or college on-loan vehicle."

Before using a private vehicle for approved travel, a traveler must have a valid driver's license and current vehicle liability insurance as required by the State of Nevada. The traveler's signature on the Travel Request certifies that he or she has a valid driver's license and that the private vehicle to be used is covered by liability insurance. A traveler who does not have current liability insurance and a valid driver's license **will not** be approved for travel by a private vehicle.

When a personal vehicle is used but there is no other travel involved, mileage will be reimbursed using the *Claim for Employee Mileage Expense* form. See Appendix G. This form must be approved by the employee's Department Chair or Manager and submitted to Financial Services.

The employee's personal vehicle insurance is primary when driving a private vehicle and would cover the State's liability arising out of any accident involving an employee's private vehicle while in use for college business.

When traveling on college business, all employees and passengers are required to use vehicle seat belts at all times, regardless of whether the vehicle is publicly- or privately-owned, leased or rented.

If two employees travel in a private vehicle on college-related business, only one employee is entitled to mileage reimbursement.

An employee will not use a private vehicle for transportation of students on official trips without informing his/her insurance company and verifying that the vehicle is properly insured. In the event of an accident, the employee's private vehicle insurance is primary to any state coverage.

Employees will not be reimbursed for any repairs to their personal vehicle even if these costs result from business travel.

Personal Vehicle Use for the Employee's Convenience

When a private vehicle is used for the convenience of the traveler in the transaction of college business, the traveler will be reimbursed at one-half the current mileage allowance stipulated by the State of Nevada (Appendix A). Airfare in lieu of the mileage allowance will be reimbursed when it is the least expensive travel reimbursement rate.

If the destination city is not serviced by an airline, the employee is entitled to reimbursement of meals en route. If the destination city is serviced by an airline, the employee must be on either annual or compensatory leave for the extra travel time involved and meals and/or expenses en route will **not** be reimbursed. The *Claim for Travel Expense* should indicate that the employee was on annual or compensatory time or include a statement from the department head or supervisor justifying why the employee was not on annual or compensatory leave.

Personal Vehicle Use for the College's Convenience

A traveler using his/her own personal vehicle at the convenience of the college may be reimbursed at the current mileage allowance (Appendix A) stipulated by the State of Nevada.

Acceptable Mileage

The IRS considers mileage or other transportation expenses that are incurred for travel between an employee's home and the workplace to be personal commuting expenses, regardless of when the trip occurs (scheduled work hours or other times). Since the IRS does not consider those miles to be a valid business expense, CSN will **not** reimburse the employee for them.

The only miles that can be reimbursed are personal vehicle usage as part of your job responsibilities, as follows:

- Actual mileage between CSN locations (campuses and sites), and/or
- Actual mileage between CSN and other valid, documented business destinations.
- Mileage reimbursement must be requested on the Mileage Claim Form and must include the following:
 - Departure **and** return times for round trip mileage;
 - Substantiation of mileage by submitting a mileage log, referencing the CSN Mileage Chart, or attaching a printout from a reputable source such as MapQuest; and
 - Business purpose.

Personal Vehicle Gas Receipt Reimbursement

It is the policy of the college not to reimburse employees for gas purchases based on gas receipts. However, if the employee wishes to only claim gas costs, and these costs are **less** than the allowed mileage rate when a private vehicle is used for the employee's convenience, the employee may claim such costs on the travel claim. The original gas receipts must substantiate the amount claimed.

Personal Vehicle Local Mileage Reimbursement

Employees or authorized persons requesting reimbursement of local mileage are required to keep a detailed log which must be submitted with an approved *Claim for Mileage Expense* form. Mileage may be accumulated over more than one month until the total is greater than \$25 (except for May and June for state funds). Mileage claims must be submitted within the time periods shown below.

Month of Travel:	Claim Due By:
July - April	15 working days after the end of the month where accumulated mileage exceeds \$25
May	2nd workday of June for state funds, otherwise same as Jul-Apr
June	2nd workday of July for state funds, otherwise same as Jul-Apr

Personal Vehicle Accident Reporting

In the event a traveler on college business is involved in an accident while driving a personal vehicle, the traveler will submit a written report of the accident and request for payment of any charges to the CSN Senior Vice President of Finance & Facilities Office within five (5) working days of the accident. All billings or other related correspondence should be attached to the accident report.

Under certain circumstances, college employees and volunteers driving a private vehicle on college business will be allowed reimbursement from the college for out-of-pocket deductible expenses as a result of an accident. Contact the CSN Senior Vice President of Finance & Facilities Office at 651-5667 for further information.

REIMBURSABLE AND NON-REIMBURSABLE EXPENSES

Non-Reimbursable Expenses

- annual fees for personal credit cards
- baby-sitting
- baggage handling of personal items
- vehicle washes
- corporate credit card delinquency fees/finance charges/annual charges
- expenses related to vacation days while on a business trip
- laundry charges for travel less than two weeks
- loss/theft of personal property
- mini-bar refreshments
- movies
- “no show” charges for hotel or vehicle service
- optional travel insurance for domestic travel
- parking or traffic fines
- personal clothing or hygiene items
- personal entertainment, including sports events
- personal telephone calls
- rental vehicle cellular telephones
- room service
- non-meal tips/gratuities
- cancellation/change fees charged by internet travel companies

Reimbursable Expenses

- ATM travel advances, travel advance fees (up to \$6), and ATM access fees (up to \$6) – one advance per trip
- baggage handling of team or group equipment
- business telephone calls detailed with person and telephone number called
- currency exchange fees
- ground transportation
- hotel telephone access charges for official/business calls
- laundry/dry cleaning/pressing for out-of-state trips exceeding two weeks
- parking fees
- toll charges
- mileage to and from the airport
- taxi to and from the airport

Please see Appendix D for the Receipts Policy.

EMPLOYEE AND STUDENT TRAVEL EXPENSE REIMBURSEMENT

Travel Claim Submittal

Travelers must file a detailed *Claim for Travel Expense* and corresponding travel itinerary within fifteen (15) working days after the completion of a trip. The college may not be held responsible or liable for travel expenses not submitted for reimbursement prior to June 30 of the fiscal year in which the travel was completed.

Travel Claim Approval/Authorization

Travel claims must be approved by the Chair/Manager and Dean/Director and, for out-of-state travel, the appropriate Vice-President. Travel claims without an approved travel request will be denied. Dean-level or Vice-President-level travel is to be authorized by their immediate supervisor.

Each travel claim will be reviewed by Financial Services staff for:

- approval signatures
- business purpose
- correct totals
- original supporting documentation and receipts
- policy compliance

Travel Claim Documentation

All expenses for reimbursement must be detailed on a travel itinerary for **each day** of travel. The travel itinerary and original supporting documentation must be attached to the travel claim.

Detailed paid receipts are required for all expense reimbursements. Please refer to the CSN Receipts Policy (Appendix D).

Documentation supporting the travel claim (receipts, etc.) smaller than a standard 8 1/2" x 11" piece of paper must be attached neatly (**with clear cellophane tape**) to a sheet of standard paper. More than one receipt may be placed on a single piece of paper. This will prevent receipts from being lost or overlooked. Items larger than a standard piece of paper must be folded to the standard size. All supporting documentation should be stapled together to avoid possible loss. Due to the volume of documents that are received and must be audited, travel claims may be returned, and payment to the traveler delayed, if the documentation is not submitted in the required format.

The submitting department should keep a complete and legible copy of the travel claim and all attachments for their files.

Air Transportation

The original ticket passenger coupon and invoice/itinerary or the ticketless invoice/itinerary for each traveler must be included with the travel claim.

Hotel

Hotel folios (paid receipts/invoices) must show the dates of lodging and the cost of the daily lodging rate (plus tax) and must be stamped or noted as paid (Appendix D-Receipts.) If this information is not provided, lodging costs will not be reimbursed.

Ground Transportation

Ground transportation receipts via taxi, rail, bus, toll, etc., must indicate from-to destinations and the purpose of the transportation in addition to the standard receipt requirements (Appendix D).

Vehicle Rental

Vehicle rental agreements must be detailed and indicate the daily rental rate and all other charges. The rental agreement printed in the traveler's name and a detailed receipt are required for reimbursement for car rental expenses.

Registration Fees

Conference registration or entry fees must be paid **in advance using accepted purchasing procedures**. Conference brochures and other documents must be attached to the travel request when submitted.

Conference fees are not reimbursed on the travel claim.

Should the conference include optional meals with costs that exceed the meal per diem rate, the traveler must pay the amount over the meal per diem rate. Conferences that include mandatory meals at a cost greater than the maximum meal allowance may be reimbursed for actual expenses **only** from a host account. A paid receipt and fee package detail must be included with the travel claim.

Parking or Vehicle Storage Fee

Parking or storage fees for college or private vehicles will be allowed when considered necessary in the process of conducting college business. Charges must be itemized in detail on a paid receipt.

Telephone and Internet Usage

If in-room phone charges are based on usage or activity (line access charges), the traveler may claim these telephone charges if he or she details the numbers called (some billings automatically print the calls for verification) and the parties called. The traveler must certify in writing (with signature and date) that the phone calls were made for **official** college business purposes and not for personal use on **each** page where charges are cited and reimbursement is requested.

Internet access may be reimbursed if the traveler certifies in writing (with signature and date) that the service was used for **official** college business and not for personal use.

Miscellaneous Expenses

Within the guidelines contained in the State Administrative Manual and this publication, miscellaneous expenses may be reimbursed when authorized by the employee's department. The business purpose of the expense must be recorded and substantiated on the travel claim.

Hosting

Hosting of business-related meals may be reimbursed upon presentation of an original paid receipt and a hosting checklist. Charges must be authorized by the traveler's department and the appropriate vice-president. The account charged must be a valid account for hosting expense.

For business meal and entertainment host reimbursement, the following documentation is required and must be recorded on the travel claim:

- names of individuals present, their titles, and company/business name
- name and location where the meal or event took place
- specific business purpose of the event or topic discussed

Refer to the Hosting Policy for further requirements and information.

Receipts

An **original paid receipt** per CSN's Receipt Policy for each expense incurred by the traveler must be submitted with the travel claim for a traveler to obtain reimbursement (see Appendix D.)

If a traveler loses a receipt, the traveler should prepare a memo detailing the amount, date, payee, purpose, etc. for the expenditure. This memo, when approved by the Department Chair or Manager and the Controller, can be substituted for the original invoice.

The complete travel claim will be referred to the CSN Police Department for further investigation if any receipt/document appears to have been modified or tampered. Reimbursement and/or any other travel action will be suspended until the investigation is complete.

Incorrect or Incomplete Travel Claims

An attempt will be made to contact the travel claim preparer for clarification of incorrect travel claims. Incomplete travel claims may be returned for additional documentation. **Incorrect or incomplete travel claims may delay payment or result in a partial reimbursement of specific items without notification.**

Overpayment of Travel Claim

If during a subsequent audit of a travel claim an overpayment is discovered, Financial Services will notify the traveler in writing. The traveler will be requested to refund the amount overpaid within thirty (30) calendar days. If the overpayment is not refunded within that timeframe, it constitutes a lien on accrued wages of the employee equal to the sum overpaid. Financial Services may, at the discretion of the Controller, withhold an amount equal to the overpaid sum, or report the amount overpaid to the Internal Revenue Service as taxable income.

APPENDIX A**MILEAGE REIMBURSEMENT RATES/CSN MOTOR POOL USAGE***MILEAGE REIMBURSEMENT RATES (State standard rate as of January 1, 2009)*

Use of a private vehicle at the college's convenience:	55.00 cents per mile (includes 'wear & tear')
Use of a private vehicle at the traveler's convenience:	27.50 cents per mile (or cost of gasoline only if less)

When practicable, a Motor Pool vehicle should be used for any local travel and before using a personal vehicle. When an employee uses a personal vehicle for long distance trips, the airfare rate (in lieu of the mileage allowance) will be reimbursed if it is the lesser of the two travel reimbursement amounts.

CSN MOTOR POOL REQUESTS

College employees whose home campus is Cheyenne are required to request a vehicle from the Motor Pool before using a personal vehicle for college business ***when the total miles traveled will exceed 50 miles.***

To request the use of a CSN motor pool vehicle, contact Gwyn Davies at 651-4295.

If a faculty or staff member uses a state vehicle, the faculty or staff member fills out the necessary Motor Pool paperwork for mileage and fuel reporting purposes, and follows instructions given for pickup and drop-off of the vehicle. No further action is necessary.

However, if a state vehicle is not available for use on the date requested, the Motor Pool Technician will send a written response via e-mail stating that no state vehicle was available on the specified date. The requester must attach the e-mail response to his or her travel reimbursement form.

In cases where a Cheyenne-based faculty or staff member chooses to use his or her personal vehicle to travel more than 50 miles even if a state vehicle is available on the date requested or fails to submit the written e-mail response from the Motor Pool Technician with a travel reimbursement form, mileage will be reimbursed at one-half the standard mileage rate.

APPENDIX B

CSN-CONTRACTED TRAVEL AGENCY

Prestige Travel Corporate Office
6175 Spring Mountain Road
Las Vegas, NV 89146
Rosemary Rice, ext. 132

Telephone: 702-253-9909 (local)
800-553-0204 (out of town)
Facsimile : 702-253-1153
Business Hours: M-F, 8 a.m. – 4:30 p.m.

**Airfare for International and Team/Group travel must be booked through the travel agency.
Use of the agency is optional for other travelers.**

APPENDIX C

STATE-CONTRACTED AIRLINES/RATES

Currently there are no contracted airlines.

In-state travelers may only use Southwest Airlines.

APPENDIX D

RECEIPTS POLICY

Purpose:

To determine what constitutes an acceptable receipt for reimbursement through Accounts Payable.

Policy:

- When reimbursement is made for a product or service, the college takes ownership of the **original receipt** to ensure that the reimbursement is valid. An original receipt is required since CSN is "buying" that receipt from the purchaser. If the receipt is not to be totally reimbursed, the purchaser may keep the original for tax purposes. The purchaser must then submit a legible copy of the receipt for the partial reimbursement and state on the receipt "Original retained by purchaser – not previously paid – partial reimbursement" and sign and date this statement.
- Employees requesting reimbursement for out of pocket expenses for items purchased for State use must submit the invoice and a signed statement, which certifies that they have paid for this expense on behalf of the State. (SAM 2620.0)
- An acceptable receipt contains all of the following:
 - Vendor or business name. If not printed on the receipt, ask the vendor to stamp/print the business name on the receipt or attach his/her business card.
 - Description of what was purchased. If a description is not included on the receipt, attach an itemized description of the item(s) purchased. If, for example, a meeting registration was paid for and the receipt does not specify the organization's name, date, or cost of the meeting, attach a copy of the complete meeting announcement to the payment document which states that information. If a hosted meal/event is being reimbursed, the names and affiliations of those hosted and the purpose for the meal/event needs to be included on the payment document.
 - Total amount paid. When purchasing an item for the college, ask the vendor to ring up the sale as "tax-exempt". CSN is exempt from paying state sales tax provided the sale is made in-state. A copy of the tax exempt certificate can be obtained from the Purchasing page of the CSN Website. If the vendor charges sales tax, the payer will be reimbursed.

- Method of payment. When paid in cash, the receipt must indicate “cash”. When paid by check, include the check number, the date of the check, and the name of the bank the check was drawn on. If a credit card was used, the credit card receipt or the original vendor receipt indicating “credit card/Visa/MC/etc...” must be provided. If a credit card receipt was lost, attach a copy of the credit card statement to substantiate the transaction.
- Date of the purchase.
- If for any reason a cash register receipt cannot be provided by the vendor, request that the vendor complete a manual receipt which needs to include all of the information stated above.
- Any receipt that does not include all of the required information is not acceptable as a receipt for reimbursement. An example of an unacceptable form of receipt is the “tear-slip” from the restaurant order form. This is the bottom portion of the waiter’s order form. If this is all the restaurant offers, request a cash register receipt for the transaction.
- To ensure a receipt is not separated from the payment document, staple it to the document. If the receipt is smaller than 8 1/2” x 11”, tape it to a sheet of paper. Printed areas of the receipt must not be covered with tape as this will cause the ink to fade.
- If there is the appearance that a receipt was illegally tampered with, the document will be referred to the appropriate authority for action. Other reimbursement and/or travel action will be suspended until the investigation is complete.

APPENDIX E

GENERAL TRAVEL SAFETY TIPS

The following suggestions will provide a more safe and pleasurable trip for travelers:

Air Travel

- Plan to arrive at the airport at least two hours before flights. To avoid having to stand in line, ask that boarding passes be included with your ticket whenever possible.
- Do not leave luggage unattended or with someone you do not know.
- Never agree to carry anything on board or in your luggage for someone else.
- Put your name and company address on your luggage. For added security, use tags that conceal your name and address.
- Remove all old destination tags to avoid misdirection by baggage handlers.
- Carry all medication, important business papers, some toiletries and a change of clothing in carry-on luggage according to the Transportation Safety Administration guidelines in case checked luggage is misplaced.

Upon Arrival at your Destination

- Leave the airport as soon as possible after deplaning. Disturbances are more likely to occur in public airport lobbies.
- Beware of people claiming to be cab drivers in unmarked vehicles. Use licensed taxi or limousine services only.
- If renting a vehicle, get maps in advance or from the rental vehicle counter and clearly write out the directions from the airport to the hotel. Stop to ask for directions only in well-lit public areas. Keep the phone number of your destination with you.
- If unfamiliar with the local language, carry a card or matchbook with the hotel's name and address. This can be shown to a cab driver or police officer should you become lost.
- Be sure to carry your credit card company's telephone number in case the card is lost or stolen. Always report losses immediately.

Hotel Safety Tips

- Large, downtown hotels often offer enough amenities - restaurants, room service, entertainment and workout facilities - that travelers will not have to leave the premises to get the services they require.
- Request a room near the elevator, where there is more frequent foot traffic.
- Check out the security features of a hotel before checking in. Does it have well-lit hallways, 24-hour front-desk service, visible security personnel and guest rooms with double-lock doors and peepholes? Hotels also should have security cameras, a card key without a room number and entrances that are locked at night.
- Upon arrival, request an escort to your room.
- Don't hesitate to ask questions about security.

- In developing countries, try to reserve rooms on the third through the sixth floor of the hotel. Disturbances and burglaries are most likely to affect ground and second story levels. In some countries, fire rescue equipment does not reach above the sixth floor.
- Do not leave a sign on the hotel room door for maid service as it announces an empty room for would-be thieves.

Hotel Fire Safety Tips

While major hotels are equipped with smoke alarms, sprinkler systems and emergency evacuation instructions, fire safety awareness will increase a traveler's chance of survival in the unlikely event of a hotel fire.

When staying at a hotel.....

- Check fire exits. Find the two nearest exits to your room and count the doorways so you can feel your way in the dark and smoke.
- Place your key on the night stand and your shoes by the bed so you can find them easily.

In case of fire or smoke.....

- Put on your shoes, grab your room key and head for the door. If there's any smoke in your room, get on your hands and knees and crawl. The fresh air you need to survive is near the floor.
- Feel the door and the knob. If they are cool, open the door and check the hall. If they are hot, do not open the door. Stay in your room and fight the fire.
- If the hallway is clear, close the door behind you and walk to the nearest exit. Never take an elevator in case of fire! Keep your room key with you in case the hallways become blocked and you need to return to your room.
- If the hall has smoke in it, close the door and crawl to the nearest exit. Stay against the wall so that you can count the doorways.
- When walking down the stairwell, hold the handrail to keep your balance.

If you must stay in your room to fight the fire.....

- Open your window to vent smoke. If your window doesn't open, do not break it unless absolutely necessary. You may have to close it later if smoke is outside. Never jump from the third floor or above, chances are good that you won't survive the fall.
- Call the desk to tell them you're in your room. Hang a sheet out the window to signal firemen.
- Fill the tub with water and turn on the bathroom vent fan.
- Wet some sheets or towels and stuff cracks of your door to keep out smoke. Use your ice bucket to bail water on the door. If the walls are hot, bail water on them. Keep everything wet.
- If there is a fire outside, get everything combustible away from the window
- A wet towel tied around your nose and mouth is an effective filter if you fold it in a triangle and put the bottom corner in your mouth.
- Don't panic! Keep fighting the fire until rescue arrives.

APPENDIX F**COMMON TRAVEL OBJECT AND SUB-OBJECT CODES**

<u>OBJECT</u>	<u>OBJECT NAME</u>	<u>SUB-OBJECT</u>	<u>SUB-OBJECT NAME</u>
IN-STATE ONLY			
22	IN-STATE TRAVEL	T1	AIRFARE
22	IN-STATE TRAVEL	T2	OTHER EXPENSES
22	IN-STATE TRAVEL	T8	MILEAGE
23	GRANT NON-FOREIGN TRAVEL	LO	LODGING
23	GRANT IN-STATE TRAVEL	T1	AIRFARE
23	GRANT IN-STATE TRAVEL	T2	OTHER EXPENSES
OUT-OF-STATE ONLY			
21	OUT-OF-STATE TRAVEL	T3	AIRFARE
21	OUT-OF-STATE TRAVEL	T4	OTHER EXPENSES
23	GRANT OUT-OF-STATE TRAVEL	T3	AIRFARE
23	GRANT OUT-OF-STATE TRAVEL	T4	OTHER EXPENSES
FOREIGN			
21	FOREIGN TRAVEL	T5	FOREIGN AIRFARE
21	FOREIGN TRAVEL	T6	FOREIGN OTHER
24	GRANT FOREIGN TRAVEL	T6	PARTICIPANT TRAVEL
IN-STATE or OUT-OF-STATE			
30	GENERAL OPERATIONS	26	REGISTRATION

(DO NOT PUT REGISTRATIONS ON TRAVEL CLAIMS – USE APPROPRIATE PURCHASING DOCUMENT.)

Contact the Financial Services Travel Office at 651-4320 with questions.

APPENDIX G

TRAVEL FORM EXAMPLES

- Employee's Travel Request
- Claim for Employee Travel Expense
- Nevada State Motor Pool Daily Vehicle Approval Form
- Claim for Employee Mileage Expense

Guidelines for completion of forms:

1. *Complete forms online or type them*
2. *Fill them out completely*
3. *Submit all forms in the time requested*
4. *Provide all supporting documentation*
5. *Get required signatures*

Travel Request, Claim for Travel Expense and Claim for Mileage Expense forms can be found at
<http://www.csn.edu/pages/359.asp>

Nevada State Motor Pool Daily Vehicle Approval Form can be found at
<http://www.motor.pool.state.nv.us>

<input type="checkbox"/>	IN STATE
<input type="checkbox"/>	IN STATE W/REGISTRATION
<input type="checkbox"/>	OUT OF STATE
<input type="checkbox"/>	OUT OF STATE W/REGISTRATION
<input type="checkbox"/>	FOREIGN

(1)

RESET FORM

COLLEGE OF SOUTHERN NEVADA EMPLOYEE TRAVEL REQUEST

Date: _____ (2)

ORIGINAL, APPROVED TRAVEL REQUEST DUE TO FINANCIAL SERVICES TEN (10) DAYS PRIOR TO TRAVEL.

INSTRUCTIONS: Complete form prior to making reservations. The travel agency requires a faxed copy of this approved form to book air travel. Travel claims cannot be processed unless Financial Services has a Travel Request on file. The traveler is responsible for submitting this form to Financial Services. Please retain a copy for your records.

Section I - Traveler/Trip Information

Employee ID No.: _____ (3) Name: _____ (4)

Title: _____ (5) Department: _____ (6) Campus: _____ (7) Sort Code: _____ (8) Extension: _____ (9)

Depart Date: _____ (10) Return Date: _____ (11) Destination: _____ (12) Mode of Travel (pick from list): Plane (13)

PURPOSE OF TRIP (Name of organization, location, time of meeting, etc. Conference materials must be attached.) _____ (14)

Section II - Registration (Use this section only if you need to register for a conference. Attach registration form(s) and RX or LPO as required.)

(15) I am requesting payment of a Conference Registration Fee in the amount of \$ _____ (16) Disposition of Check: Send to requester (17)
pick from list

Section III - Estimated Travel Cost

Transportation: _____ (18)

Per Diem: _____ (19)

Lodging: _____ (20)

Estimated Total Cost: \$0.00 *

*Must equal total in Accounts Charged.

ACCOUNT(S) CHARGED						
FUND	AGENCY	ORG	OBJ	SOBJ	DESCRIPTION	AMOUNT
(21)			21	T1	Airfare	(22)
(23)			21	T2	Other	(24)
TOTAL						* \$46.00

Section IV - Travel Advance (A travel advance is issued on an exception basis only and may not exceed estimated costs for per diem and lodging. If a travel advance is required, justification must be provided below. Advances will not be issued for less than \$50. The travel advance amount will be encumbered on the account(s) designated unless travel expenses are paid by other sources.)

(25) I am requesting a travel advance in the amount of \$ _____ (26) I do not _____ (27) expect to receive a travel allowance from sources other than CSN.
Justification: _____ (28)

(29) Approved Not Approved

I understand that I must submit a travel claim within 15 days after completion of the trip with remittance of any balance due CSN, and that no future advances will be processed until this advance is cleared. If no travel claim is submitted, I will be liable for the full amount of any travel advance I received, plus any subsequent collection costs, through payroll deductions. I further understand that CSN will not be responsible for personal travel expenses.

Section V - Approvals

Traveler _____ (30) Signature _____ Approved _____ (31) Head of Dept.

Approved _____ (31) Additional Signature if Required _____ Approved _____ (31) Vice-President

Approved _____ (31) President

Section VI - Request for Approval of Lodging Rate Exception - Exceptions to allowed rates must be requested *in advance*. Per State regulations, granting rate exceptions after conclusion of travel is not allowed.

(32) I am requesting a lodging rate exception.

Justification (select one):

This is the pre-arranged location for the conference, training or meeting. (33)

I will be staying at _____ (34) Rate per night excluding tax _____ (35) Allowed Rate per GSA _____ (36)

Rate rule: Out-of-State - 175% of GSA rate for surveyed out-of-state sites (37) Calculation: (38) 175% x _____ (39) = \$68.25
must equal % from rate rule % per rate rule GSA rate for location maximum room rate

(40) GSA rate printout attached (41) Supporting documentation attached APPROVED NOT APPROVED
(42)

Revised 10/15/07

VP Finance & Budget or President

EMPLOYEE TRAVEL REQUEST

Heading

1. Type of travel
2. Date the request is being prepared

Section I

3. Your employee identification number
4. Your name
5. Your title
6. Your department
7. Your campus
8. Your sort code
9. Your extension
10. Departure date
11. Return date
12. Destination
13. Mode of travel (air, auto, etc from pick list)
14. Purpose of trip per instructions

Section II

15. Check if requesting payment for a registration fee
16. Amount of registration fee
17. Where to send check (pick from list)

Section III

18. Estimated transportation cost
19. Estimated per diem per GSA website
20. Estimated lodging – not to exceed GSA rate or requested rate exception
21. Account number for airfare – use drop down lists for OBJ and SOBJ
22. Estimated airfare amount
23. Account number for all other travel – use drop down lists for OBJ and SOBJ
24. Estimated other travel amount

***Make sure total estimated travel cost equals total amount under accounts charged.**

This is the amount to be encumbered.

Section IV

25. Check if requesting a travel advance
26. Amount of requested travel advance
27. Select “do not” or “do” regarding expected travel allowances from other sources
28. Give justification for advance
29. Approval must be indicated by the department head when approving the travel request

EMPLOYEE TRAVEL REQUEST (CONT)

Section V

30. Signature of traveler
31. Signatures of all required approvers

Section VI

32. Check if requesting a lodging rate exception
33. Select justification from list
34. Name of hotel
35. Rate quoted by hotel – must be in writing
36. GSA lodging rate for the destination city
37. Select correct rule/formula from drop down list per policy
38. Select percentage equal to the rule in 37
39. Enter GSA rate from 36
40. GSA webpage printout must be attached and box must be checked
41. Documentation to justify the exception per the policy and the reason selected in 33
42. V.P. of Finance & Budget (or President under certain circumstances) must check the appropriate box and **sign prior to travel**

RESET FORM

College of Southern Nevada
CLAIM FOR EMPLOYEE TRAVEL EXPENSE

Controller's Office Use Only

Do not use Social Security number on this form.

Date: _____ (1)
 Employee ID No: _____ (2)
 Name and Title: _____ (3)
 _____ (4)
 Mail Sort Code/Ext: _____ (5) | _____ (6)

I declare under penalties of perjury that this claim (including any accompanying evidence) has been examined by me and to the best of my knowledge and belief is a true and correct claim in best conformance with the governing statutes and the rules and regulations as promulgated by the Board of Examiners.

(7) I do I do not have a travel advance

Method of Travel

- P—Plane AV—Agency Vehicle L—Limousine
 B—Bus PC—Private Car T—Taxi
 RR—Rail X—Passenger in Car RC—Rental Car

(8) _____ (9) _____
 Claimant Signature Required Date

Date	Detail List Purpose of Each Trip	Method of Travel	Time		Trip Mileage	Transportation Costs	Daily Expense Requirements				Travel for Day
			Depart	Return			Meals			Lodging/Other	
							B	L	D		
(10)	(11)	P (12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	\$0.00
		P									\$0.00
		P									\$0.00
		P									\$0.00
		P									\$0.00
		P									\$0.00
		P									\$0.00
		P									\$0.00
		P									\$0.00
		P									\$0.00
		P									\$0.00
		P									\$0.00
		P									\$0.00
		P									\$0.00
		P									\$0.00
							Total: \$ 0.00				

(21) _____ (22) _____

Approved by Dean/Director _____ Date _____ Approved by Vice-President _____ Date _____

DISTRIBUTION OF CHARGES							CLAIM SUMMARY	
FUND	AREA	ORGN	OBJ	SOBJ	LINE DESCR.	AMOUNT	Total of this Claim	
(23)			21	T1			\$0.00	
			21	T1			Air Fare to Travel Agency (24)	
			21	T1			Prepaid Expenses (25)	
			21	T1			Balance of Claim \$0.00	
			21	T1			Advance Received (26)	
Total						\$0.00	Balance Due Traveler	
PURP				DEST			Balance Due University	

Travel reimbursement requires approval by the Dean/Director and the Vice-President.

DISTRIBUTION: ONE COPY - FINANCIAL SERVICES J1C; ONE COPY - DEPARTMENT

Revised 10/2007

CLAIM FOR EMPLOYEE TRAVEL EXPENSE

1. Date claim is being prepared
2. Your employee identification number
3. Your name
4. Your title
5. Your mail sort code
6. Your extension
7. Check whether you had a travel advance
8. Signature
9. Date
10. Travel date
11. List of details including purpose and destination
12. Appropriate travel code above if this line is for transportation
13. Departure time
14. Return time
15. Miles traveled in listed transportation
16. Transportation cost – mileage, taxi, public transportation, etc.
17. Breakfast per diem
18. Lunch per diem
19. Dinner per diem – if claiming whole days, use this block
20. Lodging or other cost – use separate line for each item
21. Signature with date of Dean or Director (required)
22. Signature with date of Vice-President (required)
23. Accounting distribution for expenses (use drop down lists for obj/sobj) – contact Travel Office 651-4320 with questions
24. Air fare purchased through CSN or Prestige on Diners Club main account
25. Total expenses listed above that were prepaid
26. Amount of travel advance

**NEVADA STATE MOTOR POOL
DAILY VEHICLE APPROVAL FORM
SIGNED FORM MUST ACCOMPANY DRIVER**

Agency Name: 1.
 Appropriation Unit: 2.
(Budget Acct & Category)
 Requested Date/Time: 3.
 Return Date/Time: 4.

 Destination: 5.
 Type of Vehicle (sedan, 4x4, van, etc): 6.

 Contact Phone No.: 7.

 Fax No.: 8.
 Driver's Name (Please Print/Type): 9.
 Driver's License Expiration Date: 10.
 Vehicle received by: 11.

*Signature of driver

Approved by: 12.
ORIGINAL Signature of Approving Authority

To be completed by Motor Pool	
License:	_____
Conf. No.:	_____

MP <u>13.</u>	<u>14.</u>
Budget Account (limit 4 digits)	(Agency Invoice #) (limit of 5 characters)

Telephone :	Fax:
Carson City (775) 684-1880	Carson City (775) 684-1888
Las Vegas (702) 486-7050	Las Vegas (702) 486-7042
Reno (775) 688-1325	Reno (775) 688-1309

*NOTE: By signature, driver certifies that they have a valid operator's license, as defined by the Nevada Department of Motor Vehicles, in their possession while operating a state vehicle and that they are cognizant of state law concerning misuse of state owned vehicles.

Fill in below if **AUTHORIZED FOR ALTERNATIVE CODING**

To Be completed by Administration

Line #	Fund	Agency	Org/Sub	Appr Unit	Activity	Function	Object/Sub	Job No.	Percentage	Amount
1	15.									
2										
3										
Total Percentage must equal 100%									0.00%	

Form MP-2 (Rev 6/04)

CONTRACT TERMS AND CONDITIONS: The renting agency agrees to exercise all reasonable care and observe all traffic laws while using a state vehicle. Except for Acts of God, mechanical failure or identifiable third party accident fault, the renting agency will return state vehicles in the same condition as received, less normal wear and tear, and will be financially responsible for all abuse or physical damage expense. All non-reported accidents/incidents, including accidents/incidents reported after the reporting time requirements, will result in billing to the renting agency for total physical damage sustained by the state vehicle.

NEVADA STATE MOTOR POOL DAILY VEHICLE APPROVAL FORM

1. College of Southern Nevada
2. Your department
3. Pickup date and time
4. Drop off date and time
5. Where you are traveling to
6. Type of vehicle needed
7. Phone number where traveler can be reached
8. Phone number where traveler can be reached
9. Driver's name
10. Driver's license expiration date
11. Signature of person picking up car (driver)
12. Signature of person approving rental
13. Budget account number rental will be charged to
14. Invoice number if car came from rental agency
15. Alternative coding if charges will not go against the traveler's department

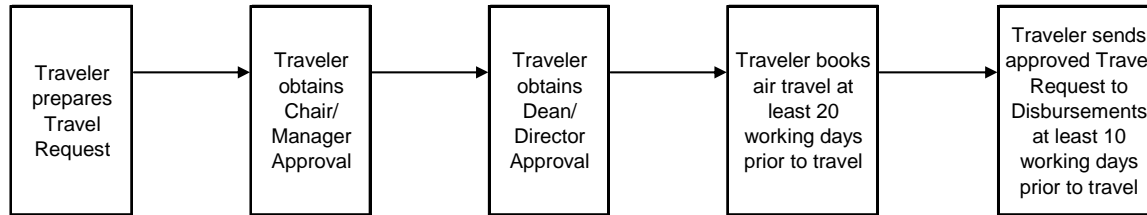
CLAIM FOR MILEAGE REIMBURSEMENT

1. Date claim is being prepared
2. Your employee identification number
3. Your name
4. Your title
5. Your mail sort code
6. Your extension
7. Your signature and date signed
8. Trip date
9. Details including purpose and destination (REQUIRED)
10. Appropriate travel code
11. Departure time
12. Return time
13. Miles traveled
14. Mileage cost (miles X current rate)
15. Signature of Department Chair or Manager
16. Date approved
17. Accounting distribution for expenses (use drop down lists for obj/sobj) – contact Travel Office 651-4320 with questions
18. Any travel advance received

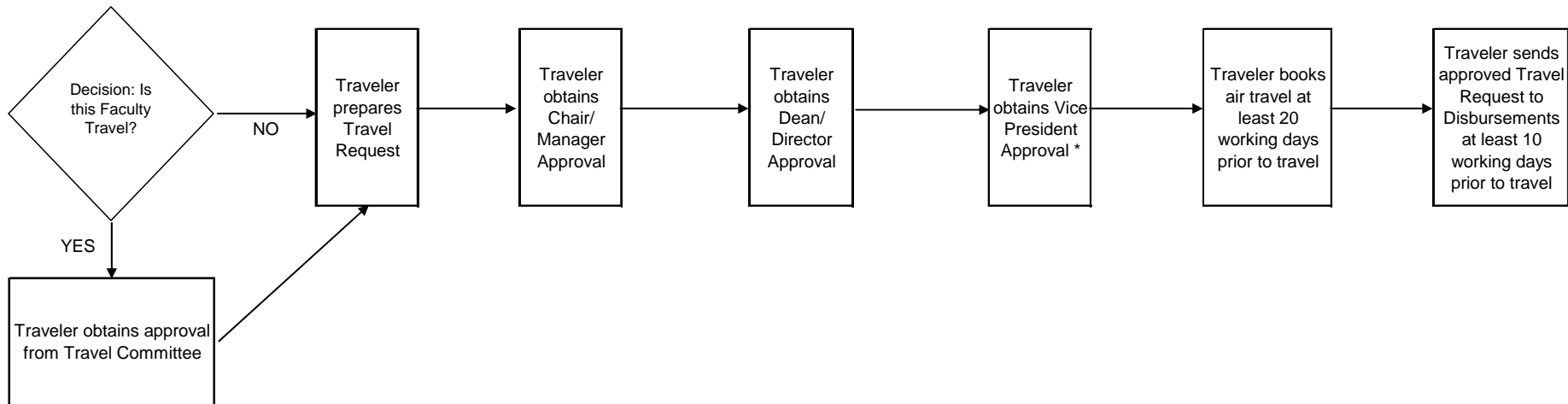
APPENDIX H

APPROVALS REQUIRED FOR TRAVEL

In-State



Out-of-State



* International Travel also requires the President's approval