General Travel Information

Training Class

Updated 11/06/2014

- Joyce Stauffenberg, Manager of PCard, Travel and AP (Accounts Payable)
- Controller’s Office/MS-124
- (775)784-1203 (41203)

- Travel Desk
- Carla Baardseth (775)784-4167
- Kelly Whitesell (775) 784-7526
1.) All Reimbursable Travel **MUST** be reported on a UNR Travel Claim form!
2.) Any Travel that includes: Out of State Lodging and is over 24 hours...must have an “Employee’s Travel Request” form completed prior to the trip.
3.) An International Travel Form is almost completed.
Employee’s Travel Request

- “Request for Travel” form must be completed and approved prior to the trip if:
  - 1.) The employee is traveling longer than 24 hours AND
  - 2.) Out of State lodging expenses will be incurred.

All employees must complete the Request for Travel form before the trip is taken.

- If attending a Conference or Workshop, the registration form and conference schedule should be attached to the Request for Travel form.

- Cash Advances for travel are not available unless justification is provided and the dean approves the advance. This form must be received in the Travel Department at least 5 business days prior to the departure date of the trip. The advance check is to be picked up at the Cashier’s Office in the Student Services Bldg. The sooner the better if a Cash Advance is requested.
Employee's Travel Request

Date: 02/15/2008

TRAVEL REQUEST MUST BE FORWARDED WITH APPROVAL TO THE TRAVEL DEPARTMENT PRIOR TO TRAVEL.

INSTRUCTIONS FOR USE: This request must be completed prior to registration and/or reservations being made. Reimbursement for traveling expenses may not be secured without the authorizations listed on this form.

Employee ID No. ____________________________ Mode of Travel ____________________________

Name ____________________________

Department ____________________________ requests permission for travel, as follows:

Departure Date _______________  Return Date _______________  Employee Travel Claim Due By: ____________________________

Destination ____________________________

Purpose of Trip (If a conference or meeting is involved, give name of organization, location and time of meeting, etc.):

________________________________________________________________________________________________________

Please attach registration form and agenda.

REGISTRATION COST: ____________________________ Please issue a check payable to: ____________________________

Disposition of check: ☐ Cashier's Office ☐ Mail ☐ Paid for with University Purchasing Card

Lodging Expense

I will be staying at ____________________________ at the rate of $ __________ per night (excludes taxes)

For lodging rate(s) in excess of the GSA rates, I am requesting approval for: 

☐ Out-of-state, non-surveyed 300% of GSA rate

☐ Out-of-state, surveyed 175% of GSA rate

Please attach backup documentation for GSA lodging rate. Print GSA screen.

ACCOUNT(S) CHARGED

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A Cash Travel Advance is issued on an exception basis only. If a travel advance is required, it must exceed $50 and justification must be provided below.

Travel Advance Amount Requested $ ____________  ☐ Approved  ☐ Not Approved

Justification

The amount of travel advance will be encumbered on the account(s) designated unless/except travel expenses are paid by other sources. I understand
Nevada State Travel Policy changed allowing UNR to use the federal government travel per diem rates (not the policies/procedures of the GSA website). The website for Continental United States (CONUS) per diem rates:

- [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)

Federal per diem rates represent the allowable reimbursements to travelers.

Exceptions can be made for Lodging per diem costs in certain circumstances.

Hotel rates are determined based on your Primary destination.

Hotel rates for foreign travel will follow the same rules as Out-of-State travel.

University policy requires receipts for all hotel charges that are Out-of-State, Foreign or over the In-state GSA rate of $89.

Meal and Incidental Expenses (M&IE) are paid on a per meal basis (Breakfast, Lunch, Dinner and Incidentials).
Domestic (In-state or Out-of-State) meal per diem rates will range from $46 to $71 per day based on the federal government rate table for the location. The per meal breakdown for these six per diem rates is as follows:

To view the per diem rate for your primary destination to determine which rates apply, go to [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).

Rates differ by city and range from $46 to $71 per day.

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<th>Meal Type</th>
<th>Breakfast (19%)</th>
<th>Lunch (31%)</th>
<th>Dinner (50%)</th>
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<td><strong>M&amp;IE Total</strong></td>
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<td><strong>$59</strong></td>
<td><strong>$64</strong></td>
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</table>
Per Diem Meals (In-State or Out-of-State)

* NOTE - For Trips of 24 hours or less, employees must be more than 75 miles from their duty station to get Per Diem for meals. Effective April 21, 2008.

* Per Diem meals for travel to primary destination*.

  – **Meals = GSA Meal Per Diem for that locality** broken down by:

  – **Breakfast** 12:01AM – 10:00AM
  – **Lunch** 10:01AM – 3:00PM
  – **Dinner** 3:01PM – 12:00AM (midnight)

  * Meals are subject to the about timeframe for reimbursement.

* Exceptions are made for multiple locations during the same trip.
Lodging (Per Diem)

- **Lodging** = GSA Per Diem for that locality (Plus Taxes).
  - Original ‘**itemized**’ lodging receipt required!
    - **Exception** - In-state (NV) lodging under $89. No receipt is necessary.

- Actual amount of lodging expenses up to the Federal GSA per diem amount (Lodging taxes will be reimbursed in addition to the per diem amount) for that locality will be reimbursed on travel claim with the original **itemized receipt** attached to the claim.

- Exceptions can be granted for amounts higher than the GSA Lodging per diem rates for out-of-state lodging.
Lodging Per Diem Exceptions - Within USA

**In-State (NV)**
- **Non-Surveyed** (not listed) counties and cities in the State of Nevada. Exception may be made for up to 150% of the standard federal lodging per diem rate (150% times current rate of $89 = $133.50). Approval is needed (before or after trip).

**Out-of-State (Prior approval is required)**
- **Non-Surveyed** (not listed) counties and cities. Exception may be made for up to 300% of the standard federal lodging per diem rate (300% times current rate of $89 = $267).
- **Surveyed** (listed) counties and cities. Exception may be made for up to 175% of the standard federal lodging per diem rate for each specific destination listed.
Continental United State (CONUS)

* Continental United State Domestic Per Diem Web Site-Federal

http://www.gsa.gov/

Domestic Per Diem Rates

Rates are set by fiscal year, effective October 1. To look up rates throughout the continental United States (CONUS), select a year and click on a state. FY 07 Downloadable Files - Per Diem Bulletin Announcement Revised Rates - Geographical Differences in FY 07

Find Rates for Fiscal Year: 2007 (Current Year)

All valid requests postmarked by 12/31 will be considered for a "special" rate review within the current fiscal year. Valid requests received after the deadline will be included in the next annual per diem review. Rate changes will be announced on our website. Per Diem Bulletin Announcement Revised Rates

Downloadable Files

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<td>FY 07 Areas Combined, Separated or Moving to Standard CONUS</td>
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The shortcut for this page is www.gsa.gov/perdiem.
Foreign Travel

Foreign Per Diem & Lodging Rate Web Site-Federal


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<tr>
<th>Country Name</th>
<th>Post Name</th>
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<th>Season End</th>
<th>Maximum Lodging Rate</th>
<th>M &amp; IE Rate</th>
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Appendix B
Chapter 301 - Federal Travel Regulation
Allocation of MIE Rates to Be Used in Making Deductions from the MIE Allowance

MIE rates for the localities in nonforeign areas (prescribed in Civilian Personnel Per Diem Bulletins published periodically in the Federal Register by the Secretary of Defense) and for localities in foreign areas (established by the Secretary of State in Section 925, a per diem supplement to the Standardized Regulations Government Civilians, Foreign Areas) shall be allocated as shown in this table (Section 301-11.18) when making deductions from nonforeign or foreign area per diem rates.

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**Foreign Travel**

- **Per diem lodging rates are by country and city.** If individual city is not listed within the country, choose the rates listed as “Other”.

- **Per Diem – M & IE** (Meals and Incidental Expenses), time frames are the same as in & out of state. *No exceptions* to the foreign per diem rates for M&IE. See website for breakdown of meals.

- **Lodging** – Amount referenced under “Maximum Lodging Amount” is what can be reimbursed.
  - **Exception** to the maximum foreign travel-lodging rate will be allowed up to 175% of the listed per diem amount, including “other” with proper approval prior to the trip.
Foreign Travel

- Workers’ Compensation Coverage for Travel to Foreign Countries for approved research and programs.
- Website = [www.ben-nshe.org/hr/workerscomp/](http://www.ben-nshe.org/hr/workerscomp/)
- Contact Number for Questions – 775-784-4394, Fax=775-784-4363.
- An employee must have an International Travel Authorization approved before any foreign travel, otherwise the employee will not be reimbursed for their expenses.
Use of Private Vehicles

- Business mileage driven at the convenience of the **University**, employee will be reimbursed at 54 cents per mile*.

- Convenience of the **Employee**, 27 cents a mile*.

- **Note** - If air transportation is available to the destination: Total amount reimbursed (mileage + reimbursable traveling expenses) cannot exceed the cost of airfare.
  - Information on airfare rate must be documented and attached to the travel claim

Airfare

- Airline travel must be booked by the **most economic means** possible.
  - **NO** First Class tickets allowed.
  - Airfare can be charged to a University Pcard.
  - A legible copy showing the charges must be attached to the Pcard statement and an itinerary must be attached to the employee’s travel claim.
  - If a traveler charges the airfare to their **personal** credit card, they will not be reimbursed until after the trip is completed & an employee travel claim is submitted.
  - Reasonable service fees will be covered.
  - Southwest Airlines – The additional fee ($15) to upgrade to the “Business Select” level will **not** be reimbursed to the Traveler.
Conference Registration

- Can be In-State or Out-of-State registrations.
- Can use your purchasing card to pay for registration. Just submit a copy of the completed registration form and conference schedule with the Pcard’s Statement of Account.
- If the conference vendor does not accept MasterCard as method of payment and you want the Travel Department to pay the registration fee:
  - A completed registration form and schedule must be attached to an approved Request for Travel form. The Travel Department will pay the conference fees directly to the vendor from the information supplied on the Request for Travel form.
  - Note - Vendor must be in the university's data base. If not, a federal form W-9* or W-8** must be completed & signed by the vendor. Attached the W-9/W-8 to the Request for Travel form.

  *Request for Taxpayer Identification Number and Certification - IRS
  **Certificate of Foreign Status - IRS
Travel
Car Rentals

• Cars should be only rented from car agencies with state contracted agreements. The State Risk Management Division has determined minimum acceptable coverage with each of these agencies.

• Generally, no additional insurance (DW-Collision/Loss Damage Waiver, PAI-Personal Accident Insurance and SLP-Supplemental liability Protection) should be included in the car rental agreement if using a state contracted rental agency. Exceptions are Trucks, Full size vans (truck chassis), campers and off-road vehicles.

• A finalized rental agreement invoice must be attached to the Travel Expense Form or the PCard Statement of Account (if charged on the pcard).
Car Rentals - continued

- Use of non-approved rental car company may expose the university/employee to increased liability in the event of an accident.
- Other rental car companies should only be used if the traveler’s destination city is not serviced by the state authorized vendors.
- Justification must be provided on the employee’s “Travel Expense Claim” form if a non-state approved rental car vendor is used.
- State Motor Pool:
  - [http://motor_pool.state.nv.us](http://motor_pool.state.nv.us)
- State Contracted Agencies:
  - [http://purchasing.state.nv.us/Vehicle_Rentals/Vehicle_rental.htm](http://purchasing.state.nv.us/Vehicle_Rentals/Vehicle_rental.htm)
- Detail about rental car vendors, contract numbers, pin numbers, etc.: [http://www.unr.edu/vpaf/hr/riskmanagement/auto.html](http://www.unr.edu/vpaf/hr/riskmanagement/auto.html)
Nevada Contracted Car Rental Vendors

- ENTERPRISE HOLDINGS AND NATIONAL
  XZ54080, PIN=NSH
- One Way – XZ54097, PIN=STA
- Contact: Rose Marie Cramer  702-597-4554
- http://www.nationalcar.com/offer/XZ54080

Problems: Contact Fred Harvey at 784-6618 or fharvey@unr.edu
Our primary contracting agency for daily rentals in Reno is located at Enterprise Car Rentals Office at 809 West 4th St. (Sportsman’s Shopping Center). Corporate account 54C3133. PIN=STA

Legible detailed copy of the finalized billing of the rental contract must be attached to the employee’s Pcard Statement of Account report and listed on the employee’s travel claim.
**Miscellaneous Travel Expenses**

- **Gas receipts** – Must submit original receipts for reimbursements on rental cars or agency cars. Employees using their personal cars will not be reimbursed for gas receipts.

- **Taxi/bus/transportation costs** – Must submit original receipts from vendor.

- **Phone Calls/Internet access** – Must explain business need for incurring the charges before reimbursement will be made.

- **Incidental Expenses** – Employees in travel status will receive up to $5.00 per day for incidental expenses such as metered parking and tips. This amount is included in the federal M&IE per diem rates listed on the federal GSA website but must be listed separately on the employee’s travel claim.
State of Nevada Sales Tax

The University of Nevada, Reno, as an agency of the State of Nevada, is exempt from payment of State of Nevada sales or use tax on its purchases as provided by NRS 372.325, NRS 374.330 and NRS 377, when applicable. It is the employee’s responsibility as an agent of the university to ensure that State of Nevada sales tax is not charged. The State of Nevada Sales Tax exemption letters are available from the Controller’s Office or on the Web at http://www.unr.edu/forms/
Athletic Department Travel Policy  (Updated 10/10/06)

- Refer to www.unr.edu/vpaf/controller/travel/ and select “UNR Athletic Department Travel Policy”
- Areas covered: Transportation, Hotels, Meals, Other.
- See Handout – University of Nevada, Athletic Department Travel Policy
Employee Travel Information on the Web


Employee Travel

The Travel Office is responsible for assisting and reimbursing employee’s travel on behalf of the university. In order to document the business purpose of university travel, a claim must be completed and approved for any university business-related travel for which the university incurs expense (airfare or car rental charged to a university purchasing card) even if the traveler requests no reimbursement.

- UNR Travel Rate Changes - Effective October 1, 2008 (Word)
- University Travel Policies can be found in the University of Nevada, Reno Administrative Manual section 1.401 - 1.400 (PDF)
- Travel Documentation “Reference Sheet” - Additional information to help you fill out your travel claim correctly. (Word)
- Travel Claim Check List - Double check your items before you send in your claim! (PDF)
- Pcard Expenditures Relating to Travel - Information regarding which back-up documents go to pcard and which go with your travel claim. (Word)
- Procedures for booking and paying for hotel rooms for non-UNR employees. (Doc)
Employee Travel Forms on the Web

http://www.unr.edu/vpaf/controller/forms/index.html

**Travel**
Team Travel Expense Claim [PDF]
Team Travel Expense - List [PDF]
Travel Request [PDF]
Travel Expense Claim [PDF]

**NOTE REGARDING PDF FORM PROBLEMS:** If you are having difficulties accessing some of the PDF forms on this page, please make sure your browser is not set to block pop-up windows from unr.edu web addresses or as a last resort uninstall any pop-up blocking software you have installed. Alternatively, many pop-up blockers can be by-passed by holding down your keyboard control key while you click on the link to the form. If you have questions, please contact Campus Computing at 784-1540 x1.
Please do not reuse the Travel Claim Number above.

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Note: Please document any unusual circumstances that may further support this travel claim.

Total: $ 0.00 0.00

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CLAIM SUMMARY

<table>
<thead>
<tr>
<th>Total of Claim</th>
<th>0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCard Expenses</td>
<td>0.00</td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td></td>
</tr>
<tr>
<td>Balance of Claim</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Controller’s Office

To view the per diem rate for your primary destination to determine which rates apply, go to: [http://gsa.gov/perdiem](http://gsa.gov/perdiem)

Rates differ by city and range from $39 to $64 per day.
UNR Direct Deposit Request-Employee Reimbursements

Employee expense reimbursements (Travel, A/P, Petty Cash, etc) may now be electronically reimbursed to one personal financial institution account of your choice rather than issuing you a check. To initiate this new reimbursement process, please attach a voided check or fill out the Bank Transit # and Acct. # from your financial institution below (a deposit slip is insufficient documentation). This request does not affect your Payroll Direct Deposit. This authorization form must be returned to the UNR Travel Department at Ross Hall, Room 104 or mailed to MailStop 0124.

UNR Direct Deposit Authorization

This is an authorization to (check one) □ Start □ Change □ Cancel

the direct deposit of any employee reimbursements from UNR to my personal account with the financial institution described below:

Employee Name (Please Print) ________________________________

Employee ID# ____________ Division/Department ____________________________

Phone Number: _______________ Mailstop: _______________________

Name of Financial Institution: ________________________________

Please Check One: Checking Account______ Savings Account______

Transit # ___________________ Acct. # _________________________
Some helpful information:

Employee Travel Request Instructions

Claim for Employee Travel Expense Instructions

Travel Documentation Cheat Sheet

Nevada 2015 Per Diem


(Travel rate update)


Receipt for Student Team Travel Expenses Log

http://www.unr.edu/campus-business/all-forms
END OF PRESENTATION

🌟 QUESTIONS?