

## Quick Reference Travel Guide

### Things to include on a Travel Authorization

TA's are coming under more scrutiny these days, please make sure that TA's submitted to the Office for the Academic Experience (110 Randolph Hall, Erin Blevins) for Lynne Ford's signature are submitted 2 weeks in advance of travel and include the following (you can attach a separate page):

1. Please spell out the name of the conference rather than using the acronym and include a description of the conference (typically, the call for proposals will suffice).
2. Why are you attending the conference and what is the relevance to your position?
3. What is your role at the conference? (presenter, conference organizer, to observe and learn, etc)
4. If presenting, please attach the title of your presentation and a brief description
5. If applicable, how will share the information you learned at the conference with your colleagues at the College when you return?

### Per diem meal reimbursement

- Be sure to include departure and arrival times on your reimbursement request.
- Meal receipts are not required to receive per diem.
- You will not receive per diem for the meals provided by a conference.

To qualify for reimbursement on departure date for:

Breakfast: Must depart before 6:30 a.m.  
Lunch: Must depart before 11 a.m.  
Dinner: Must depart before 5:15 p.m.

To qualify for reimbursement on return date for:

Breakfast: Arrive after 11 a.m.  
*(the time limitation for breakfast will not apply for overnight trips when returning early in the morning)*  
Lunch: Arrive after 1:30 p.m.  
Dinner: Arrive after 8:30 p.m.

### Reimbursement rates:

	In state	Out of State:
Breakfast	8.00	10.00
Lunch	10.00	15.00
Dinner	17.00	25.00
Daily	35.00	50.00

### Receipts for all expenditures (excluding meals) required

- Paid motel and hotel receipts for lodging must be attached to the travel voucher when submitted for reimbursement.

As of January 10, 2020 (subject to change)

- No reimbursement for overnight accommodations will be made within fifty (50) miles of the traveler's official headquarters and / or residence.
- No reimbursement expense shall be made for meals within ten (10) miles of an employee's residence or at the official headquarters of the agency by which he/she is employed.

### **Special Rules**

Actual hotel/motel costs will be reimbursed for single room rates or one-half the cost of the double room rate if shared with another State employee.

**Personal auto mileage reimbursement rate** (per mile): \$0.575 as of 1/1/20. (Choose to use own car with permission from you supervisor)

**Car Rental:** Enterprise Car rental company: Use online portal to make reservation through E-procure to book all cars and minivans and provide TA# during reservation process. Insurance automatically included in price.

### **Traveling with Students:**

**Must have all students traveling with you complete [Student Travel Liability Form](#)** (NOTE: Please document who is collecting these liability forms on the Travel Authorization.)

### **CofC Vehicle Use Policy when conducting official business**

**You must be a designated “authorized driver” by completing the Vehicle Training requirements**

**To drive a passenger vehicle with capacity of under 10:** Read through Driver Training PowerPoint and complete and sign required forms and provide a copy of your valid Driver's license and submit to Randy Beaver, [BeaverR@cofc.edu](mailto:BeaverR@cofc.edu) . Once completed this is good through the rest of your employment with CofC.

**To drive a passenger vehicle with capacity 10+,** you must be at least 25 years old and complete the 10+ van training and complete required forms. Department pays \$20 for you to complete online course.

### **Student drivers for field trip**

Must complete training and forms to be designated as an “authorized driver”. *Contact Randy Beaver for details.*