

Business Office – New Travel Policy (effective July 1, 2008)

The University will reimburse you for travel expenses incurred away from the campus when you must conduct official business. There are two forms for travel: **Form 1 – “Prior Approval to Travel”** and **Form 2 – “Travel Expense Reimbursement Voucher”**. Below explains the requirements for each form.

Prior Approval to Travel form – must be approved in advance if any of the following conditions apply and submitted with payment requests such as the Travel Expense Reimbursement Voucher, MasterCard charges and Registrations (Please do not send form to the Business Office in advance of payment requests):

- **Faculty:** If your anticipated travel expense is greater than \$50 “Prior Approval to Travel” must be approved by the Department Head or Account Manager (DH/AM) **and** the appropriate Dean.
- **Staff:** If your anticipated travel expense is greater than \$500 “Prior Approval to Travel” must be approved by the DH/AM and the next level supervisor. For travel less than \$500 you must obtain verbal approval from your supervisor.
- **Faculty/Staff : Travel to one destination of more than 3 in attendance** – “Prior approval to Travel” must be approved by the DH/AM **and** the President or designee.
- **Faculty/Staff: Travel lodging expense up to 50% over the “State Lodging Rate”** – “Prior approval to Travel” must be approved by the DH/AM **and** the President or designee.
- **Faculty/Staff: International Travel** – “Prior approval to Travel” must be approved by the DH/AM **and** the President or designee. If more than 3 in attendance it **MUST** be approved by the Secretary of Education.

- Designees are: for staff Cindi Perry-Chief of Staff and Maribeth Trun-Special Assistant to the President, and for faculty Mark Padilla- Provost.

PLEASE NOTE: Lodging CANNOT be approved for amounts that EXCEED 50% over the State Lodging Rate.

A revised “Prior Approval to Travel” would be necessary if the appropriate signatures were not obtained.

Travel Expense Reimbursement Voucher – to be reimbursed for expenses. Form must be approved by your supervisor and submitted to the Business Office within 10 days after completion of the trip but not greater than 30 working days.

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Things to note:

- The State requires that travel must be outside of the 25-mile radius of the University.
- All Travel must have a business purpose.
- Each day's expenses must be shown separately.
- No Meal and Incidental Expense (M&IE) Allowance is provided unless the travel is overnight. M&IE includes meals, tips, personal phone calls and travel to and from the place where the meal is provided. (See Rate Tables)
- All expenses except (M&IE) must have original itemized receipts.
- Mileage is reimbursed at the IRS mileage rate if written justification approved by the President or designee.
- "Auto Expense" line is for rental vehicles – use "Other Column" for tolls and parking.
- Reason for hire transportation (i.e. taxi, shuttle, metro, limousine) – Receipts required if claim is more than \$10 for tolls, parking and transportation.
- Boarding passes are required for all air and rail reimbursements.
- SPCC may be used for transportation tickets but NOT M&IE and lodging.
- Vehicle use – must use State Vehicle if available (contact Parking to make arrangements and get quote, the department will be charged for the usage).
- The Commonwealth **will not** reimburse you for expenses of entertainment, alcoholic beverages, personal telephone calls, hotel movies, and personal items.
- Two or more people in the same hotel room will be reimbursed at the State Limit.
- Justification will be required to obtain reimbursement of a rental car when staying at the conference site.
- Lodging other than hotel will require a statement signed by the President or designee.
- Contractors must follow state travel regulations and limits unless contract clearly documents reason for deviation.

The Commonwealth has established lodging and meal rates for travel within the state, out-of-state and for international travel. The University reimburses meals during overnight travel at per diem rates, as established by the Commonwealth. Meals on the day of departure and the day of return are reimbursed at 75% of the per diem. Current meal and lodging rates can be obtained from the Accounts Payable Office or from their website; <http://www.cnu.edu/busoff> (can also be viewed in Forms section of notebook). The Commonwealth will not reimburse first class fares or accommodations unless there is no other rate available for the service needed. If this occurs, you must request written confirmation of the circumstances from the travel agency.

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Currently, there are two methods to purchase airline, bus or rail tickets. The two methods are as follows:

1. Small Purchase Charge Card (SPCC) is an acceptable method for the purchase of airline tickets. All SPCC cards initially have airline industry restriction (travel) blocked. Therefore, when a cardholder intends to use the card for air travel expenses, the Agency SPCC Program Administrator, Director of Materials Management or designee must be contacted to temporarily lift the restriction. Please note that new airline travel regulations require that passengers who purchase electronic tickets with a charge card must produce the card at check-in. A cardholder purchasing a ticket for another traveler must ensure that a paper ticket is issued. Some airlines charge a fee for issuing a paper ticket; therefore, the airline should be contacted to determine its policy prior to the ticket purchase. It should be noted that travel and/or baggage insurance is not provided when airline charges are placed on SPCC.
2. Personal Charge Card – Airline tickets may be purchased using the traveler’s personal charge card with reimbursement following the completion of the travel in accordance with CAPP Manual Regulations. Any travel accident and baggage insurance is dependent on the traveler’s agreement with the individual charge card company. The traveler will need to contact the charge card company for a determination of insurance.

The Commonwealth periodically updates regulations. The latest policies are maintained in the University’s Business Office, Accounts Payable Unit and on the Business Office website.

M&IE Rate Table

TOTAL	\$39	\$44	\$49	\$54	\$59	\$64
Breakfast	\$7	\$8	\$9	\$10	\$11	\$12
Lunch	11	12	13	15	16	18
Dinner	18	21	24	26	29	31
Incidentals	3	3	3	3	3	3
75% Travel Days	\$30.00	\$34.00	\$38.00	\$42.00	\$45.00	\$49.00

IN-STATE Location (dates, if applicable)	Lodging Rate Excludes taxes and surcharges	Meal and Incidental Expense (M & IE) Rate Includes tips, taxes, personal telephone calls, laundry and transportation to where meals are taken
STANDARD RATE	\$70	\$39
EXCEPTIONS below:		
Abingdon (Washington)	72	49
Blacksburg (Montgomery)	77	54
Charlottesville (Albermarle & Green County)	93	44
Chesapeake / Suffolk (10/1 - 3/31)	81	44
Chesapeake / Suffolk (4/1 - 5/31)	88	44
Chesapeake / Suffolk (6/1 - 8/31)	109	44
Chesapeake / Suffolk (9/1 - 9/30)	81	44
Chesterfield / Henrico (Chesterfield & Henrico Counties)	89	49
Hampton City/ Newport News	75	44
James City/York Co/Williamsburg (10/1-3/31)	70	54
James City/York Co/Williamsburg (4/1-8/31)	89	54
James City/York Co/Williamsburg (9/1-9/30)	70	54
Loudoun (Loudoun County)	141	59
Lynchburg (Campbell County)	72	44
Manassas (City Limits)	93	39
Norfolk and Portsmouth	94	59
Richmond (City Limits)	115	54
Roanoke (City Limits)	84	44
Stafford / Prince Williams & their Counties	88	44
Virginia Beach (10/1 - 3/31)	79	54
Virginia Beach (4/1 - 5/31)	87	54
Virginia Beach (6/1 - 8/31)	140	54
Virginia Beach (9/1 - 9/30)	79	54
Wallops Island (Accomack County) (10/1 - 6/30)	82	49
Wallops Island (Accomack County) (7/1 - 8/31)	119	49
Wallops Island (Accomack County) (9/1 - 9/30)	82	49
Warrenton (Fauquier)	91	44

<p style="text-align: center;">OUT-OF-STATE Location</p> <p style="text-align: center;">(dates, if applicable)</p>	<p style="text-align: center;">Lodging Rate</p> <p style="text-align: center;">Excludes taxes and surcharges</p>	<p style="text-align: center;">Meal and Incidental Expense (M & IE) Rate</p> <p style="text-align: center;">Includes tips, taxes, personal telephone calls, laundry and transportation to where meals are taken</p>
STANDARD RATE	\$88	\$44
EXCEPTIONS below:		
Austin, TX (Travis)	97	54
Atlanta, GA (Fulton, Cobb, DeKalb Counties) (10/1-12/31)	129	49
Atlanta, GA (Fulton, Cobb, DeKalb Counties) (1/1-3/31)	139	49
Atlanta, GA (Fulton, Cobb, DeKalb Counties) (4/1-9/30)	129	49
Baltimore, MD	155	59
Baltimore County, MD	99	54
Boston/Cambridge, MA (Suffolk, City of Cambridge) (10/1 - 10/31)	220	64
Boston/Cambridge, MA (Suffolk, City of Cambridge) (11/1 - 8/31)	186	64
Boston/Cambridge, MA (Suffolk, City of Cambridge) (9/1 - 9/30)	220	64
Charleston, SC (Charleston, Berkeley, Dorchester Counties)	137	54
Charlotte, NC (Mecklenburg County)	88	49
Chicago, IL (Cook, Lake Counties) (10/1-11/30)	205	64
Chicago , IL (Cook, Lake Counties) (12/1-4/30)	149	64
Chicago , IL (Cook, Lake Counties) (5/1-6/30)	188	64
Chicago , IL (Cook, Lake Counties) (7/1-8/31)	168	64
Chicago , IL (Cook, Lake Counties) (9/1 - 9/30)	205	64
Cincinnati, OH (Hamilton, Clermont Counties)	104	54
Cleveland, OH (Cuyahoga County)	107	54
Dallas, TX (Dallas County and City Limits) (10/1-12/31)	109	59
Dallas, TX (Dallas County and City Limits) (1/1-3/31)	123	59
Dallas, TX (Dallas County and City Limits) (4/1 - 9/30)	109	59
Denver/Aurora, CO (Adams, Arapahoe, Denver, Jefferson Counties)	140	49

Detroit, MI (Wayne County)	105	49
Floral Park/garden City/Glen Cove/Great Neck/Roslyn, NY (Nassau County)	159	64
Fort Worth/Arlington /Grapevine, TX (Tarrant County and City Limits of Grapevine)	134	44
Houston, TX (L. B. Johnson Space Center and Fort Bend, Harris, Montgomery Counties)	102	59
Kansas City, MO (Cass, Clay,Jackson, Platte Counties)	103	49
Las Vegas, NV (Clark County) (10/1-12/31)	108	64
Las Vegas, NV (Clark County) (1/1-5/31)	124	64
Las Vegas, NV (Clark County) (6/1 - 8/31)	93	64
Las Vegas, NV (Clark County) (9/1 - 9/30)	108	64
Los Angeles, CA (Los Angeles, Orange, Ventura Counties and Edwards AFB)	118	64
Manhattan, NY (Boroughs of Manhattan, Bronx, Brooklyn, and Richmond County) (10/1-12/31)	311	64
Manhattan, NY (Boroughs of Manhattan, Bronx, Brooklyn, and Richmond County) (1/1-6/30)	244	64
Manhattan, NY (Boroughs of Manhattan, Bronx, Brooklyn, and Richmond County) (7/1-8/31)	220	64
Manhattan, NY (Boroughs of Manhattan, Bronx, Brooklyn, and Richmond County) (9/1-9/30)	311	64
Miami, FL (Miami-Dade County) (10/1-2/29)	146	59
Miami, FL (Miami-Dade County) (3/1-9/30)	119	59
Minneapolis / St. Paul, MN (Hennepin, Ramsey Counties)	121	64
Nashville, TN (Davidson)	107	54
Newark, NJ (Essex, Bergen, Hudson, Passaic Counties)	124	49
New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes) (10/1-6/30)	131	59
New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes) (7/1-9/30)	99	59
Orlando, FL (Orange County) (10/1-12/31)	99	49
Orlando, FL (Orange County) (1/1-3/31)	121	49
Orlando, FL (Orange County) (4/1-9/30)	99	49
Philadelphia, PA (Philadelphia County)	149	64
Palm Springs, CA (Riverside) (10/1-12/31)	112	59
Palm Springs, CA (Riverside) (1/1-4/30)	135	59

Palm Springs, CA (Riverside) (5/1-8/31)	95	59
Palm Springs, CA (Riverside) (9/1-9/30)	112	59
Phoenix /Scottsdale, AZ (Maricopa County) (10/1-12/31)	102	59
Phoenix /Scottsdale, AZ (Maricopa County) (1/1-3/31)	156	59
Phoenix /Scottsdale, AZ (Maricopa County) (4/1-5/31)	122	59
Phoenix /Scottsdale, AZ (Maricopa County) (6/1-9/30)	102	59
Pittsburgh, PA (Allegheny County)	108	54
Queens, NY (Queens)	135	59
San Antonio, TX (Bexar County)	112	54
San Diego, CA (San Diego County) (10/1-12/31)	139	64
San Diego, CA (San Diego County) (1/1-3/31)	146	64
San Diego, CA (San Diego County) (4/1-9/30)	139	64
San Francisco, CA (San Francisco County) (10/1-11/30)	168	64
San Francisco, CA (San Francisco County) (12/1-8/31)	152	64
San Francisco, CA (San Francisco County) (9/1-9/30)	168	64
Savannah, GA (Chatman County)	104	49
Seattle, WA (King County)	152	64
St. Louis, MO (St. Louis City and St. Louis, St. Charles Counties)	106	59
Tampa/St. Petersburg, FL (Pinellas and Hillsborough) (10/1-12/31)	98	54
Tampa/St. Petersburg, FL (Pinellas and Hillsborough) (1/1-3/31)	123	54
Tampa/St. Petersburg, FL (Pinellas and Hillsborough) (4/1-9/30)	98	54
Washington, DC (1) (10/1-6/30)	201	64
Washington, DC (1) (7/1-8/31)	154	64
Washington, DC (1) (9/1-9/30)	201	64
White Plains/Tarrytown/New Rochelle/Yonkers, NY (Westchester County)	154	59
(1) Washington, DC, includes: Virginia Cities of Alexandria, Falls Church, Fairfax; Virginia counties of Arlington and Fairfax; and, Maryland counties of Montgomery and Prince George's.		



OFFICE OF THE COMPTROLLER
PRIOR APPROVAL TO TRAVEL

Business Office
Approved
Denied

Approval Requirements:

- 1) Faculty: Travel expense greater than \$50 - "Prior Approval to Travel" must be approved by the Department Head/Account Manager (DH/AM) and the appropriate Dean.
Staff: Travel expense greater than \$500 must be approved by the DH/AM and the next level supervisor; travel less than \$500, clear with supervisor
2) Travel of more than 3 in attendance - "Prior Approval to Travel" must be approved by the DH/AM and the Chief of Staff for Staff or the Provost for Faculty.
3) Travel lodging expense up to 50% over the State Lodging Rate - "Prior Approval to Travel" must be approved by the DH/AM and the Chief of Staff for Staff or the Provost for Faculty.
4) International Travel - "Prior Approval to Travel" must be approved by DH/AM and the Chief of Staff for Staff or the Provost for Faculty.
PLEASE NOTE: Lodging cannot be approved for amounts that exceed 50% over the State Lodging Rate

Business meals - A "Travel Reimbursement Form" must be approved by Chief of Staff, Provost or designee and must include business purpose, original itemized receipts, names of attendees, etc.

NAME OF TRAVELER: SS#:

Destination/Itinerary:(City, State, Country)

Name of Event:

Reason for Travel:

(Attach additional page of narrative if requested by DH/AM, Provost, or Chief of Staff)

Depart: Return: Via:
(Date and Time) (Date and Time) (Travel Method)

Does this request involve an overnight stay? Yes No

Any other employee(s) or student(s) of the University attending this meeting/conference? Yes No

The number of employees and number of students

Attach a list of names of employees and students traveling.

TRAVELER IS REQUIRED TO CALL THE PARKING/TRANSPORTATION SERVICES OFFICE FOR STATE VEHICLE AVAILABILITY

I will use State Vehicle (Contact Parking Services to make arrangements and get quote; the department will be charged)

State Vehicle Not Available - Use Personal Mileage Rate (.585) (Must have justification approved by Chief of Staff/Provost and attach to travel voucher)

State Vehicle Available but Not Requested - Use Fleet Rate (.246)

ESTIMATED EXPENSES:

Table with 10 rows of expenses: 1 Convention Fees, 2 Fares, 3 Personal Car Mileage, 4 State vehicle, 5-7 Lodging, 8 Meal & Incidental Per Diem, 9 Less meals included, 10 Other costs. Includes a Total Estimated Expenses/Travel: \$ 0.00

Dept. Head/Acct. Manager signature needed for 1) 2) 3) & 4) in requirement box at top of page Date

Next Level Supervisor/Dean signature needed for 1) 2) 3) & 4) in requirement box at top of page Date

Chief of Staff or Designee signature needed for 2) 3) & 4) in requirement box at top of page Date

Provost or Designee signature needed for 2) 3) & 4) in requirement box at top of page Date

Table with 4 columns: SOURCE OF FUNDS, ACCOUNT NUMBER, FUND, AMOUNT. Rows include STATE FUNDS, GRANT/CONTRACT, LOCAL FUNDS, TRAVELER, FOUNDATION, and a TOTAL row with \$ 0.00.

*See CNU Business Office/Accounts Payable Website for State Limits: http://businessoffice.cnu.edu/

APPROVED: State Limit Lodging plus tax
State Limit Meals (includes taxes and tips)

