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# 1. General Instructions

## 1.1 Introductory Statement

No policy and procedure manual can address every conceivable travel situation in an organization the size of Mississippi State University. The intent of this manual is to provide employees with a set of practical rules and guidelines deemed to be in the best interest of the institution, its faculty, staff, and students, while also ensuring compliance with the laws set forth by the State of Mississippi. If special circumstances warrant, minor exceptions may be approved on occasion by the Travel Services Manager in consultation with the Director of Procurement and Contracts or others as deemed necessary. Such exceptions will be considered only if determined to be in compliance with the laws of the State and the best interest of the University.

## 1.2 Traveler Responsibility

Certification Required -- Each claim for reimbursement of travel expenses is certified by the employee on the front of MSU Form A-03 (Section E) as follows: "Subject to any differences determined by verification, I certify that the above amount claimed by me for the period indicated is true and just in all respects, and that payment for any part thereof has not been received."

**By signing the MSU A-03/A-05 prior to submission for reimbursement, the traveler is certifying that the expenses claimed are for MSU business only, and all amounts are correct to the best of his/her ability. The approval signature is verification that the next higher administrator has reviewed the MSU A-03/A-05 and supporting documentation, and he/she agrees with the traveler that all expenses claimed are for MSU business. This signature is also certifying that the department has funds to support the reimbursement.**

Penalty of Fraudulent Claim -- The MISSISSIPPI CODE OF 1972, Annotated, Section 25-3-45 provides: "It shall be unlawful for any person to claim, receive, approve, or allow any item of expense for official travel in excess of that authorized by Section 25-3-41. If any person shall knowingly and willfully violate any of the provisions of said section, such person shall be guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not more than two hundred fifty dollars and, in addition, shall be removed from the office or position which he holds. Such person shall also be civilly liable for the full amount of the expense account illegally received, allowed, or approved by him, and the person receiving same shall be so liable whether the violation be willful or not."

Per IRS regulations, travel expenses that are not reimbursed within 60 days of travel become taxable to the employee. MSU has determined the added administrative burden of tracking and filing this additional income is not in the best interest of the University, therefore, employees SHALL submit all travel reimbursement requests within 60 days of the end date of travel.

Any reimbursement submitted after 60 days will result in that employee being charged a \$50.00 fee, which will be added to the employee's account. In addition, the amount of the reimbursement will be added to the employee's income records and the employee will be responsible for paying appropriate income tax on this additional amount.

### 1.3 Definitions

- **Travel Status** - The official status of an employee when away from his/her Official Duty Station and Official Residence on official state business. The employee who works in two or more offices or regular places of work may claim mileage reimbursement to travel from one office or regular place of work to another place of work, but not between any regular work site and home, regardless of the distance of the commute. An employee is not in travel status and shall not receive lodging or meal reimbursement while at his/her Official Duty Station. Entities determine when an employee is in travel status.
- **High Cost Meal Allowance** – Maximum amount allowed to be reimbursed. High Cost Meal Allowances are dependent upon location. To determine the High Cost Meal Allowance in a specific area, refer to the High Cost Meal Allowance Calculator. MSU does not reimburse a per diem rate (actual expenses only).
- **Meal Reimbursement** - Reimbursement of actual cost of meals when an employee is in travel status. Reimbursement shall not exceed the amounts set forth by the State of Mississippi. Meals are reimbursed based on actual cost not to exceed the maximum daily reimbursement for the location of travel.
- **Mileage Reimbursement** - The rate set forth per Section 25-3-41, Mississippi Code of 1972, which mandates that state officers and employees traveling on official state business in their private vehicle be reimbursed at the same rate federal employees are for official federal business in a private vehicle. The current reimbursement rate is set forth in the Mileage Reimbursement Rate memo ([http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/purchasing-andtravel/travel/.](http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/purchasing-andtravel/travel/))
- **International Travel** - All travel to areas other than of the 48 contiguous United States and Alaska.
- **Official Duty Station** - The city, town, or other location where the employee's regular place of work is located, or the city, town or location where the employee's primary work is performed on a permanent basis. If the employee regularly works in two or more areas, his/her official duty station shall be where the regular place of work is located. The regular place of work should be determined by the entity head or authorized designee based on total time ordinarily spent working in each area and the degree of business activity in each area.
- **Official Residence** - The city, town, or other location where an employee maintains a residence which is used as a primary residence by the officer/employee. Determination by the entity head or authorized designee regarding an employee's residence is to be based on items such as voter registration, ownership, or long-term rental of a personal residence, and the permanent address carried in the officer/employee's personnel file.
- **Regular Place of Work** - The city, town or other location at which the state employee works or performs services on a regular basis as determined by the entity head. Mileage is not reimbursed between any regular place of work and home.
- **Temporary Place of Work** - The city, town or other location at which the employee performs services on an irregular or short-term (generally one year or less) basis. State employees traveling on official business will be reimbursed for authorized and documented expenses

between home and the temporary place of work, provided the temporary place of work is not within the city, town, or location of their regular place of work.

- **Public Carrier** - Any entity that offers transportation of people to the public for pay, which may include airlines, buses, and trains.
- **Restricted / Non-Refundable Airline Tickets** - If a passenger for some reason must cancel the trip after purchasing this type ticket, none of the money paid for the ticket will be returned. Many airlines will allow unused tickets to be used as a credit towards future travel after paying a fee to change the ticket. Contact Travel Leaders for questions.
- **Unrestricted/Refundable Airline Tickets** - Unrestricted airfares allow for refunds and changes in travel dates without penalties. Different airlines have different procedures for refunds and changes. This airfare usually has no special advance purchase, Saturday stay, or certain days to travel requirements. Contact Travel Leaders for questions.

#### 1.4 Travel Authorization Signatures

- Domestic
  - Section C signatures and dates are required when the traveler is traveling out-of-state, to a conference, association meeting, workshop, symposium, etc. (in-state and out-of-state).
  - The only travel instance in which Section C signatures are not required is if the traveler is traveling in-state for routine travel.
    - Dixie National is considered a conference.
- International
  - Signatures and dates on page three of the A-04 are always required.

#### 1.5 Travel Reimbursement Signatures

- Domestic
  - Section E signatures and dates are required by the traveler and approver before submission. These signatures certify that all documentation has been reviewed and expenses are for MSU business purposes only.
- International
  - No increase from pre-trip cost estimation:
    - Signatures and dates on page one of A-04 (bottom of page)
    - Complete actual cost section
  - Increase from pre-trip cost estimation:
    - Signatures and dates on page one of A-04 (bottom of page)
    - Complete actual cost section
    - Signatures and dates on page 3 of A-04

## 1.6 EBTA/Advances/Payroll Deduction

Domestic travel is to be submitted to Travel Services no later than 10 business days into the month following the trip end date.

- Example: Trip ends June 25<sup>th</sup>, 2018. The MSU A-03 and supporting documentation are due to Travel Services by July 14, 2018.

International travel is to be submitted to Travel Services 45 business days after the trip ends (one month and 14 days after the trip end date).

- Example: Trip ends June 25<sup>th</sup>, 2018. The MSU A-04 and A-05 and supporting documentation are due to Travel Services by August 14, 2018.

**PAYROLL DEDUCTION: The traveler will be payroll deducted if the MSU A-03/A-05 is not submitted on time. Each payroll deduction results in a \$50.00 administrative fee (in addition to any unused cash advance amounts or other reimbursements owed to the University). A payroll deduction will result in a loss of EBTA and advance privileges.**

## 1.7 Corrections (addendums)

If a traveler realizes there are expenses from a trip that he/she failed to include with the original travel reimbursement voucher, he/she can submit an addendum to be reimbursed after the fact. When submitting an addendum:

- Retrieve a new TR# from our website.
- Write at the top of the first page ADDENDUM TO TR##### to reference the original travel reimbursement voucher.
- Only include the expenses that were not on the original travel reimbursement voucher that was previously submitted.
- Include a copy of the original travel reimbursement voucher.
- The traveler and approver must sign and date in Section E on the A-03 (domestic) or at the bottom of page one on the A-04 (international).

**NOTE: If the original travel reimbursement voucher has not been processed, the department should contact Travel Services and request that it be sent back for revision. Addendums are only necessary if the traveler discovers expenses that were not included after reimbursement.**

## 1.8 Combining Business and Personal Travel

When combining business and personal travel, the traveler should obtain two quotes from Travel Leaders. One quote should contain the business only dates, and the second quote should contain the dates of travel including personal time. Please remember when obtaining quotes, the intermediate stops (airports) should be the same in both quotes. Flight costs vary depending the stops, so this is the only way to ensure a true cost comparison.

The amount the traveler will be reimbursed is dependent on the quote prices. If the business only quote is cheaper, the traveler will be limited to this quote amount for reimbursement. If the business and personal combined is cheaper, the traveler will be reimbursed this amount.

**NOTE: The EBTA process may not be used when a traveler is combining business and personal travel. The EBTA is meant to provide a means of payment for airfare exclusively for University business trips. Travel that combines personal leave/vacation with University business air travel must be initially paid out of pocket by the employee for later reimbursement of applicable business expense by the University.**

## **1.9 Waivers**

A waiver explains why a traveler is deviating from MSU Travel Policy. A waiver is required when:

- Requesting authority to reimburse for rental vehicle with a cost greater than the intermediate size on state contract
- Requesting authority to reimburse for rental vehicle not on current contract
- Requesting authority to reimburse for a hotel other than the conference hotel
- Requesting authority to reimburse travel arrangements not made through Travel Leaders (It is the use of public carrier that triggers the need for booking through Travel Leaders.)
- Requesting authority to reimburse travel expenses greater than the least expensive cost comparison for airline tickets
- Requesting authority to reimburse for other specific travel situations outside of policy (explanation required).

The waiver should be included with the MSU A-03/A-05 upon submission to Travel Services. Please include any supporting documentation.

## **1.10 Receipts**

Exact requirements are found within each expense type section.

- Receipts above \$10.00 are required.
- No daily meal receipts required by Travel Services.

## **1.11 Tips and Tricks**

- The MSU Forms A-03 and A-04 are **NOT** a part of the MSU insurance policy. Employees traveling as part of MSU business will be covered under Worker's Compensation. Full-time, benefits eligible employees are also provided with Travel Assistance benefits through our Minnesota Life Insurance Plan. When traveling internationally, MSU students, graduate students, and non-benefits eligible employees should purchase coverage through Cultural Insurances Services International, available through the International Institute.
- Domestic printed on blue paper

- International:
    - A-04 printed on white paper
    - A-05 printed on green paper
  - Do not use red ink.
  - NO ACRONYMS in purpose of trip field. Spell the purpose of trip completely out.
    - Example: SACUBO – The Southern Association of College and University Business Officers
  - Sign dates:
    - Section C dates should be prior to trip taking place. Traveler should always sign before or on the same day as approver.
    - Section E dates should be after the end date of the trip. Traveler should always sign before or on the same day as approver.
  - Trip dates on page one on A-04 should match dates on pages one and two of A-05.
- Trip dates on page one of A-03 should match dates on page two of A-03.

## 2. Meals

The Department of Finance and Administration establishes the maximum daily rate for meal reimbursement of state and local government employees while on official travel. These same daily rates will remain effective until otherwise notified by the Office of Travel Services. Officers and employees of the State of Mississippi shall be reimbursed actual cost of meals incurred while traveling for the University, not to exceed the following daily maximums for specific location or assignment. Current rates for all domestic locations can be found by using the High Cost Meal Allowance Calculator on our website, [travel.msstate.edu](http://travel.msstate.edu).

Domestic (in-state and out-of-state)

- \$41.00 if city or county not listed in High Cost Meal Allowance Calculator  
High cost areas vary at \$46.00, \$51.00, or \$56.00 per day.
- Alaska is considered within the continental limits of the United States. The maximum daily meal allowance is \$56.00.

International

- Actual costs incurred will be reimbursed as department head deems necessary.
- Hawaii is considered outside of the continental limits of the United States.

### 2.1 Reimbursable Meal Expenses

- Travel must include an overnight stay to claim daily meals.
- Conference Meals:
  - Meal associated with a conference that is not included in registration cost. If supported by a receipt from conference, a meal that exceeds the daily meal allowance will be reimbursed.
  - If a food allergy is present, a note of this issue should be provided by the employee and signed by the department head/next higher administrator.



- Business Meals:
  - Meal expense must be directly related to the active conduct of the University’s business.
  - Meal must be during or directly before or after a substantial business discussion.
  - Itemized receipt and C-4 form required.
  - Should be claimed in Section G under “Other Authorized Expenses.”
- Group Meals:
  - Receipts included:
    - Receipt should be itemized.
    - A list of MSU group members should be included.
  - Cash provided to group members:
    - A list of group members with amounts received should be included.

## 2.2 Meal Tips

Meal tips should be included as a part of the daily meal limitation. If the daily limitation is exceeded because of tips, it is allowable to record total meal tips for each day under “Other” on the MSU A-03/MSUA-05. **Total meals tips shall not exceed 20% of the maximum daily limitation.**

- **Example:**
  - **Meal Allowance: \$56.00; Meal total for day: \$76.23; Difference of \$20.23**
  - **In “meals” section, only \$56.00 can be claimed.**
  - **In “other” section, only 20% of \$56.00 can be claimed.**  
 $\$56.00 \times 0.2 = \$11.20$  --- **no more than \$11.20 can be claimed in other, even though, the meal tips total \$20.23.**

### NOTES:

- Meal allowances are based off of where business is occurring, not lodging location.
- Receipts are not required for audit by DFA or Office of Travel Services for regular meal expenses. However, a department head/director has the authority to require receipts for reimbursement. If meal receipts are included with travel documentation, they will not be audited by the Office of Travel Services. The department is responsible for removing any meal expenses not in compliance with the MSU Travel Policy from the reimbursable amount.  
**EXCEPTION:** Receipts are required for business meals.
- Alcohol is not reimbursable under any condition.
- **No more than 20% tip can be reimbursed under any condition.** This should be monitored by the department on daily meals.
- Breakfast, lunch, and dinner amounts must be itemized.
- If attending a conference where meals are provided, additional meals expenses may not be claimed.

### 3. Lodging

The University shall reimburse the actual cost of lodging incurred by an employee traveling on official University business. Itemized receipts must be provided for lodging reimbursement. The receipt should contain the name, date(s) of stay, and amount paid.

- Reimbursable expenses on lodging receipts
  - Claimed in Lodging
    - Cleaning fees and service fees incurred by Airbnb, VRBO, apartments, etc.
    - Taxes and other fees
  - Claimed in Other
    - Hotel maid tips up to \$5.00/day
    - Internet/phone calls incurred for business reasons and associated tax
    - Parking/Valet and associated tax

It is recommended that hotels with a contract with the State of Mississippi be utilized whenever possible for in-state lodging. Please refer to DFA's website, <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/purchasing-and-travel/negotiated-contracts/g-h-i/hotel-motel-services/>

#### 3.1 Travel Leaders

An employee is required to have all travel arrangements (transportation, lodging, rental vehicle) booked through Travel Leaders when traveling by public carrier (air, train, or bus). Contract hotels (approved and signed by Director of Procurement and Contracts) and conference hotels are an exception to this rule. Please provide us with a copy of the contract/conference documentation showing the designated hotel.

**NOTE: It is the use of public carrier that triggers the requirement to book through Travel Leaders. If public carrier is not used, the traveler is free to make lodging and rental vehicle arrangements without the use of Travel Leaders (bearing in mind the State contracts and maintaining a cost savings to MSU).**

#### 3.2 Sharing a Hotel Room

It is recommended that each traveler obtain his/her own copy of the hotel receipt reflecting amounts paid out of pocket.

If the receipt is in only one traveler's name, but there are two forms of payment, the traveler whose name is not listed should provide a copy of his/her bank statement showing the name and transaction or copy of the front of the credit card showing name and last four digits **ONLY**.

If the receipt is in both names with two forms of payment, we will accept for reimbursement without additional documentation.

If the receipt is in one traveler's name with one form of payment, that traveler should claim the full amount on the MSU A-03/A-05.

### 3.3 Lodging Other-Than-Hotel (Airbnb, VRBO, apartments, dorms, etc.)

- Must be a licensed business that regularly offers lodging services to the general public.
- May be used if there is a cost savings (including cleaning fees) to the University. This cost savings should be determined by the department. Quotes are not required for audit by the Office of Travel Services.
- Itemized receipt in the traveler's name is required.

## 4. Privately-Owned Vehicle Mileage

State officers and employees traveling on official state business in their private vehicles will be reimbursed at the same rate federal employees are reimbursed.

There are two rates for personal vehicle mileage reimbursement.

- \$0.545 – this rate will be paid if there is not an MSU vehicle available.
- \$0.18 – this rate will be paid if there is an MSU vehicle available, but the traveler choose to use his/her personal vehicle.

The signatures of the employee and department head serve as declaration of:

- Availability of an MSU vehicle
- Appropriate rate used
- Mileage claimed is directly related to MSU business

**NOTE: It is the responsibility of the department to verify the point-to-point mileage. The Office of Travel Services is not held responsible for false claims.**

### 4.1 Out-of-State Travel

- It is the responsibility of the department to complete the MSU A-09 <https://www.travel.msstate.edu/forms/index.php> when the distance traveled in a privately-owned vehicle exceeds 250 miles from his/her official duty station. The MSU A-09 requires a comparison between the total cost of driving and the total cost of flying. If total cost of driving exceeds total cost of flying, reimbursement will be limited to lowest unrestricted airfare unless the department can justify was in the best interest of MSU.
- Prior approval should be obtained when a traveler is traveling out-of-state.

NOTE: This comparison is only required when mileage reimbursement is going to be claimed. The Office of Travel Services does not require a copy of this form. It should be kept on file within the department.

## 4.2 Traveling with Others

When two or more employees are traveling together in a privately-owned vehicle, the individual who owns the vehicle should claim the mileage for reimbursement. Under no circumstances should the mileage be split between multiple travelers.

## 5. Rental Vehicle

Rental vehicles are reimbursable travel expenses if incurred while conducting MSU business. The University **will not** reimburse for rental vehicles obtained for personal use.

An intermediate rental vehicle is the largest rental that will be reimbursed without justification. When there is an occasion in which a larger vehicle is required, a written statement should be attached to the MSU Form A-03/A-05.

The current vehicle contracts include unlimited mileage and free CDW/LDW insurance. The State of Mississippi is self-insured, therefore, the option to purchase additional insurance when traveling for MSU business should always be declined when a vehicle is rented utilizing the state contract. Travelers should purchase CDW insurance only when a rental vehicle is rented outside of the state contract. The state provide the liability portion of the coverage.

### 5.1 Receipt requirements

- Rental vehicle receipts
  - FINAL receipt required – rental agreements received when picking up the vehicle are not acceptable.
  - In traveler's name
  - Itemized
  - Date
  - Amount paid
- Rental gas receipts
  - Itemized
  - Date
  - Amount paid

**NOTE: If a traveler prepays for gas, Travel Services will accept the prepaid receipt for reimbursement. The date and amount paid are still required. It is the department's responsibility to verify that the traveler did not receive any money back after pumping gas.**

### 5.2 Incidentals

- Reimbursable
  - FSO (Fuel Service Option)
  - GPS (Global Positioning System)

- Non-reimbursable
  - PAI (Personal Accident Insurance)
  - Car seats

### 5.3 15 Passenger Vans

Any questions regarding MSU’s stance on renting 15 passenger vans should go to Eric Wilder, 662-325-6820.

**NOTE: If you are traveling by public carrier (air, train, bus), all travel reservations, including rental vehicle, should be booked through Travel Leaders.**

## 6. Public Carrier

### 6.1 Travel Leaders

Public carrier is defined as a commercial airline, train, or interstate bus line carrier. Due to the contract between Travel Leaders and MSU, travelers are required to make all travel arrangements (transportation, lodging, and rental vehicles) through Travel Leaders when traveling by public carrier.

**NOTE: It is the use of public carrier that triggers the need for booking through Travel Leaders. If there are any changes to reservations needed after hours, call Travel Leaders at 1-866-297-9293. There is a fee associated with each call -- \$20.00 domestic and \$30.00 international.**

A copy of the final itinerary is required with the MSU A-03/A-05. It should include:

- Public carrier confirmation
- Public carrier payment (payment information box)
- Lodging confirmation if applicable to trip
- Rental vehicle confirmation if applicable to trip

Booking outside of Travel Leaders is not encouraged, but is reimbursable if there is a minimum of \$25.00 cost savings to MSU. Savings is proven by providing a quote from Travel Leaders with the same dates, airports, times, and cities as actual travel.

It is the traveler’s responsibility to obtain cancellation notices from Travel Leaders. All itineraries should be included with the MSU A-03/A-05.

Early advances are not permissible for public carrier (airfare, train, bus) when booked on a personal credit card. This includes bookings through Travel Leaders. The University has an Employee Business Travel Account (EBTA) to cover airfare costs in advance for travelers.

In-flight internet is reimbursable with an itemized receipt. If flight exceeds six hours, MSU will reimburse for business class seating.

## 6.2 Taxi/Shuttle

- Receipts required when expense is in excess of \$10.00.
- No more than 20% tip may be reimbursed.
  - How to calculate 20% of taxi expense
  - Example:
    - Amount paid – tip amount = fare amount
    - Fare amount x 0.2 = reimbursable tip amount
    - Fare amount + reimbursable tip amount = allowable expense
    - \$45.60 - \$12.00 = \$33.60
    - \$33.60 x 0.2 = \$6.72
    - \$33.60 + \$6.72 = \$40.32 allowable expense

**NOTE: It is the department's responsibility to verify that taxi/shuttle expenses claimed are for MSU business.**

## 7. State-Owned Vehicle

Actual operating expenses incurred while conducting MSU business in a state-owned vehicle will be reimbursed.

Reimbursable expenses (all require an itemized receipt):

- Gas
- Oil
- Tires
- Maintenance/repairs

**NOTE: Mileage is not reimbursable to the traveler when traveling in a state-owned vehicle.**

## 8. Other Travel Costs

**Any expenses \$10.00 or less do not require a receipt for reimbursement. If multiple \$10.00 expenses claimed on one reimbursement, an explanation of expenses is required.**

### 8.1 Parking:

- Airport, hotel, lot, valet, etc. In excess of \$10.00, itemized receipt required.

### 8.2 Tolls:

- In excess of \$10.00, itemized receipt required.

### 8.3 Laundry:

- One expense per seven days permissible. More frequently, justification required.
- In excess of \$10.00, itemized receipt required.

#### **8.4 Tips:**

- Maid tips: reimbursable up to \$5.00/night
- Meal tips: Total meals tips shall not exceed 20% of the maximum daily limitation. Refer to Meals section of policy for more information.
- Baggage handling tips - \$1.00/bag/leg of trip

#### **8.5 Baggage:**

- Baggage ticket or airline printout required

#### **8.6 Business Meals:**

- Meal expense must be directly related to the active conduct of the University's business.
- Meal must be during or directly before or after a substantial business discussion.
- Itemized receipt and C-4 form required
- No alcohol or associated taxes reimbursable
- No more than 20% tip reimbursable

#### **8.7 Registration:**

- On-site registrations in excess of \$10.00, itemized receipt required.
- If a conference requires that its fees be paid in advance, this should be handled via ProCard or Direct Pay. **The Office of Travel Services will no longer provide an advance for conference registration.**
- Itemized receipt required
- No membership dues/t-shirts
- Workshops permissible

## **9. Travel Advances**

### **9.1 Requirements**

- Must be MSU employee or student
- Cannot request less than \$200.00
- Must have an overnight stay
- Must be prior to the trip. Travelers are not eligible for travel advances once in travel status.
- Travelers may not have more than two (2) outstanding travel advances at one time (this includes EBTA)
- Airfare and registration are not eligible expenses for advances.
  - Airfare should be paid for via the EBTA process.
  - Registration should be paid on the ProCard or by Direct Pay.
- Group travel
  - A list of MSU group members should be included.

## 9.2 Steps to receive a travel advance

1. Complete A-03/A-04 with appropriate signatures and dates.
2. Complete advance request form (travel.msstate.edu).
3. Send original, completed forms to Travel Services at Mail Stop 9719.
4. Once received, Travel Services will direct deposit the advance no more than 13 business day prior to the trip beginning.

When completing the MSU A-03/MSU A-05 for reimbursement, the travel advance should be included in the Advance Received portion of the form. If there is an EBTA charge associated with the trip, it should be added to the travel advance.

- Example: Total voucher – Advance Received (EBTA and/or travel advance) = Net voucher (reimbursement)

Domestic travel is to be submitted to Travel Services no later than 10 business days into the month following the trip end date.

- Example: Trip ends June 25<sup>th</sup>, 2018. The MSU A-03 and supporting documentation are due to Travel Services by July 14, 2018.

International travel is to be submitted to Travel Services approximately 45 business days after the trip ends (one month and 14 days after the trip end date).

- Example: Trip ends June 25<sup>th</sup>, 2018. The MSU A-04 and A-05 and supporting documentation are due to Travel Services by August 14, 2018.

**PAYROLL DEDUCTION: The traveler will be payroll deducted if the MSU A-03/A-05 is not submitted on time. Each payroll deduction results in a \$50.00 administrative fee (in addition to any unused cash advance amounts or other reimbursements owed to the University). A payroll deduction will result in a loss of EBTA and advance privileges.**

## 10. Employee Business Travel Account (EBTA)

The purpose of the Employee Business Travel Account (EBTA) is to prepay airfare expenses for employees and students who book through Travel Leaders.

### 10.1 How to charge airfare to the EBTA:

1. Complete MSU A-03/A-04 and obtain proper approvals.
  - a. A-03: Complete Sections A-C on page 1
  - b. A-04: Complete pages 1-3 and obtain signatures through President's Office
2. Contact Travel Leaders during normal business hours to arrange airfare.
  - a. **The quote received is only valid for 24 hours.**
3. Contact Travel Services during normal business hours for an EBTA number. Travel Services will ask for the following:
  - a. TR #



- b. Traveler's name
  - c. Traveler's MSU ID number (9-digit number)
  - d. Month of travel
  - e. Name of department contact, phone number, and amount of quote (including Travel Leaders' \$27.00 fee)
4. Write the EBTA number at the top of the A-03/A-04.
  - a. Right for A-03
  - b. Left for A-04
5. The department contact should email Travel Services at [travelhelp@msstate.edu](mailto:travelhelp@msstate.edu) the following:
  - a. MSU A-03/A-04 with EBTA number and appropriate signatures
  - b. Quote provided by Travel Leaders
6. The department contact should email/fax Travel Leaders the MSU A-03/A-04 with EBTA number.

The amount of the ticket will be charged to the traveler's receivable account (like a cash advance). When completing the MSU A-03/MSU A-05 for reimbursement, the EBTA should be included in Section D, line 4 public carrier, and the Advance Received portion of the form. If there are any cash advances associated with the trip, the EBTA should be added to the travel advances.

- Example: Total voucher – Advance Received (EBTA and/or travel advance) = Net voucher (reimbursement)

Domestic travel is to be submitted to Travel Services no later than 10 business days into the month following the trip end date.

- Example: Trip ends June 25<sup>th</sup>, 2018. The MSU A-03 and supporting documentation are due to Travel Services by July 14, 2018.

International travel is to be submitted to Travel Services approximately 45 business days after the trip ends (one month and 14 days after the trip end date).

- Example: Trip ends June 25<sup>th</sup>, 2018. The MSU A-04 and A-05 and supporting documentation are due to Travel Services by August 14, 2018.

**PAYROLL DEDUCTION: The traveler will be payroll deducted if the MSU A-03/A-05 is not submitted on time. Each payroll deduction results in a \$50.00 administrative fee (in addition to any unused cash advance amounts or other reimbursements owed to the University). A payroll deduction will result in a loss of EBTA and advance privileges.**

## 11. Business Travel Expense (BTE)

The Business Travel Expense (BTE) account is used to pay for airfare for non-MSU individuals or MSU group travel (students or employees of MSU).

### 11.1 Non-MSU (participants, interview candidates, and student recruits)

The department contact will contact Travel Leaders to obtain an airfare quote.

1. Send to Travel Services ([travelhelp@msstate.edu](mailto:travelhelp@msstate.edu)):

- a. BTE form
  - b. MSU A-08 form
  - c. Airfare quote
2. Travel Services will contact Travel Leaders to verify airfare ticket amount and authorize Travel Leaders to purchase.

## 11.2 MSU Group Travel

1. The department contact will contact Travel Leaders to obtain an airfare quote.
2. Send to Travel Services ([travelhelp@msstate.edu](mailto:travelhelp@msstate.edu)):
  - a. BTE form
  - b. Airfare quotes
  - c. Copy of group leader's MSU A-03/A-04
  - d. List of participating names and MSU ID numbers (9-digit numbers)

BTE travel for consultants should include a copy of the P&C 322 and HRM 323 forms. These forms can be found here: <https://www.procurement.msstate.edu/procurement/forms/index.php>.

## 12. International Travel

International travel is any travel that takes place outside of the continental United States. Hawaii, Puerto Rico, and Canada are considered international. Alaska is considered domestic.

Prior approvals on the MSU Form A-04 from the Department Head, Dean/Director, International Institute, Vice President, and President are required at least 30 days before departure.

NOTE: MSU Form A-04 was significantly updated in April 2018 to improve the safety and security of MSU international travel. Please be sure to use the current form.

**Per MSU OP 60.01, prior to travel, faculty and staff must route the MSU Form A-04 to the International Institute for review and sign an "Assumption of Risk and Release Form" if required. See the MSU International Travel Security Guidelines noted below.**

### 12.1 International Travel Security Guidelines

The International Institute is responsible for upholding the travel security guidelines for MSU faculty, staff, and students participating in an international travel experience whether for a conference, research activity, program development, study abroad, experiential learning, or any other academic or business related travel either sponsored or affiliated with MSU. The intent is to promote and protect the safety and security of our MSU family.

In January, 2018, the U.S. Department of State Bureau of Consular Affairs initiated a significant change to the Travel Advisory system. The system changes were designed to provide more clear, timely, and reliable safety information about every country in the world. Each country is now assigned a Travel

Advisory Level 1-4 for the country as a whole (listed below). The advisory report for a country may also apply varying levels of advisories for specific locations or regions within a country. For example, a Level 2 country could have cities or regions with Level 3 or 4 ratings.

- Level 1: Exercise normal precautions
- Level 2: Exercise increased caution
- Level 3: Reconsider travel
- Level 4: Do not travel

More information regarding the Travel Advisory system is found at <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>

Based on the changes by the U.S. Department of State, as of April, 2018, the following MSU international travel guidelines apply.

1. **MSU will not approve university travel to a Level 4 country or region.**
2. **Countries and regions within countries designated as Level 3 are considered elevated-risk regions. Travel to Level 3 regions is discouraged and requires additional approval.**
  - a. **All travel by faculty, staff, and students to Level 3 regions will require signature on an “Assumption of Risk and Release Form” prior to travel.**
  - b. While University affiliated travel to elevated-risk regions is generally prohibited, faculty or staff planning a student program to an elevated-risk region or who wish to travel to an elevated-risk region for research or other purposes may do so by providing adequate documentation to the International Institute that: (1) summarizes the major risks of travel to the proposed area, (2) indicates ways in which the faculty leaders can mitigate those travel risks, (3) demonstrates the travel has extraordinary academic or research value, and (4) shows that travel to an alternative location would not provide a comparable experience.
  - c. Similarly, **any student or student group** planning to travel on their own to elevated-risk regions through a university affiliated program may do so by providing adequate documentation to the International Institute that: (1) summarizes the major risks of travel to the proposed area, (2) indicates ways in which the student can mitigate those travel risks, (3) demonstrates the travel has extraordinary academic or research value, and (4) shows that travel to an alternative location would not provide a comparable experience.
  - d. The decision regarding whether to grant an exemption and allow travel to a Level 3 region is within the sole discretion of University administration. If approved, then all MSU faculty, staff, and students traveling must: (1) sign an “Assumption of Risk and Release Form” indicating that he or she acknowledges and fully assumes all risk related to the travel and the University will bear no responsibility for evacuation in the event of a crisis or emergency and (2) provide documentation to the International Institute of emergency travel insurance purchased through an MSU approved vendor.
3. All international travel by student groups who are accompanied or led by MSU faculty or staff must route through the International Institute for tracking and security purposes. Faculty should contact the International Institute for details as soon as group travel is being considered.
4. All travelers should enroll in the U.S. Department of State’s Smart Traveler Enrollment Program (STEP). Enrolling in STEP provides free, electronic travel advisories on safety conditions for their

international destination(s). This service provides traveler trip information to the nearest U.S. Embassy or Consulate in the country or countries of travel, allowing the U.S. Embassy or Consulate to assist travelers in the event of an emergency.

5. All faculty and staff must leave a copy of their individual or group travel itinerary with their designated departmental travel manager.
6. All travelers should ensure their medical insurance provides coverage for overseas benefits (i.e. medical evacuation, bedside visits, repatriation of remains). MSU benefits eligible travelers should review the travel assistance services available as part of the standard Minnesota Life Insurance policy.
7. Faculty and staff traveling with a University laptop or other device, should contact ORED Office of Research Security at 325-8682 regarding data encryption or participation in the Laptop Loan Program, providing clean laptops for travel.
8. To mitigate risk when traveling, keep a low profile and avoid attracting attention to yourself. Be alert and aware of your surroundings. Take the time to learn about the country/countries or region/regions to be visited and what is or is not allowed culturally and legally.

## 12.2 Insurance

- **The MSU Form A-04 is NOT a part of the MSU insurance policy. Employees traveling as part of MSU business will be covered under Worker’s Compensation. Full-time, benefits eligible employees are also provided with Travel Assistance benefits through our Minnesota Life Insurance Plan.**
- **MSU Students, Grad-Student, and Non-benefits eligible employees should purchase coverage through the International Institute. Cultural Insurance Services International coverage will be what you purchase.**

## 12.3 Exchange Rates

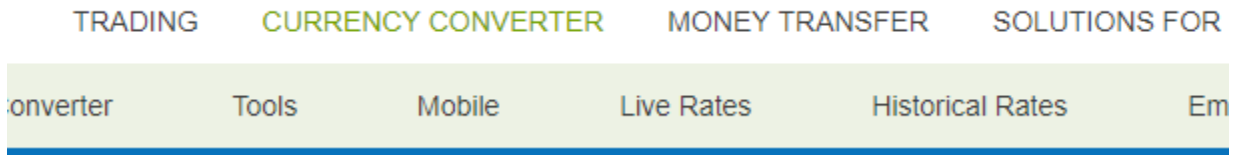
**It is recommended to use a credit card when traveling internationally. The conversions are automatically calculated on the card statement. Use of a card statement overrules any need for further conversion. It is also preferable to pay in local currency when using a credit card internationally. When given the option by an international vendor to pay in US Dollar at the time of the transaction, decline this option. Your credit card company will charge you less than the vendor, and you may avoid hidden fees.**

oanda.com:

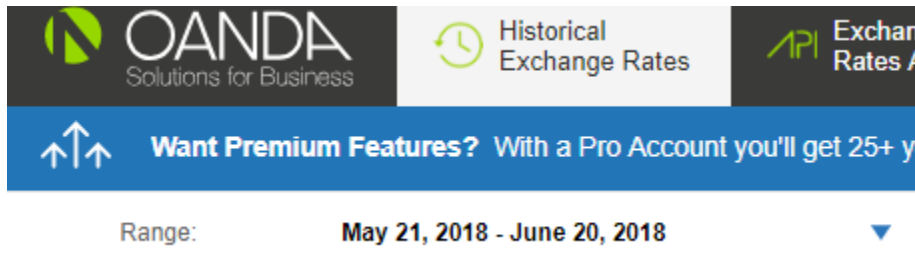
1. Click on Currency Converter

[TRADING](#)   [CURRENCY CONVERTER](#)   [MONEY TRANSFER](#)   [SOLUTIONS FOR BUSINESS](#)   [RESOURCES](#)

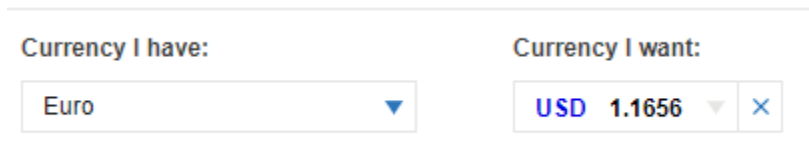
- Click on Historical Rates



- Enter Date Range. This should be the date the traveler left MSU and the date the traveler returned to MSU.



- “Currency I have” should be the currency of the location traveled to. “Currency I want” should always be USD.



- Click the dots and dashes icon located under “Currency I have.”



- Look at “Period Average.” Print this page, and use the “Period Average” for conversions.

	USD
Period Average	1.169233
Period High	1.180774
Period Low	1.157128

For example, if your receipt is 20 Euros, the conversion is:  $20 \times 1.169233 = \$23.38$  USD.