



EAST STROUDSBURG UNIVERSITY  
ACCOUNTS PAYABLE  
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# **TRAVEL POLICIES & PROCEDURES**

## OVERVIEW

The PA State System of Higher Education (PASSHE) Board of Governors(BOG) have adopted polices: [1983-16: Reimbursement of Travel Expenses for Faculty and Administrative Candidates](#); and [1986-07-A: Travel Expense Regulations](#).

Anyone traveling at PA State System of Higher Education expense is expected to exercise prudence and economy.

Reimbursement to an employee for official travel shall be made on the basis of an approved Travel Expense Voucher. Each voucher must be signed by the employee and by the employee's supervisor, with the exception of the university presidents. University presidents must obtain the signature of the VPs of Finance and Administration.

### TRAVEL APPROVAL REQUEST (TAR)

This form is completed prior to travel as an estimate of the costs of the trip. The entire form must be completed and the proper signatures obtained to authorize the travel and distribution of the costs of the travel. Each Travel Approval Request must be signed by every department head contributing funds to the traveler.

Enter all the required information: traveler's name, personnel number, driver's license information, department, phone extension and accounts to be charged. Indicate the purpose of the travel, destination and dates and times of travel. Also, include the Enterprise Trip Optimizer, conference literature and conference registration if the fee is to be paid by Accounts Payable

Estimate all charges anticipated for the trip. If you are requesting a rental car, Accounts Payable will assign a Funds Reservation (FR) number with an approved TAR. The FR number is necessary to rent a car and also reserves the funds for the trip. Go to the ESU website under the Business Office for the Enterprise Trip Optimizer and rental car application. If you are not renting a car, estimate the Personal Automobile Mileage (for the current rate see "Additional Resources"). Use the "High Rate Areas" tables for lodging and subsistence to locate the per diem rates. If your expenses exceed the per diem rate a complete explanation must be provided if reimbursement is to be permitted. After all signatures and coding are obtained, the form should be forwarded to Accounts Payable.

The original Travel Approval Request will remain in Accounts Payable to be attached to the approved Travel Expense Voucher.

### HOTEL AND TRANSPORTATION ORDERS

PASSHE has discontinued the use of Hotel Orders and Transportation Orders.

### TRAVEL EXPENSE VOUCHERS

Travel Expense vouchers are completed after the travel. Each Travel Voucher must be signed by the employee and by the employee's supervisor, with the exception of university presidents. The university president must obtain the signature of the VP of Finance and Administration.

### MILEAGE REIMBURSEMENT

Mileage traveled by employees between their residence and their official headquarters (ESU) on scheduled workdays is considered commuting mileage. Commuting mileage and other commuting costs are not reimbursable. Employees who are required to travel from their residence to a temporary workshop, other than official headquarters (ESU), will be reimbursed either from their residence to the temporary worksite, or their official headquarters to the temporary worksite, whichever is the shortest mileage distance.

The most economical means available, including automobile rentals, should be used consistent with the purpose and constraints of the travel. Any employee who does not use the most economical means of travel available will be reimbursed as if the most economical means of travel had been used.

Employees may use their personal automobile, rather than a rental car for any reasonable length road trip. The employee must then complete the Enterprise Trip Optimizer (ETO) on the ESU website. If the ETO determines that it is more economical to rent a car, then the employee must accept the rental car payment amount.

Note: Some grant contracts have a provision specifically stating the payment of a mileage rate. In those cases, the Enterprise Trip Optimizer does not apply.

## **HOTEL REIMBURSEMENT**

Lodging costs are limited to rates established by the chancellor. The chancellor may set separate rates for high cost areas.

Lodging costs in excess of the maximum may be authorized if one of the criteria (PASSHE BOG Policy 1986-07-A: Part C, Section 4) has been met.

- a. When lodging cannot be located with a reasonable effort within the maximums.
- b. When employees must stay in a specific hotel or motel where their presence is required by the nature of the official business.
- c. When employees reside at a host establishment while attending a conference or convention on official business.
- d. Claims for lodging and meal expenses will be allowed under the American Plan (i.e., when the cost of lodging and meals is contracted as a package) when contracted at the minimum rate, and when incurred by employees residing at a host establishment while attending a conference or convention on official business.

A complete explanation of lodging costs in excess of the maximum must be included on the travel expense voucher.

## **SUBSISTENCE**

Employees in overnight travel status may be paid for the actual cost of meals, tips, and tax up to the maximum rates established by the chancellor. For overnight travel not part of a full 24-hour period, the subsistence rate shall be prorated as follows:

0 minutes to less than 3 hours	No reimbursement
3 hours to less than 6 hours	25%
6 hours to less than 15 hours	62.5%
15 hours to less than 24 hours	100%

The maximum allowable reimbursement amount must be reduced for meals provided to the employee at no cost, i.e. included in a registration fee, facility rental, or the cost of lodging.

## TRAVEL STEPS

- Research travel expenses including transportation and hotel accommodations keeping in mind the PASSHE maximum rates.
- Complete a Travel Approval Request form. Acquire all signatures required and provide the source of funds (Fund, Cost Center and General Ledger Code) for payment. Each source requires department head approval. Lodging Rates and Subsistence will be audited at this time. If lodging exceeds the maximum reimbursable rate as stated by the Chancellor's Office, attach an explanation (listed above).
- If a rental car is requested, send the Travel Approval Request to Accounts Payable for the Funds Reservation Number. After the TAR is processed, Accounts Payable will email/call the traveler with the FR Number. The traveler can then reserve the car on the ESU website.
- While traveling, collect and keep original, detailed receipts. Credit card receipts alone are not sufficient. Detailed receipts are required for airfare and baggage expenses, lodging, rental car costs, gasoline, taxis, buses, train fare, parking, conference fees, etc.
- Meals receipts are no longer required, but the traveler is still bound to the approved per diem rates approved by PASSHE. The traveler may claim actual meal expenses up to the per diem amount. Alcohol is still not reimbursable.
- Upon your return, complete a Travel Expense Voucher. Attach all receipts including proof of payment of conference fees. You must provide the Fund, Cost Center and Object Code being charged and this form needs all approvals and payment. Approvals obtained on the Travel Approval Request do not replace the need for signatures on the Travel Expense Voucher.
- Send completed Travel Expense Voucher to the Accounts Payable Manager for payment.

## ADDITIONAL RESOURCES

[Travel Approval Request \(1/1/18\)](#)

[Travel Expense Voucher \(1/1/18\)](#)

[Employee Travel Expense Reimbursement Rates](#)

[PA Tax Exemption Certificate](#)

[Local Occupancy Tax Ruling Letter](#)

[Frequently Asked Questions](#)