

TRAVEL HELPFUL HINTS

MARCH 22, 2022

Utah State University Travel Office

Website: travel.usu.edu

Slack: [travel—open-forum](#)

Traveler's Role – Employee/Student/Non-employee/Non-student

Pulled directly from Banner – Not editable

Student role trumps Employee for Travel

Employees and Students MUST have direct deposit set up for AP/Travel – which is different than direct deposit for Payroll.

Non-employees/Non-students do not need direct deposit set up but it is recommended. Please check the address the check will be sent to before submitting TR. Link to Mailing Address (MA) in Banner is named “Show” on the TR.

Determines if GHG fee is charged, SOS Rates and if TR is needed for Clery Act compliance.

Companion Travel – Only select Companion Travel **IF** companion travel expenses are being incurred by the University.

Traveling Department – DP Code

Pulled directly from Banner - Is Editable

DP Code will determine the approval queues for TA/TR

Purpose – Open TAs should only be used for reoccurring same-day mileage only travel. They must be closed at the end of each fiscal year.

May include driving related expenses such as parking, tolls, rental vehicles, fuel etc.

May NOT include meals of any kind, Personally, University paid or M&E.

Open TA purpose cannot be changed on TR.

Narrow dates on TR to only dates we are reimbursing.

Group Travel – Two or more people traveling together (in travel status) and sharing expenses for authorized University business. (Personally or University Paid)

Number in boxes tell us how many people are traveling **ON** that TA. Names of others traveling in group on the TA should be attached or listed in comments.

Number in boxes should equal “1” if others in group have their own TAs. Names and TA #'s of all others in group should be attached or listed in comments.

Boxes are editable on TR **IF** airfare was not selected on TA.

Students Traveling Overnight – If YES

TR must be submitted even if no reimbursement is needed.

TR will be included in the annual Clery Act Report

Address of lodging **MUST** be listed in the lodging section of the TR (not the comment section).

If reimbursement is not needed, the lodging amount should be listed as \$0.00.

Dates of Travel – Should reflect actual dates of travel. Receipts dated outside of these dates should be explained in comments.

Same Day Travel – Must be in travel status for at least 12 hours to be eligible for meals. These meals will become taxable to the traveler.

Trips over multiple days - When the traveler returns home each night. Mileage only reimbursement should be done as an Open TA. More than mileage will require a separate TA for each day of travel and will be subject to Same Day Travel rules.

Individual Meals – Either per diem or actuals must be chosen per trip. Meals and Entertainment is the exception.

For group per diem attach signatures of all travelers acknowledging receipt of money received and enter as Meals – Actual.

For a lower per diem rate, may enter as Meals – Actual and leave comment listing the amount given times the # of days. If lower per diem rate is entered under Per Diem, it will be subject to the 75% travel days rule.

Meals & Entertainment

If you have more than 3 M&E receipts, you can combine two or more into one entry. Please separate events out in the Attendees/Affiliations box.

If Alcohol is included, be sure to check the Alcohol Included box to ensure that the TR will route to the level 410 for approval. Also check that the index used allows for purchase of alcohol.

Mileage – 4 D's

Date, Departure city, Destination City, & Distance

Please include mileage log when necessary, showing all 4 D's.

Verify, verify, verify

Parking & Transportation –

Method – Important for reporting purposes. Please enter expenses in the correct category.

Auto @ Airfare – When traveling out-of-state and the traveler elects to drive his or her own vehicle instead of using a commercial carrier, reimbursement will be the lower of:

The allowable mileage rate – documented as mileage on the TR

OR

The associated expenses of flying as allowed and documented by the department. – documented as Auto@Airfare on the TR.

Registration –

Membership and Dues will route to Level 410 for approval.

Please separate out Registration and Membership & Dues fees

Other – Examples include but are not limited to:

Travel insurance, medical expenses (vaccines, covid testing), passports (will be taxable to the traveler), abstract fees etc.