

TRAVEL

FREQUENTLY ASKED QUESTIONS

Q. WHERE, ONLINE DO I FIND THE TRAVEL FORMS?

A. <http://www.usm.edu/procurement/travel.html> Scroll down and you should see **Travel Forms**, click on that link.

Q. AM I REQUIRED TO SUBMITT A PERMISSION TO TRAVEL FORM?

A. In-state and out-of-state trips for conferences, conventions, associations, and meetings require approvals of the chair or next higher level of expenditure authority and Travel Office. Permission to Travel form required. In-state and out-of-state business trips require approval of immediate supervisor in oral or written form (check with next higher level of authority for their policy). No Permission to Travel form is required by the Travel Office.

Q. CAN I USE MY PROCUREMENT CARD TO PAY FOR MY CONFERENCE REGISTRATION?

A. The Procurement Card **CAN NOT** be used for travel or entertainment expenses. It can be used to rent vehicles only with Enterprise. <http://www.usm.edu/procurement/procurement.html> click on Procurement Card.

Q. HOW DO I UNPROTECT THE CELL?

A. You can't unprotect the cells. You did not start on the "START PAGE". You need to return to the START PAGE and enter all your required information and it will copy it to the protected cells.

Q. CAN SOMEONE HELP IN YOUR OFFICE ME FILL OUT THE FORM?

A. We are here to answer any questions that you may have. The travel forms have instruction tabs to aid you. Providing personal assistance in filling out the travel forms prevents us from getting other travelers paid in a timely manner.

Q. WHY DOESN'T THE MILEAGE RATE CHANGE ON MY FORM?

A. You need to download the latest travel form. Make sure to put in the right date format (m/d/yr).

Q. WHAT IS THE MILEAGE RATE?

A. Download a new travel voucher for each trip to ensure that you will have the most current rate.

Q. I HAVE LOST MY RECEIPTS, WHAT DO I NEED TO DO?

A. For meals, you are allowed per diem per day. Receipts are not required for meals. For hotels, an itemized receipt is required, contact the hotel to have them fax you a copy. For other expenses such as registration or public carrier, provide us with credit card statements for proof of payment. For taxi/shuttles or tips you are allowed \$10.00 per day without a receipt. Gasoline can not be reimbursed without a receipt.

Q. I SUBMITTED A PERMISSION TO TRAVEL (PTT) BUT HAVE NOT RECEIVED A COPY.

A. Please make sure your Signature Authority sent it to box 5104. If so, call the Travel Office at x64131 for a copy.

Q. I DIDN'T ASK FOR AN ADVANCE, IS IT TOO LATE TO GET ONE?

A. We issue advances two weeks before the trip; if it is within two weeks before your trip starts it is two late for you to receive an advance.

Q. CAN I CHANGE THE DATE ON MY PERMISSION TO TRAVEL?

A. Yes, you can change the date. Send an email to verify the date that you would like changed so that it can be attached to your PTT.

Q. IS MY ADVANCE READY? WHEN CAN I EXPECT IT?

A. We will call you to inform you when it is ready for pick up. We issue advances two weeks before the scheduled trip start date.

Q. HOW LONG CAN A TRAVEL ADVANCE BE OUTSTANDING?

A. Travel advances outstanding in excess of 30 days after return from the trip will be payroll deducted from the employee's paycheck. The payroll deduction instituted will be the amount of the outstanding travel advance, not to exceed one-half of the employee's net pay. This payroll deduction will continue until the outstanding travel advance is settled in full. Future advances will be suspended until outstanding advance is settled in full.

Q. I SENT IN MY PAPERWORK SEVERAL WEEKS AGO, BUT HAVE NOT RECEIVED MY CHECK. WHEN WILL I RECEIVE IT?

A. Please make sure you or your Signature Authority sent it to box 5104. We ask that you allow us at least three weeks before you inquire about your reimbursement check.

Q. CAN I GET REIMBERSED FOR MY AIRFARE AND REGISTRATION AHEAD OF TIME?

A. Yes. You will need for you to complete a travel voucher and attach any credit card statements or receipts that will confirm your payments made. Attach a copy of your Approved Permission to Travel. On the travel voucher make sure that you put the date of travel (same date on permission).

Q. ARE THERE ANY RESTICTIONS ON WHERE I HAVE TO PURCHASE MY AIRLINE TICKETS?

A. No, but we do have state contracts for airfare and if your ticket purchase exceeds the amount of the state contract rate then we will need you to fill out a waiver form that is provided on our website. See link under "State Contract Airfare Rates" on website.

<http://www.usm.edu/procurement/travel.html>

Q. THE HOTEL DOESN'T HAVE ITEMIZED RECEIPTS SINCE I BOOKED IT ON LINE, WHAT DO I NEED TO DO?

A. Your electronic confirmation from the internet site used should have the hotel information on the confirmation receipt. It should show payment in full for the dates booked, hotel location, check-in and check-out dates and credit card payment.

Q. I CAN'T GET THE CONFERENCE LITERATURE, WHAT DO I NEED TO DO?

A. You can look online for the conference literature where it shows accommodations or contact the organization and request that they fax it to you.

Q. WHAT DO I NEED TO DO IF I DIDN'T KNOW ABOUT ENTERPRISE WHEN I TOOK THE TRIP?

A. If your rental car rate exceeds the Enterprise rate. Check out site <http://www.usm.edu/procurement/travelvehicles.html> , you will have to attach a waiver to your voucher.

Q. HOW LONG DOES IT TAKE TO GET FOREIGN TRAVEL APPROVED?

A. We require a complete an International Permission to Travel and International Travel Justification Form 90 days in advance of the trip.

Q. WHAT IS THE FOREIGN MEAL ALLOWANCE?

A. Please call the Travel Office at x64131 for that information.

Q. WHAT IF I WOULD LIKE TO STAY EXTRA DAYS FOR PERSONAL TIME?

A. You are allowed to stay as long as you would like, the university will not reimburse you for expenses outside the conference dates for personal vacation time stay.

Q. I MADE A MISTAKE ON MY PAPERWORK, HOW DO I CORRECT IT?

A. Depending on the mistake, call the Travel Office at x64131. If it is minor, you can fax or email the change. If it is more complex you will need to re-do your paperwork.

Q. CAN I WALK THIS VOUCHER OVER AND GET PAID?

A. You can drop off your voucher; it will be processed in the order received. You will have to allow three weeks for the voucher to be processed and paid.

Q. DOES TRAVEL REIMBURSE GROUPS OF STUDENTS?

A. Yes, Please see the website <http://www.usm.edu/procurement/travelprocedures.html>
Scroll down to Group travel.

Q. I HAVE PAID FOR MY CO-WORKERS AIR FARE, DO I CLAIM IT ON MY TRAVEL VOUCHER OR HIS?

A. The individual that paid is the person that needs to be reimbursed. Attach the Permission to Travel of the person(s), who is traveling, to the Travel Voucher of the individual who paid.

Q. WHAT ARE THE CHARGES ON MY MONTHLY DETAIL REPORT (MDR) FOR? THEY DON'T LOOK LIKE OUR PEOPLE?

A. Call the Travel Office at x64131 if you have a voucher number. You can fax a copy of the MDR to x65182; include a cover sheet detailing what information you need and a call back number.

Q. WHY WAS THE AMOUNT OF MY REIMBURSEMENT CHECK NOT THE AMOUNT THAT I SUBMITTED ON MY TRAVEL VOUCHER?

A. Call the Travel Office at x64131. We will have to pull your voucher and see what changes were made.

Q. WHAT DO I NEED TO DO IF THE TRIP IS CANCELLED AND I HAVE ALREADY PAID FOR IT?

A. Email us to cancel your Permission to Travel if the trip has not occurred and or you have no expenses to claim. If you paid for airfare, you will need to fill out an airfare refund form to attach with your Travel Voucher for reimbursement.

Q. MY FUELMAN CARD DIDN'T WORK. CAN I GET REIMBURSED FOR MY GAS?

A. If you used a University Vehicle and paid with a personal credit card send an Employee Reimbursement Voucher to Accounts Payable not Travel.

Q. CAN I SEND SOMEONE OVER TO PICK UP MY CHECK?

A. Reimbursements are automatically sent to the department box. Travel Advances must be picked up in person and signed for. Send a memo authorizing your designee to pick up your travel advance.

Q. I USUALLY GET MY CHECK ON MONDAY AND I HAVEN'T RECEIVED IT YET, IS THERE A PROBLEM?

A. Reimbursement checks are sent to the Post Office on Friday's. We can not control when the post office places the checks in your mailbox. Please allow sufficient time before contacting the Travel Office.

Q. I AM ON THE COAST. HOW CAN I GET MY ADVANCE CHECK?

A. We can mail it to you after you have signed a Travel Advance Agreement for the trip. Call x64131 and request that the Travel Advance Agreement be faxed to you. Once we receive the faxed agreement back we will mail the check to your box.