FREQUENTLY ASKED QUESTIONS ABOUT THE TRAVEL POLICY

1. Q- When do I need to file a travel authorization?
   A- A travel authorization is required for all travel away from an employee’s “official workstation”. This authorization should be filed before the traveler departs on the trip.

2. Q- I will be traveling for several days; may I receive a cash advance?
   A- Yes, have your travel delegate complete a travel authorization form in the T&E System. When the document is sent to you for review, click on the “request an advance” button at the bottom of the screen. You will be required to enter the amount of advance needed. The system will allow you to request up to 50% of estimated expenses not covered by the travel card. The advance must be requested at least 5 days before the departure date of the trip.

3. Q- Can I receive more than one advance?
   A- You can request more than one advance as long as the overall total of all requests is not more than 50% of your estimated expenses and you are more than 5 days from your departure date.

4. Q- What is the mileage reimbursement rate?
   A- Mileage is reimbursed at the rate established by the State of Idaho and is periodically updated. The current rate is listed in the travel section of the Finance and Administration website at http://www.isu.edu/finserv/travel.shtml.

5. Q- Can departments choose to reimburse less than the allowable rates or per diem?
   A- Departments can choose to limit the amount they reimburse to less than the allowable amount, as long as they are consistent across the department.

6. Q- Why do I need to provide a conference/workshop agenda or brochure?
   A- The agenda or brochure from a conference/workshop can provide information to the travel office. It shows when conference/workshop began and ended, if meals were provided and where it was held. This helps the travel office determine what expenses are appropriate for reimbursement.

7. Q- Where do I add the business purpose and benefit to the university statement?
   A- The business purpose and benefit to the university statement should be added by the traveler in the comments section of the travel authorization before it is submitted for approval.

8. Q- As a faculty member traveling to another campus location, how often should I submit a travel reimbursement?
   A- Travel reimbursement for faculty traveling to a bi-campus location should be filed at least once a month. Reimbursements that are filed 6 months after the date the expense is incurred will not be reimbursed.

9. Q- Once I return from my trip how long do I have to file a travel reimbursement?
   A- A travel reimbursement should be filed within 10 days of the return date of the trip.

10. Q- How far out from my departure date can I request and advance?
    A- A travel advance can be requested as far out as 60 days, before the departure date. If a traveler incurred expenses farther out than 60 days, an advance can be given if a receipt of expenditure can be provided.
11. Q-Can I rent an automobile while on travel status?
   A- Automobile rental may be authorized when the use of such conveyance is the most economical
   and practical means of transportation. In most cases, commercially rented vehicles for
   passenger use are limited to subcompact, compact or intermediate sizes. A justification for the
   vehicle rental should be provided in the comments section of your travel authorization.

12. Q- Can I use my P-card for travel?
   A- P-cards are not currently being use for travel. Using the P-card for travel expenses may
   jeopardize your p-card privileges. We are now issuing travel cards,. if you want a travel card a
   travel card request form can be found on the Finance and Administration website. This form
   needs to be completed and signed by your UBO.

13. Q- If I owe a balance on my travel advance, how do I repay it?
   A- Payment for outstanding travel advances can be made in the University Cashiers Office. Please
   provide your Travel Authorization number to the cashiers when making the payment so
   payment is applied correctly. If it is more convenient, you can request the advance be payroll
   deducted by sending an email to travel@isu.edu.

14. Q- What do I do if I have lost a receipt needed for reimbursement?
   A- If you lose a receipt that you need for reimbursement you can complete an Affidavit of Lost
   Receipt form found on Finance and Administrations website. This form may not be used for the
   following (since a duplicate receipt may be obtained for these expenses) air tickets, car rental,
   lodging or registration receipts.

15. Q- If I am a traveler that has an overnight stay, but only claims meals and mileage and can’t
    locate a receipt from my travel destination can I submit an Affidavit of Lost receipts form?
   A- An Affidavit of Lost Receipt form can’t be used in place of a receipt for this type of situation. A
   receipt is being used to provide the travel office a way to determine that you were in the
   location indicated on your authorization.

16. Q- How are meals for same day travel calculated?
   A- Reimbursement for same day travel meals are based on your departure and return time. All
   same day travel meals that are reimbursed are taxable to the traveler and are reimbursed
   under a taxable expense code.

17. Q- If my vicinity travel is more than 30 miles do I need to provide an explanation?
   A- An explanation must be given for vicinity mileage over 15 miles. The best way to accomplish
   this is to keep a travel log where you left from, where you went and how many miles.

18. Q- Do I need to provide a copy of my boarding pass?
   A- If your flight itinerary clearly shows whether your flight was first class or coach/standard then
   your itinerary is enough. If this not clearly shown on the flight itinerary then the boarding pass
   is required.

19. Q- Are my estimated travel expenses on my travel authorization encumbered?
   A- When using the T&E System all estimated travel expenses are encumbered once the travel
   authorization has been fully approved.
20. Q- I have frequent flyer miles on my Delta account, can I use those miles to purchase a ticket for university travel and be reimbursed with cash?
   A- Because there is not an actual cash disbursement or exchange of cash a traveler can’t be reimbursed for frequent flyer miles.

21. Q- What expenses do I need to provide receipts for?
   A- Receipts should be provided for all expenses except for those ISU’s pays as per diem (meals and mileage).

22. Q- How do I sign up to have my travel advance direct deposited into my bank account?
   A- You will find an employee direct deposit authorization form on Finance and Administrations website under on-line forms. This is a different form from the one completed for Payroll.

23. Q- As a traveler how many advances can I have outstanding at one time?
   A- With the T&E System travel advances can be monitored more closely. We are able to set new rules for advances we have not had in the past.
   - Advances cannot be requested using T&E more than 60 days before a trip or less than 5 days before a trip.
   - Advances are limited to $5000 per advance
   - Travelers can only have 5 advances outstanding
   - Outstanding advances cannot exceed $10,000 in total
   - If a traveler has requested an advance, but is more than 10 days late filing a reimbursement request on a previous trip (the advance is in an overdue status), the traveler will not be able to receive an advance.

24. Q- What happens if I don’t get my past due travel advance paid and it goes to payroll deduct?
   A- Payroll deduction is not the way ISU wants to collect on a past due travel advance. This process is time consuming and expensive. If this happens more than twice the Travel Office reserves the right to withhold advance privileges for a time period.

25. Q- Can I use my blanket travel authorization for travel in Utah?
   A- Blanket travel authorization forms are to cover travel within the state of Idaho.