Travel Procedures and Fund Request Information  
(Updated 5/9/17 by K. Black)

1. Before You Travel  
   a. Estimate your costs:  
      i. Transportation – Airfare, Personal Car or Citadel Car  
      ii. Lodging – When making reservations get the room cost plus tax amount per night  
      iii. Meals (See State Regulations Below)  
   b. For Faculty Presentations – Fill out the CSB Faculty Research Presentation Proposal form located in the CSB Bunker Files under “Forms”

Meal Allowance

<table>
<thead>
<tr>
<th>Meal</th>
<th>In-State</th>
<th>Out-of-State</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$6.00</td>
<td>$7.00</td>
<td>Depart before 6:30 AM, return after 11:00 AM</td>
</tr>
<tr>
<td>Lunch</td>
<td>$7.00</td>
<td>$9.00</td>
<td>Depart before 11:00 AM, return after 1:30 PM</td>
</tr>
<tr>
<td>Dinner</td>
<td>$12.00</td>
<td>$16.00</td>
<td>Depart before 5:15 PM, return after 8:30 PM</td>
</tr>
</tbody>
</table>

NOTE: Meals included in conference fee are not reimbursed these must be deducted from your estimated costs when filling out the travel authorization request

General Reimbursement Guidelines for Partial Days

The college will reimburse you for partial days according to these general guidelines:

- When you go into travel status by departing for your trip:
  - Before 6:30 AM, you may be reimbursed for breakfast, lunch and dinner
  - After 6:30 AM but before 11:00 AM, you may be reimbursed for lunch and dinner
  - After 11:00 AM but before 5:15 PM, you may be reimbursed for dinner
- When you come off of travel status by returning home or to work:
  - After 11:00 AM, you may be reimbursed for breakfast
  - After 1:30 PM, you may be reimbursed for breakfast and lunch
  - After 8:30 PM, you may be reimbursed for breakfast, lunch and dinner
Actual Cost of Some Meals is Reimbursed

The college can reimburse you the actual cost of meals (rather than the food allowance) if the meals are conference or seminar sponsored and have speakers or pertinent roundtable discussions. Remember to add a clear explanation on your TRD and attach the receipt.

No Reimbursement for Some Meals

The college does not reimburse you for:

- Meals during normal work days unless you are in overnight travel status.
- Meals for other people.
- Meals included in the price of lodging, such as full breakfasts at bed and breakfasts. These places typically charge a single fee for both food and lodging.
- Meals included in a conference fee.
- Meals unless there is an overnight stay.

Before you Travel (continued)

i. Registrations
   
   ii. Other
   
   c. From cost estimation - obtain travel authorization – NOTHING can be paid for or reimbursed without PRIOR approval.

   Travel Authorization

You cannot approve your own travel - therefore you need to enter a Travel Authorization Request before you make any concrete travel plans. A travel authorization number is required before any expenses can be paid.

a. Log into Lesesne Gateway,
   b. Click on the Employee tab, then select, One Stop Desk Top
   c. Click on the Travel link and select “Enter A Request”
   d. Fill out the electronic form – EXAMPLE on Following Page
Citadel – Travel Authorization

**Travel Information**

<table>
<thead>
<tr>
<th>Traveler's Name</th>
<th>John Doe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveler's CWID</td>
<td>341762</td>
</tr>
<tr>
<td>Banner Index to Charge</td>
<td>34040X</td>
</tr>
</tbody>
</table>

**Depart** | **Return**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul</td>
<td>Jul</td>
</tr>
<tr>
<td>05</td>
<td>11</td>
</tr>
<tr>
<td>2014</td>
<td>2014</td>
</tr>
</tbody>
</table>

**Purpose of Travel**

- To Attend AACSB Workshop

**Itinerary**

- Travel from Charleston, SC to Orlando, FL

**Method of Travel**

- Commercial Air

**Comments**


**Estimated Costs**

If you are traveling to Florida, please contact Accounts Payable (953-6980 or Joann.Alston@citadel.edu) for a hotel sales tax exemption certificate.

*Do not enter cents, dollar signs, commas, or spaces.*

- Transportation | $480 |
- Lodging        | $600 |
- Meals          | $100 |
- Registration   | $375 |
- Other          | $100 |

**Please review your request and make changes if necessary.**

To forward this request to your supervisor, click **Send**

If you've decided not to submit this request now, click **Travel Menu**
h. **REMINDER:** Meals included in conference fee are not reimbursed; these must be deducted from your estimated costs when filling out the travel authorization request.

i. Click “Send” and the form will then be routed electronically to your Department Head for approval then Print the assigned travel request number.

j. A travel authorization number will be assigned as soon as your travel is approved. To obtain this number go back into Lesene and under your employee tab go back into Travel. This time go under “Review or Change Requests” (Example Below)

![Citadel – Travel Authorization Request List](attachment:image)

<table>
<thead>
<tr>
<th>Request Number</th>
<th>Request Date</th>
<th>Traveler</th>
<th>Approved</th>
<th>Processed</th>
<th>Travel Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>13197</td>
<td>Jun-04-2014</td>
<td>Trumbull, William N.</td>
<td>Yes</td>
<td></td>
<td>15-0031</td>
</tr>
</tbody>
</table>

Click a request number to see the full request. Requests that have been assigned a travel number cannot be changed.

k. Click on your “Request Number” to bring up your Travel Authorization (Example Below)

![Citadel – Travel Authorization](attachment:image)

<table>
<thead>
<tr>
<th>Travel Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Number:</td>
</tr>
<tr>
<td>Travel Request Date:</td>
</tr>
<tr>
<td>Requested by:</td>
</tr>
<tr>
<td>Travel Authorization Number:</td>
</tr>
<tr>
<td>Traveler:</td>
</tr>
<tr>
<td>Phone Number:</td>
</tr>
<tr>
<td>Department:</td>
</tr>
<tr>
<td>Banner Index to Charge:</td>
</tr>
<tr>
<td>Approver Email:</td>
</tr>
<tr>
<td>Purpose of Travel:</td>
</tr>
<tr>
<td>Itinerary:</td>
</tr>
<tr>
<td>Depart:</td>
</tr>
<tr>
<td>Return:</td>
</tr>
<tr>
<td>Method of Travel:</td>
</tr>
<tr>
<td>Comments:</td>
</tr>
</tbody>
</table>

l. **NOTE:** Travel within a 50 mile radius (100 mile round trip) does not require a TA Number.
c. Decide How You Are Paying
   - Registrations can be paid by Melissa Griffin with the state purchasing card
   - Airfare and/or Registration paid by the traveler can be expensed prior to traveling (Early Reimbursement)
   - A Travel Advance can be requested if 80% of your expected meal and lodging expense is over $250

2. While You Are Traveling
   a. Obtain receipts for everything but meals (i.e. cab fees, tips, hotel parking, airport parking, etc.)

3. After Traveling
   a. Complete a travel reimbursement form – this form can be found on NetApp under BADM “Travel Procedures and Information for Funding Requests” (Example Below)
      i. NOTE: For mileage rates to fill in you must put an “x” in the yes or no regarding state car approval
   b. Attach your approved travel authorization form, all receipts and conference agenda (if applicable)

*I,O,F = Instate, Out of State, Foreign (type of travel)
4. **Foreign Travel**

*Foreign Travel*
*(Outside United States, Canada and Puerto Rico)*

The Foreign travel process is almost identical to the process for domestic travel. You should note the following:

- Meal reimbursements can be actual expenses or the Federal per diem rate. Receipts are required for actual expenses.

- Travel advances may be obtained for 80% of all of your estimated expenses as listed on your Travel Authorization Form. Use a travel reimbursement document to request an advance. **Advances will not be provided more than 15 days prior to travel.**

Any money the college gives you in advance of your trip is in U.S. dollars, and any money it reimburses you after the trip is also in U.S. dollars. You are responsible for exchanging those dollars for the currency of the foreign country you visit.

Keep track of the exchange rates as you travel. Complete your TRD when you return as you would for domestic travel and document the source for the exchange rates you used (e.g., Wall Street Journal).

5. **Specific Information**
   
a. **Miscellaneous Expenses**

   **Receipts for Miscellaneous Expenses** - Save receipts for expenses over $25.00. You may attach them to your Travel Reimbursement Document to be reimbursed. Make notes of expenses less than $25.00, or save those receipts, too. You do not need to submit these receipts to be reimbursed, but a written explanation should be included with your TRD.

   **Some of the Miscellaneous Reimbursable Expenses**

   The following lists some of the most common reimbursable expenses:
   - Parking
   - Bridge and ferry tolls
   - Sky caps, porters, or car rentals if you have equipment or extra luggage specifically related to the purpose of the trip
   - Special care needs
     - Personal care attendant fees and travel expenses for disability accommodations
   - Communications
     - One brief telephone call to your family per night, and all business calls
     - Connecting modems for your laptop PC’s
b. Nonreimbursable Expenses

Entertainment that has nothing to do with the purpose of the trip

- Meals for other people
  - Food in excess of the daily meal allowance
  - Alcohol & tips
  - Video, VCR, TV or radio rentals
  - Event tickets
  - Taxis or other transportation to and from events

- Personal Expenses
  - Any kind of insurance
  - Medical and hospital services
  - Commuting expenses between your home and your office workstation
  - Additional transportation, hotel and other expenses for personal travel in conjunction with college travel
  - Non-meal expenses such as snacks or drinks
Funds Request Form

**Step 1:** To be filled out by requestor with attached supporting documents (attach the approved travel authorization form if traveling outside of 50 mile radius).

- **REQUESTOR NAME:**
- **ITEM NEEDED:**
- **DATE NEEDED:**
- **PURPOSE:**
- **Travel Authorization#:** _________________
- **VENDOR NAME:**
- **PRICE:**
- **MAKE CHECK PAYABLE TO:** (if applicable)

**Step 2:** Obtain account number from Melissa Griffin for CBSB funds and Jane Clegg for Provost funds.

- **INDEX NUMBER:** ____________________________________________

**Step 3:** Obtain two signature approvals from the two below listed individuals if request is $500 or more. For requests under $500 only one signature is required.

__________________________ __________________________
Janette Moody, Associate Dean Date

__________________________ __________________________
William Trumbull, Dean Date

**Step 4:** Return completed form and supporting documents to Melissa Griffin
Step By Step

1. To obtain the form go to NetApp and under BADM go into “Forms”. Click on “Funds Request Form” and print out form.
2. Requestor Name – Yours
3. Item Needed – “Conference Registration Fee”
4. Date Needed – Whatever date you want processed
5. Purpose – “To attend ____________ conference in _____________”
6. Travel Authorization # - Use the number obtained from One Stop (full instructions above) NOTE: The Funds Request Form cannot be submitted to pay for a conference registration without the TA#
7. Vendor Name – How the charge will show up on the bank statement
8. Price – Registration cost amount
9. Index Number – Obtain from Melissa Griffin
10. If request is over $500 you will need to obtain two signatures. Under $500 requires only one signature.
11. Turn in completed form with all supporting documentation to Melissa Griffin for the credit card purchase of the registration fee.
   a. Agenda/Itinerary for the conference
   b. Registration information showing the cost amount
   c. Your personal information that is needed for the registration process (print out the website form or other type of registration form you may have)
   d. Website or phone number where the fee can be paid
12. Provide Melissa Griffin with a copy of your receipt of payment