THE
ABCs
OF
TRAVEL

ACCOUNTS PAYABLE
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This presentation is meant as a guide. It is not a policy manual. University policies always take precedence over any element in this presentation.
OFFICE CONTACTS

Tina Wells  
Accounts Payable Manager  
540 568-6231  
Wells2tm@jmu.edu

Jayne Sorel  
Athletic Department  
540 568-8019  
Sorelij@jmu.edu  
Fax 540 568-6232

Bonnie Knight  
Academics…  
540 568-3713  
Knightbs@jmu.edu  
Fax 540 568-6232  
Excluding: College of Visual and Performing Arts  
College of Education

Karen Hoover-Maddox  
President’s Office, Board of Visitors  
540 568-6694  
Hooverka@jmu.edu  
Fax 540 568-6232  
Administration and Finance, University  
Advancement, Student Affairs & University Planning, College of Visual and Performing Arts  
And College of Education

OBJECTIVES OF THE BOOKLET

To provide a basic understanding of JMU’s Travel Policy, documentation, and procedures

MISSIONS

Your Mission is to fulfill your travel needs with the best value for the dollar and ensure all federal, state and university policies and procedures are followed.

Our Mission together is to support James Madison University by:

Ensuring compliance with all federal and state laws and all university regulations

Acquiring travel services at competitive prices

Exercising proper financial stewardship for payments

Providing responsive service and prompt gathering of documentation, for all University travel
**ROLES OF THE TRAVELER/DEPARTMENT**

Requesting assistance from Accounts Payable, when in doubt

Understanding and following State and University policy

Getting the best value for the University

Obtaining necessary approvals prior to travel and prior to committing the university to expenditures

Obtaining all approvals on paperwork submitted for payments

Keeping all original receipts to submit for reimbursement

Traveler must submit supporting documentation and *Travel Expense Reimbursement Voucher* (TERV) within 60 business days from the date of return.

- Department must then submit approved TERV and supporting documentation to Accounts Payable within 5 business days.

**TRAVEL PRE-APPROVALS**

- *International Travel Authorization Form*
  - Required for all International Travel
  - Required for all incoming Foreign National Visitors.

- *Departmental Off Campus Authorization Form*
  - Required for all off campus retreats

- *Domestic Travel*
  - Before arranging domestic travel, the traveler must have some form of approval from an Approving Authority.
  - The university does not require an approved travel authorization form for planned domestic travel but expects prudent judgement and reasonableness when incurring travel costs.

**BOOKING TRAVEL ONLINE**

- Only use secure sites (*https:*)
- Print the receipt page
- Print itemized charges
- Print price comparisons
CAUTION WHEN USING PACKAGE DEALS!
Package Deals must have itemized detailed documentation and comparisons showing cost savings. You must be able to show that the package was a better deal. Print itemized charges before booking online!

REGISTRATIONS – CONFERENCES, CONVENTIONS, SEMINARS AND TRAINING WORKSHOPS

Cannot prepay registrations more than 180 days in advance of event

May use Small Purchase Card

When 5 or more employees are to attend, the department shall investigate the option of bringing the trainer on site

DRIVING YOUR OWN CAR

See online Mileage Rate Table in effect at time of travel, Section 4215.334.1, for applicable rates.

Employees electing to use their personal vehicle as a matter of convenience for trips exceeding an average of 280 miles per day will be reimbursed for mileage at the reduced rate.

Cannot be reimbursed for normal commuting mileage

TAXIS, SHUTTLE VANS AND OTHER “FOR HIRE” TRANSPORTATION

Receipts are required only if the reimbursement claim exceeds $75 per instance.

Limousines or other forms of luxury transportation are not allowed

A maximum tip of 20% of the taxi cab or shuttle service fare is allowed.

RENTAL VEHICLES

Must request through Transportation Services if travel is initiated locally

Must use most economical type of vehicle available

Refuel before returning the vehicle to contractor

Keep original receipts for vehicle rental and fuel

Employees must decline insurance for domestic travel. (When renting a vehicle in a foreign country, employees must purchase LDW and CDW protection.)
TYPES OF RENTAL INSURANCE

PAI – Personal Accident Insurance
RLP – Renter Liability Protection
ERLP – Extra Renters Liability Insurance
SLI – Supplemental Liability Insurance
PEC – Personal Effects Coverage
LDW – Liability Damage Waiver
SLP – Supplemental Liability Protection
CDW – Collision Damage Waiver
RAP – Roadside Assistance Protection

If any of these appear on the rental vehicle receipt, please deduct from the total, as these charges are **not** allowed to be claimed by employees.

James Madison University employees and students are already covered by Risk Management

Visitors and students may be reimbursed for LDW and CDW protection

**AIRLINE TICKETS**

May purchase tickets from the contracted travel services agencies listed here.

- Academic Programs International (API)
- American Institute for Foreign Study (AIFS)
- C&H Travel Associate, Inc. (dba Travel Leaders, Inc.)
- Lakeland Tours, LLC (dba World Strides)
- Lincoln Travel, Inc.
- Travel Counsellors, Inc.

May purchase tickets using the Travel Card or the Small Purchase Charge Card or personal credit card

Expenditures charged to Travel Card or personal credit card will not be reimbursed until after the trip

Must have proof of payment

Must have **proof of seat class** such as the description of coach, tourist, or economy, and not just the airlines code for seat class. Upgrades in the coach seating area are enhancements and are not reimbursable.

**LODGING**

May be reimbursed for travel while on official business, outside the official station and utilizing **non-luxury** accommodations.
May use the services of a JMU contracted travel agency. See list above in Airline Tickets Section.

All lodging rates are governed by the GSA and travelers must search the website, http://www.gsa.gov/portal/content/104877 for the effective rates.

Approving Authorities may approve reimbursements for lodging up to 50% over the guidelines when circumstances warrant.

The Assistant VP for Finance or designee may approve reimbursements for lodging up to 100% over the guidelines when circumstances warrant.

**An explanation of circumstances justifying the lodging exceptions must be attached to the Travel Expense Reimbursement voucher.**

Lodging may be charged on a Travel Card or personal credit card

Must submit original itemized hotel bill

When two or more people travel on official State business and stay in the same non-luxury hotel room, the cost of the room cannot exceed the amount each individual could be reimbursed at the per diem guideline, had they stayed in separate rooms.

**TRAVEL MEALS**

All Meals and Incidental rates are governed by the GSA and travelers must search the website, http://www.gsa.gov/portal/content/104877 for the effective rates.

The M&IE Rates are reduced to 75% on travel days (day leaving and day returning). Leave day rate is determined by where you lodge that night. Return day rate is determined by where you lodged the night before returning.

The meal breakdown table can be found at http://www.gsa.gov/portal/content/101518

Rates must be reduced by the applicable meal when meals are provided at no cost to the traveler, such as breakfast at hotels, meals at conferences, etc.

**BUSINESS MEALS**

- **Business Meal Certification and Food and Beverage Form** (BMCF)
  - Must be approved and submitted with Travel Expense Reimbursement Voucher. (TERV)
- Itemized, original receipts must be submitted with the TERV

The GSA website, http://www.gsa.gov/portal/content/104877, is used to determine allowable rates. The rate includes tax and tip and is based on where the meal is taken.
Tips are limited to 15% of the food/drink amount before taxes.

You must have a substantive and bona fide business purpose deemed essential to the University’s Mission.

An Approving Authority may, with sufficient justification, approve up to 50% over guidelines.

NO alcoholic beverages will be reimbursed.

**DAY TRIPS**

Cannot receive reimbursement for meals on day trips.

Can receive overtime meal allowance for a travel in overtime status. Overtime status is established by overtime work being essential to the agency’s mission and is in excess of employee’s normal, scheduled work hours. *This allowance is taxable.*

Hours worked and normal work hours must be documented on the Travel Voucher, to support expenditure.

**FOOD AND BEVERAGES PROCEDURES**

*A Business Meal Certification and Food and Beverage Form (BMCF) must be completed for each event.*

*Official Business Function* – Meals hosting prospective employees or guest speakers may be provided when they involve substantive and bona fide business discussions. Working meals for non-routine events and receptions open to the public are also considered official business meals.

*Internal Training Function* – Food and beverages may be provided during formal training sessions conducted through the time of the meal. Departmental retreats must be conducted as training, two hours in length and only one per semester.

  - [Departmental Off Campus Authorization Form](#)
  - Is required for all off campus retreats

*Student Academic Function* – Food and beverages may be provided at student functions that contribute to the academic mission of the university.

*Student Programming/Club Function* – Food and beverages may be provided at functions that contribute to student engagement and support the mission of the University.

Departments must utilize JMU’s Catering and Dining Services unless:

  - Advance permission is given by Aramark that service cannot be supplied by them.
The purchases are for grocery items
- Potluck events
- Events do not meet the Catering department’s minimum order of $50 per delivery.
- The purchase is for pizza only.

For payment processing to the vendor when purchasing food and/or beverages, a BMCF must be completed for each event and submitted with an Accounting Voucher, along with the original itemized receipt to the office of Accounts Payable for payment processing.

For payment processing reimbursing an individual who purchases food and/or beverages, a BMCF must be completed for each event and submitted with the Travel Expense Reimbursement Voucher, along with the original itemized receipt to the office of Accounts Payable for payment processing.

The Small Purchase Charge Card (SPCC) may only be used to purchase pizza from a local vendor. The BMCF and original itemized receipt for each event is to be maintained in the departments' office for future audits or inquiries from the Cash and Investments office. In order to purchase from a pizza vendor, the restaurant exception form must be approved and on file in the Cash and Investments Office.

**INTERNATIONAL TRAVEL**

Prior to traveling internationally, an *International Travel Authorization Form* must be submitted to the appropriate Approving Authority, the appropriate Senior Vice President, as well as the Senior Vice President of Finance and Administration for their approval.

For allowable rates use the GSA web page [http://www.gsa.gov/portal/content/104877](http://www.gsa.gov/portal/content/104877). There are links for the DOD and State Department sites which cover USA and foreign areas.

For currency converter use [https://www.oanda.com/currency/converter/](https://www.oanda.com/currency/converter/). Currency conversions must be calculated using the rate applicable to the date of the receipt. All receipts must be converted.

Submit with the TERV, a printed rate sheet and currency converter sheets for all receipts.

**TRAVEL CHARGE CARDS / ADVANCES**

Faculty & staff members, who travel on behalf of the University, may partake in the Travel Card Program. This program allows the traveler to take a cash advance on the charge card, up to 20% of the cardholder’s limit.

The ATM feature now available on the Bank of America Travel Cards, is meant to be used only for those expenses for which the card cannot be used to direct pay for travel expenses. Cash must be withdrawn via Bank of America ATM’s to avoid transaction
fees. Failure to use Bank of America ATM’s by the traveler will result in the traveler personally bearing the cost of any ATM transaction fees incurred

The vendors will send all bills to the individual cardholder. The cardholder is responsible for the travel charge card charges. Timely processing allows for receipt of reimbursements in time to pay travel charge card bills within the period prescribed by the charge card vendor.

Employees who decline the use of a travel charge card may not receive a Wells One VISA Commercial Credit Card to cover travel expenses, and the University Business Office does not grant travel advances.

Ref. FPM 4215.510 for details.

REFERENCES


  Section 2015 – Expenditure Account Codes and Definitions
  Section 4215 – Travel

TOP 10 MISTAKES WITH TRAVEL VOUCHERS

1. Original receipts not included with reimbursement. Faxed copies are not considered original receipts.

2. Need “original” signatures of the traveler, supervisor and Approving Authority

3. Lodging or M&IE is over the allowed guidelines without justification.

4. Extra insurance on the rental car is not allowed.

5. Fueling charges paid on “car rental receipts” are not allowed.

6. The seat class description is not documented when using air or rail transportation. You must be able to show that it is coach, tourist, or economy, etc.

7. Coding is incorrect.


9. Business Meal Certification Form not submitted with TERV when applicable.
10. Charges are not appropriate expenditure of State Funds.

**NON-REIMBURSABLE EXPENSES**

*This list is not all-inclusive. Travelers should use prudent judgment and remember that all travel expense accounts are open to the public and must be able to sustain the test of public review.*

First Class Airline Tickets
Premiums for upgraded coach fare seating on public transportation
Memberships in clubs for pleasure or recreation
Airline club memberships
Annual fees for personal credit cards
Auto repairs for personal vehicles
Baby sitting
Barbers and hair salons
Golf fees, ski lift tickets, etc.
Frequent flyer upgrades
Health club facilities
Limousines
Prepaid fuel charges to vehicle rental contractor
Theft of personal property or funds
Movies (in flight or room)
Mini bar refreshments
“No show charges” for hotel or car rental
Personal entertainment
Pet care fees
Insurance fees such as LDW, PAI, and CDW for employees (excluding foreign travel)
Optional travel insurance including flight insurance
Books for classes (unless they remain property of State)
Snacks or refreshments unless they meet requirements in (Food & Beverages Procedures)
Non-business related newspapers or magazine subscriptions
Tuxedos or other formal wear
Clothing (non-uniform) or repairs to clothing damaged in the workplace
All expenses related to personal negligence of the employee, such as parking tickets or traffic fines
Party or Picnic supplies
Holiday decorations
Alcoholic beverages
Charitable contributions
Gifts
Meals or travel for family members
Navigation systems