



TRAVEL PROCEDURES  
HOW TO GET WHERE YOU'RE GOING & GET PAID!

**Out of State Travel** – *a travel authorization form is required for ALL out of state travel regardless if travel funds are being used.*

- ✓ Fill out Travel Authorization Form (CSUFRS-30) – at least 4 weeks before departure.  
Please check with your Dean's secretary or department secretary for information regarding completing a CSUFRS-30.
- ✓ Attach to the form, copies of the registration material (indicating costs), lodging information and something that shows the conference dates.
- ✓ A cash advance can be issued three days prior to departure if requested on the Travel Authorization Form and the form is received two weeks prior to the trip. Checks must be picked up and signed for with Kim Spinelli.
- ✓ All original receipts are to be submitted for domestic travel with your Travel Reconciliation form upon return of your trip.
  - **Original** receipts are required for:
    - Airfare, rail fare, or bus fare
    - Car rentals (if prior justification approved before trip) and/or transportation to/from the airports
    - Lodging – at the lowest available rate with an itemized receipt showing a “0” balance.
    - Parking, tolls, and taxis – (there is free parking at Bradley airport with a parking permit that can be obtained by checking the appropriate box on the Travel Authorization – parking at Bradley airport will not be reimbursed)
    - Registration/Tuition fees
  - Receipts are **not** required for:
    - Meals & mileage
- ✓ If a meal package is not part of the registration, or if you need meals for travel days, you can check <http://www.gsa.gov>, click on “per diem rates”, then the location on the map for the area you will be traveling to. You must include your departure and arrival times on your travel authorization form.

If you are driving your own car or a university vehicle, you must provide a copy of your current insurance declaration page showing your name, dates of coverage and limits of liability. This must be on file in the Fiscal Affairs Office prior to going on the trip. You must have a minimum bodily injury liability of \$25,000 each person/\$50,000 each occurrence; and Property Damage: \$25,000. **The current mileage reimbursement rate is \$0.655 per mile.** If you fly or take other public transportation, you may make your own arrangements. However, you must:

- take the most direct route possible and get round trip rates.
- you may combine your trip with personal time (i.e. vacation), providing it's indicated clearly on the travel authorization form.
- travel days are one day before and one day after.

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**In-State Travel** – *A Travel Authorization form is only needed if registration costs are more than \$50.00*

- ❖ You may request a university vehicle by submitting an e-mail to requestvehicles@wcsu.edu.
- ❖ Meal monies are available if you are attending a conference, but not for one day trips. Check [www.gsa.gov](http://www.gsa.gov) for per diem rates.
- ❖ The mileage rate is currently \$0.655 per mile.
- ❖ Mileage for in-state travel is to be submitted on a Mileage Form within 30 days of the following month.

**International Travel**

- ❖ The Travel Office will be completing the Travel Reconciliation Vouchers for all International Travel. Please submit your original receipts to the Travel Office upon your return from your trip. Detailed directions for converting your receipts to US dollars can be found in the Instructions and Sample of Travel Reconciliation Voucher at [www.wcsu.edu/travel](http://www.wcsu.edu/travel).

Things to keep in mind:

- ❖ The lowest cost option needs to be obtained when travelling.
- ❖ If you need to revise your travel authorization form (i.e., costs have gone up or changed by more than 10%), you must have all the proper signatures and indicate that it is a revision, if funding is available for the increase.
- ❖ If you cannot attend the conference, you must notify the Travel Office via e-mail.
- ❖ If you are combining your conference and vacation and need to travel from a different location, the increased costs associated with this are your responsibility.
- ❖ There is no reimbursement for alcoholic beverages, newspapers, magazines, toiletries, or tips.
- ❖ Even if you aren't asking for monies for a conference, you are required to fill out a travel authorization form.

*The Travel Procedures Manual, which includes mileage guides, meals rates, sample forms and more complete instructions, can be viewed at*  
<http://www.wcsu.edu/travel>