



# FAQ About Travel?

## FAQs Regarding Travel:

### **Q: What should I do with my travel claim form?**

**A:** Fill out the form completely, including your vehicle tag number on the claim form. Also, all travel claim forms must be signed by the supervisor before turning them into the Accounting Office.

### **Q: Is my home or the College considered the “City Travel Status Began?”**

**A:** Point of Travel will begin from the location that is closer to the destination. If you will be leaving from your home and your home is closer to the destination than the College, then the city travel status began will be your home.

### **Q: Should I fly or drive to an out of state destination?**

**A:** Whichever is the least expensive. Three quotes are required (prior to the scheduling of travel and approved by your supervisor) to show the least expensive flight was used; if you decided to drive three quotes for flights are also required. The least expensive flight would be used for a cost comparison between flying and driving out of state.

### **Q: What if I have to stay overnight at a hotel?**

**A:** You must present notification from the conference or meeting you will be attending that overnight stay at a particular hotel is required. The notification can be in the form of an e-mail, itinerary, schedule, letter, etc. In order to stay overnight destination must be 60 miles or more from the origin of travel (your home or college whichever is closer).

### **Q: What if I have to stay in an over-flow hotel?**

**A:** If you are required to stay in an over-flow hotel, you must have something in writing from the conference or primary hotel. If they do not provide you with written notification, then ask for one for reimbursement purposes.

### **Q: What about a rental car?**

**A:** Reimbursement is unavailable for rental cars, unless, the overall cost of the rental car is less than a shuttle or taxi, to-and-from the conference destination. If shuttle or taxi service is available to-and-from hotel/conference, you must take the least expensive service.

### **Q: Do I need to provide documentation?**

**A:** Yes, yes, and yes. All receipts (excluding those for meals), conference schedules, programs, and agendas are required when you submit your travel claim form.

### **Q: Will I be reimbursed for meals?**

**A:** Yes, if your stay is over 24 hours you will be reimbursed a state approved per diem rate for meals. Also, if meals are provided they will be deducted from the allowable per diem rate.

### **Q: What if I have more questions or concerns?**

**A:** Contact the Accounting Office at EXT. 502.