**Travel Authorization**

(A.K.A. the “before you go” form)

**Travel Forms** are found on the Controller’s Office website, or ask Lauren to email them to you. Totals are calculated in these Excel forms, so please type your info electronically before printing. **The person traveling must be the person signing**. Lauren is no longer permitted to sign for you except in extreme cases which must be documented (please email Lauren the situation so that she can attach the justification to your paperwork).

**Authorization**: A travel authorization is completed and submitted to Lauren **before** travel occurs. Please estimate the full cost of your travel to the best of your abilities. This includes (when applicable) mileage, airfare, registration fees, lodging, and meals. This form can be confusing, so don’t be shy about asking Lauren for clarification. **An authorization is required in order to be reimbursed.**

**Important**: If you are claiming lodging, make sure to select “check for excess subsistence” and choose a justification. This will allow you to claim the actual cost of lodging, rather than the per diem.



**Reserving a Motor Pool Vehicle:** Your completed and signed travel authorization is your request for a Motor Pool vehicle. Indicate type of vehicle/mileage/rate, and when approved, Lauren will request the vehicle online. Motor Pool staff will notify you via email if a vehicle is available. Mileage rates can be found on the Motor Pool website below.

<http://physicalplant.appstate.edu/campus-services/motor-pool/rentals>

**Per diem and mileage rates** are found on the Controller’s Office website. These change often, so consider bookmarking the following link:

<http://controller.appstate.edu/travel-subsistence-rates>

Please use the per diem for mileage and meals. Lodging has a per diem as well, but it can be challenging to find lodging at those rates. By checking the box (above), you can request funding for actual cost of lodging rather than the per diem.

**Travel Reimbursement**

(A.K.A. the “after you come back” form)

As with the authorization, please complete the reimbursement form **electronically** before printing. Begin with the fields in the **bottom half** of the form. Once these are filled out in full and rates are calculated, the top half of the form will populate. Again, this form can be confusing, so please do not hesitate to ask Lauren.

**Be detailed!** Auditors are very, very picky about travel reimbursements. They really do want to know the from/to and time of departure/arrival for each day you are traveling. Your form will be returned to you if it is missing information, and your payment will be delayed.

**For non-per-diem expenses:**

**Attach zero balance receipts** whenever possible, showing that you have paid in full for the flight, registration, lodging, etc. Ideally these receipts contain the last four digits of your credit card.

**Save boarding passes** and attach them (with the flight itinerary) to the reimbursement.

**Include the receipt for lodging that they gave you upon checkout.** A confirmation of your hotel reservation is not the same as a receipt.

**For per diem expenses:**

Simply keep track of the mileage and the number of meals. No receipts are necessary.

**P-card and travel advances:** If your travel has been approved in full, Lauren can pay for your flight and conference registration up front using the p-card. Lodging **cannot** go on a p-card unless it is to pay for a student trip.

A **travel advance** is another option. You can request a travel advance for a partial or full amount of the estimated cost of the trip in the amount approved. Please keep in mind that you **must still complete the reimbursement form** (even if you are not owed money) in order to “clear” the advance. A travel advance creates extra clerical work for the traveler and for HSOM office staff, so please consider this option only if you absolutely need it.