Travel FAQs & Tips

Question: Where can I find the travel documents I need?
Answer: On the Office of the Controller’s site:
http://www.msudenver.edu/controller/resources/forms/travel/
The Travel Guide can also be found at this site.

Question: What documents and receipts are required when submitting a Post Travel TA?
Answer: From Travel Guide Section VI: (my emphasis in parentheses)
Expense reimbursements may not exceed the total per diem meal allowance plus the actual cost of lodging and incidental expenses.
The following documents MUST be attached to the Travel Authorization form:
1. Airline ticket, boarding pass and/or flight itinerary.
2. Receipt for registration, if not pre-paid by MSU Denver.
3. Brochure or Agenda showing the dates of the conference.
4. Itemized hotel receipt showing a zero balance.
5. Receipts for incidental expenses over $25.00. (If receipts are not submitted the maximum reimbursement is limited to $25.00 per expense.) Incidental expenses can include:
   - Parking at DIA
   - Baggage fees
   - Taxi fares
   - Internet fees (in room or in flight, must be for business purpose and not personal)
   - Rental vehicles (must be pre-approved by the Approving Authority)
   - Fuel for rental vehicle

Question: What is the difference between the “incidental” included in the per diem, and incidental expenses?
Answer: For domestic and in-state travel, the $5 max incidental per diem is allowed in addition to the 3 meals a day. The $5 incidental is included in the total of the per diem field on the Post TA. The $5 is not allowed on the final day of travel, it is only allowed for the nights you spend while on travel status. For International travel, the allowed incidental will be determined by the destination. Non per diem incidental expenses can include:
   - Parking at DIA
   - Baggage fees
   - Taxi fares
   - Internet fees (in room or in flight, must be for business purpose and not personal)
   - Rental vehicles (must be pre-approved by the Approving Authority)
   - Fuel for rental vehicle
**Question:** Where can I find the current in-state, domestic and international per diem rates?
**Answer:** The per diem rates can be found on the Controller’s site ([http://www.msudenver.edu/controller/resources/forms/travel/](http://www.msudenver.edu/controller/resources/forms/travel/))

The domestic per diem breakdown can be found on page 12 of the Travel Guide.

**Question:** Do I need to submit original hard copies of my TA via intercampus mail?
**Answer:** In the interest of reducing our waste and impact on the environment, and as a cost saving measure, Accounts Payable encourages all departments to scan and email all Travel (and other AP) related documents to our general AP Inbox at accountspayable@msudenver.edu This includes Pre and Post TAs and all documents requested above for reimbursement.

**Question:** How do I apply for a VISA Travel Card?
**Answer:** Take the travel training online ([http://www.msudenver.edu/controller/resources/training/travel/traveltrainingonline/](http://www.msudenver.edu/controller/resources/training/travel/traveltrainingonline/)) and the Travel Card Program Admin will contact you to provide the travel card application. The travel training must be completed every two years to ensure that travelers are current with the policy and procedure.

**Question:** What is the point of having a Travel Card when the Event Card gets paid directly from the University?
**Answer:** There are limitations with using the Event Card and Travel Card. The Travel Card is intended to assist individual’s business related travel expenses and provide a wide array of insurance and traveler benefits. While the Event Card is tax exempt and primarily intended to support travel related purchases for meetings, occasional travelers and guests of the University. The main limitation on the Travel Card is that it may only be used for the cardholder’s own travel expenses. The advantage of the Event Card is that it may be used for anyone’s travel expenses.

**Question:** What is the current mileage reimbursement rate?
**Answer:** As of January 1, 2015 the mileage rate is $0.52 per mile. This rate is determined by reimbursing 90% of the current IRS mileage rate. This rate generally changes every January 1st. Check the Mileage and Parking form on our webpage for the current rate.

**Question:** How long do I have to turn in my Local Travel - Mileage and Parking Form?
**Answer:** We ask that you turn in your forms monthly to ensure the proper expenses are recorded in the proper month for your department’s budget. If you are unable to submit them monthly, we ask that they are submitted at least quarterly.
**Question:** I have a conference to attend out of state and I’m leaving on a weekend. Can I claim mileage from home to DIA?

**Answer:** You can only claim mileage from home if it’s less mileage from the University to DIA. The standard mileage from MSU Denver to DIA is 50 miles round trip; this equals $26 at the current rate of $0.52 per mile.

**Question:** Do I need to submit a pre TA when all of my travel expenses are covered by a sponsor or outside agency?

**Answer:** Yes, a pre TA needs to be submitted to the Accounts Payable Office prior to your travel even if there are no travel expenses for MSU Denver. This is for insurance purposes if anything happens to you while on a business trip for MSU Denver.

**Question:** What documents do I need to reimburse a non-employee for travel expenses, such as a candidate?

**Answer:** The Non-Employee Reimbursement Form. The form can be found on the Office of the Controller’s site ([http://www.msudenver.edu/controller/resources/forms/travel/](http://www.msudenver.edu/controller/resources/forms/travel/))

1. Copy of their W-9 Form
2. Copy of a valid identification card
3. Receipts

**NOTE:** Non-employees are not required to be reimbursed from listed per diem rates, and can be reimbursed up to the current IRS rate for mileage. They can be reimbursed any rate(s) mutually agreed upon between the Non-Employee and department, at the discretion of the Department Chair or other Approving Authority.

**Tips:**

1. Per Diem rates will change effective October 1, 2015.

2. Receipts are not required for Per Diem (meals) because the traveler will be reimbursed up to the maximum Per Diem rate for their destination.

3. When requesting a cash advance and/or prepayments for registration and/or lodging to be made by the University, please submit the Pre TA, with backup documentation to AP at least ten (10) working days for Domestic Travel prior to the travel date to make sure that all requests are satisfied. For International Travel, the Pre TA must be delivered to AP at least thirty (30) calendar days prior to departure, with sixty (60) days being ideal.

4. Upon returning from the trip, the traveler must complete a post-TA form within thirty (30) working days. If a traveler has a delinquent travel with advance, no further travel advance will be processed until the previous TA has been turned in to Accounts Payable to be finalized.
5. Regardless of the manner of reimbursement, ACH, picking up check at Cashiering, or mailing check to the traveler, the traveler’s current home address must be listed on the TA. This is a fail-safe measure in case the ACH system isn’t working, or the Cashiering Office is required to mail the check out. It is a top priority of the entire Accounting Services office that you get your reimbursement.

6. As you know, a majority of MSU Denver Employees are signed up for ACH deposits as a cost saving measure. Generally only students and non-employees will have their checks mailed to them, or be given the option of picking it up at the Cashiering Office. If an employee requires an exception to this guideline, please contact the Accounts Payable Manager.

7. The traveler’s 900# must be included on the Pre and Post TA.

8. The minimum Travel Advance is $200, if the requested amount is less than $200, no advance will be issued.

9. The maximum Travel Advance is $1,500, this amount can be exceeded with approval from the Controller.

10. If the traveler is traveling with students, a roster of students must be submitted with the TA. Only one TA for the Faculty or Staff is required. Any advances for students will be paid to the permanent employee, who will distribute the advances to the students. The reimbursement will also be paid directly to the employee who is responsible for distributing any money owed to the students.

11. All travel forms and the Travel Guide can be found on the Office of the Controller’s site: [http://www.msudenver.edu/controller/resources/forms/travel/](http://www.msudenver.edu/controller/resources/forms/travel/)