Travel Quick Reference Guide

Review full travel policy for detailed information at: http://www.radford.edu/content.accounting-services/home/travel.html

Day travel, non-sponsored programs/grant funded or non-exception overnight travel less than $500 must be approved verbally by the supervisor. A Request for Travel (RFT) Form is no longer required under these circumstances. All travel expenses to be reimbursed must be entered into Self-Service Banner to encumber funds regardless of whether an RFT is required.

Request for Travel (RFT) Requirements:

RFT Form is only required under the following circumstances:

- All travel funded by Sponsored Programs (i.e. grant funds) regardless of amount
- All overnight travel that exceeds $500 regardless of funding source (i.e. state, foundation, or personal funds)
- All exception based travel to include:
  - When Travel Designee Approval (as appointed by the President) is required:
    - Lodging Exceptions - up to 50% over the guidelines
    - Alternative Lodging
  - When President Approval is required:
    - Travel involving 4 or more employees to the same destination (One coordinator should be designated to collect all travel documentation to submit to President’s Office with a memo stating the justification of 4 or more traveling)
    - International travel (areas outside of the 48 contiguous United States)
    - Cabinet Secretary approval (coordinated by the President’s Office) - Secretary of Education approval required for international travel involving 4 or more employees

A Travel Expense Reimbursement Voucher (TERV) will not be processed without the required supporting documentation. Therefore, when in doubt or if there is potential for the cost of the overnight trip to exceed $500, an RFT Form should be completed in advance.

Purchase Requisition Number:

- Purchase requisitions numbers will be entered on the RFT after approval has been obtained
- Separate purchase orders/requisitions must be entered for:
  - Airfare (Self Service Banner)
  - Enterprise rental (Self Service Banner)
  - Registration fees (eVa)
  - M&IE and other costs paid by the employee that are items to be claimed on Travel Expense Reimbursement Voucher (Self Service Banner)

Meal/Incidental and Lodging rates:

- Must comply with rates as defined in the CAPP Manual (link provided below)
- For accuracy use the M&IE Calculator located on the Accounting Services website. Be sure to check the ‘Round up’ option
- Provided meals must be removed from the allowable meal per diem
Travel Expense Reimbursement Voucher (TERV) Requirements:

All travel reimbursement requests must be entered into Self-Service Banner (SSB) to encumber funds regardless of whether an RFT Form is required in advance. Departments are responsible for developing internal procedures for approval of travel involving day trips and non-exception overnight travel that is less than $500.

- Original Receipts: must be submitted (e.g. registration, parking, gas, tolls, hotel bill showing zero balance, etc.). When procuring on-line airfare services the following documentation must be submitted with the TERV:
  - A hardcopy final page from Internet site showing total cost and confirmed service
  - A receipt showing traveler’s name and total amount paid
  - An airline confirmation (e.g. ticket stub) of the type of ticket purchased (e.g. coach, business)
- The traveler must sign and date TERV PRIOR to supervisor signature.
- The traveler must submit the TERV to the supervisor within 30 working days after completion of the trip.
- TERV must be submitted to Accounts Payable along with supporting documentation (e.g. properly approved RFT, original receipts, etc.).

Business Meals Required Elements:

- Purpose of the business meal
- A list of meal participants
- Original itemized receipt
- Approval by Travel Designee
- Per diem allowance applicable to the business meal must be deducted from the daily M&IE allowance

Friendly Reminders:

- Use of university funds to accommodate personal comfort, convenience, or taste is not permitted.
- Individuals who travel on official university business must exercise economical judgment in making travel arrangements. Travelers and travel planners must seek ways to reduce the costs of essential travel.
- Travel expenses are open to the public and must sustain the test of public review.

References:

- Accounting Services Website: [http://www.radford.edu/content/accounting-services/home/travel.html](http://www.radford.edu/content/accounting-services/home/travel.html)
  - University Travel Policy
  - State Travel Policy (CAPP Manual Topic 20335)
  - Self Service Banner Travel Instructions
  - RFT Form
- Food and Beverage Policy: [http://www.radford.edu/content/financial-services/home/policies-procedures.html](http://www.radford.edu/content/financial-services/home/policies-procedures.html)

For Questions or concerns please contact: Accounts Payable at 831-7616 or 831-7614