TRAVEL GUIDELINES:
How to Interpret Grant Guidelines when preparing travel

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Travel Tips

- This will be a brief overview of the travel process, including frequently asked questions (FAQ’s).

- Complete travel guidelines for Radford University can be found at http://apas-web.asp.radford.edu/forms/travel/20335.pdf
MEMORANDUM

TO: All Campus Departments

FROM: Evelyn Wilson  
William Shorter

DATE: October 31, 2008

SUBJECT: Banner Finance Implementation Update – Travel

We are continuing to work on procedures for processing travel transactions using eVA and/or Banner Finance. Please continue following the interim procedures that were communicated in the August 1 memorandum to campus. However, please note there is one change related to the PR# field on the Enterprise Rental Car Reservation form. The interim procedures are as follows:

Do not enter any travel reimbursements to employees in eVA. However, travel expenses that are paid directly to a vendor and are not reimbursed to the employee (e.g., registrations) should be entered into eVA to generate a purchase order for payment processing.

Travel requests should continue to be submitted for President or designee approval on the current Request for Travel form. Request for Travel forms should continue to include all estimated costs of the trip.

For airfare, the attached Airfare Requisition Sign-off form should be completed and signed by the appropriate vice president or designee. The original should be sent to Christian Travel and a copy should be faxed or mailed to Accounts Payable. During this interim period, there will not be a purchase order number, so this field may be left blank.

For rental cars, continue to complete the Enterprise Rental Car Reservation form located on Facilities Management’s webpage (see link at http://www.radford.edu/~fac-man/Transportation/Enterprise.htm). However, in the PR# field, enter a seven digit number that will be comprised of the current IFAS department code to be charged and the calendar day (ordinal date) of the year corresponding to the day of departure. For example, if your IFAS department code is 1622 and your trip is beginning on October 29, the seven digit code would be 1622303. The ordinal date is shown on many calendars or can be obtained at http://www.fs.fed.us/raws/book/julian.shtml, using the Leap Year calendar for 2008. Continue to fax a copy of the form to Enterprise and to Accounts Payable.

At the conclusion of the business travel, complete the attached Travel Reimbursement form and send to Accounts Payable for processing.

Please contact Accounts Payable (ext. 7609, fax 7732, Box 6906) if you have questions.

Thank you for your patience with these adjustments to our procedures during this interim period. If you have questions, you may contact Evelyn Wilson at 6239 (email at ecwilson@radford.edu) or Bill Shorter at 5794 (email at wshorter@radford.edu).
Look Closely

- Does your grant allow travel and do you have funds budgeted?

- All RU guidelines must be adhered unless your sponsor’s guidelines are more restrictive than RU’s.
Fill out a request for travel and get all appropriate signatures *(prior to making arrangements)*.

Is it domestic or international travel.
Know the Rules

- Private vehicle or rental car
- Lodging rates
Know the Rules

- M& IE (Meals and Incidental Expenses)
- Business Meal Reimbursement
- For Hire Transportation
Non-reimbursable expenses:

- Day meals (excluding business meals)
- Lost or stolen articles
- Alcoholic beverages
- Damage to personal vehicle
- Entertainment expenses
- Towing charges
- Expenses for children, spouses and companions
You’ve returned from your trip—now what?

- Gather all receipts
- File a travel reimbursement voucher
- Attach your request for travel
- Route for signatures
- Travel voucher arrives at Accounts Payable
- You get a check!
Just the FAQ’s

- Can I claim meals on a day trip?
- I failed to get a receipt, what do I do?
- Private vehicle or rental car?
- I have more questions on travel, who do I ask?