TRAVEL EXPENSE VOUCHERS MUST BE SUBMITTED WITHIN 60 DAYS OF TRAVEL.

Receipts (ORIGINALS ONLY) must be attached to voucher. If you are using a canceled check as a receipt of payment, you must submit a photocopy of the front and back.

SUBSISTENCE RATES AS FOLLOWS:

NON-OVERNIGHT TRAVEL:
Lunches reimbursable at actual expense if they are part of a meeting or a conference (receipt required).

Student teacher supervisors are allowed $2.35 for lunch when they are at least 15 miles away from headquarters.
(NO lunch for intern supervisors)

AFSCME – Employees who are required by the Employer to travel at least 15 miles from their normal work site as measured by the shortest regularly traveled route and whose work assignment requires that they remain away from said normal work site during their normal lunch period shall be reimbursed for out-of-pocket lunch expenses not to exceed $6.00 including sales tax. These allowances for subsistence require no receipts or other accounting. However, they are not flat allowances and only amounts expended may be claimed (Managers and faculty receive zero compensation).

*$8.00 meal subsistence is allowed when you work at least two hours overtime.
(Faculty, Managers, and Staff, two hours before 8:00 a.m. or two hours past 4:30 p.m).

IF YOU HAVE BEEN INFORMED OF THE OVERTIME AT LEAST TWO HOURS PRIOR TO THE BEGINNING OF YOUR SHIFT. YOU MUST BE AT LEAST FIFTY MILES FROM BOTH HOME AND HEADQUARTERS TO CLAIM ALLOWANCE.

*$46.00 OVERNIGHT TRAVEL OR SATURDAY & SUNDAY;
MANAGEMENT, FACULTY (APSCUF) & STAFF (AFSCME)
(Overnight travel not a part of full 24 hr. period)*Board of Governors 1986-07-A effective 10/12/86
   0 Hours to less than 3 Hours =none
   3 Hours to less than 6 Hours =25%
   6 Hours to less than 15 Hours =62.5%
   15 Hours to less than 24 Hours =100%

When any meals are included in the conference or hotel rates, they must be deducted as follows: *effective 10/12/86

   $9.66 for breakfast (21%)  $9.66 for lunch (21%)  and  $26.68 for dinner (58%)

LODGING RATES AS FOLLOWS:

Lodging costs are limited to $70.00, plus tax, per night for Pennsylvania locations Lodging for high substance areas according to list.

If additional reimbursement is claimed, please justify the additional expense, such as, conference site, least expensive in area, etc. ***Required by auditors.

RECEIPTS ARE REQUIRED FOR ALL EXPENSE EXCEPT THE FOLLOWING:  *effective 4/9/98 #198607-A
Business expenses incurred for such items as telephone, telegraph, registered or certified mail, taxi, local transportation, and other miscellaneous expenditures. Charges for laundry, dry cleaning, or other personal services are not reimbursable unless the employee is in continuous travel status for more than five days.

Itemized receipts are required for any single miscellaneous expense reimbursement requested for amounts in excess of $35.00.

**Mileage allowance for personal car is currently 51 cents per mile.** *effective 01/1/2011*

If requesting a State Vehicle, please submit travel approval request to Bill Fisher Transportation Office first. Do not encumber yourself.

All signatures are required prior to submission to Accounts Payable Office. If signatures are missing, the forms will be returned via university mail to the department. This will delay payment.

**OUT-SERVICE TRAINING FORMS:** Are used when you wish for the conference fee to be paid directly to the training source.

If you have any questions regarding travel reimbursement, please contact Susan Hayes - #4017 or Tina Campbell - #4577
If you have any questions regarding how to go about a difficult travel situation, call Danielle Peters - #4647

**LIST OF WHERE COMPLETED FORMS SHOULD BE SENT:**

- Out-Service-Training Form send to Accounts Payable (Waller Bldg.)
  **Make sure OS is encumbered. Please send 1 copy and original of OS and registration form. The registration form showing amount due and payee.**

- Travel Expense Form (1 copy and original) with approval and receipts sent to Accounts Payable

Checks are cut on Monday, Wednesday, and Friday each week.
Please plan ahead and allow for us to process your documents.