



EMPLOYEE TRAVEL GUIDE

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Introduction

This travel guide is provided to assist Frostburg State University employees and students on official University business with travel procedures and reimbursement processes. All travel paid for by the University must be for a legitimate business purpose and be allowable under all applicable United States, Internal Revenue Service, State of Maryland, University System of Maryland, and Frostburg State University regulations, policies, and procedures. This document is simply meant to act as a guide and is subject to change without notice due to changes in various regulations, policies, and procedures. This guide is primarily for employees and students. It would also apply to job candidates with additional restrictions set by Human Resources. Many aspects of this guide would also be applicable to University contractors as it relates to rates and allowable expenditures, but their payments are made based on the terms of their contract and paid via the vendor payment processes.



Travel Term Definitions

Advances – Funds loaned to an employee to pay for travel expenses not payable by purchase order or chargeable to a credit card. Advances are only available for admissions recruiting, athletic team travel, student group travel, or individual travel outside the State of Maryland and Washington, DC that requires an overnight stay. Advances are limited primarily to meals and mileage. Advances take the form of either cash (working fund check) or through the use of a University Diners Club card. Those employee's issued a Diners Club card are normally not eligible to receive cash advances.

Agenda – A list of activities in the order they are to occur. For travel expense purposes the agenda should include any meals that were provided.

Commute Miles – The number of miles you normally travel from your home to your primary place of employment.

Destination – Name of meeting or conference and the city, state and/or country where it is held.

Domestic Travel – Travel within the United States and its territories.

Fares - Fees paid for public transportation on planes, trains, buses, and ships. Travel must use the least expensive logical fare via the most direct route (or other reasonable routing that result in a lower fare). All fare receipts must be itemized with the common carrier's name, the passenger's name, dates of travel and itinerary, and the method of payment. All airfares paid for with federal funds are required by the FLY AMERICA Act to exclusively use U.S. common carriers unless it can be documented that none are available. Only coach fares may be used and no upgrades or extra services may be paid for by the University.

Foreign Travel - Travel to and within countries other than the United States and its territories.

Incidentals – Miscellaneous expenses that occur during business travel. These include ground transportation once you reach your destination, parking fees, tips and gratuities, telephone, internet, laundry, parking, road and bridge tolls, etc. For domestic travel incidentals are reimbursed on an itemized receipt basis with the exception of tips/gratuities. The only tips/gratuities reimbursable are for baggage handling at \$1 per bag in and out for up to two bags, and transportation tips at 15% of the total fare. For foreign travel, incidentals are included in your per diem rate.

In-State Travel – Travel within the state of Maryland and the District of Columbia.

Itemized Receipts – Itemized receipts must be originals and, at a minimum, contain the name of the Merchant/Provider, their address and/or phone number, the description and price of each item purchased, taxes, the total, the date, and the method of payment. In the case of receipts for common carrier fares (air, rail, bus, or ship), vehicle rentals, and lodging, the receipt must also display the traveler's name. In the case of a hand written receipt, the signature of the issuing agent is also required.

Itinerary – A detailed list of destinations and route of travel.

Office – The location that is assigned as the employee’s primary place of business. For example if you have both an office in Frostburg and in Hagerstown which one is your primary place of employment? This information is required by the IRS to ensure you are not being paid expenses for travel to and from your primary place of business.

Out-of-State Travel – Travel within the United States and its territories, but outside of the State of Maryland and the District of Columbia.

Per Diems – Flat rates paid to individuals for meals (including gratuities) instead of using itemized receipts. For domestic travel (the U.S. and its territories) it is the daily rates set by the USM Board of Regents biannually. For foreign travel per diem rates include meals (including gratuities) and incidentals. These daily rates vary by location and are set on a monthly basis by the U.S. State Department.

Purpose of Travel – this is the business reason and justification for travel (instruction, recruitment, business, professional development, etc.). All travel must be essential to the performance of your job duties. Copies of formal agendas or itineraries must be attached.

Territory Covered – All locations traveled from and to (i.e. FSU, Frostburg, MD > UMCP, College Park, MD > return to FSU).

Policies and Procedures

The University's travel is governed by numerous policies and procedures at the federal, state, USM, and institutional level. Below is a listing of most of those policies. In the event of conflicting policies the most restrictive policy takes precedence.

State of Maryland

[Accounting Procedures Manual](#) – This manual is from the Comptroller of Maryland General Accounting Division and is required to be followed by all state agencies. The two major sections that affect travel are 3.1.10 and 3.1.15.

[COMAR 23.02.03.*](#) - This is the Code of Maryland Regulations. Regulations 23.02.03.01 through 23.02.03.12 govern travel for state agencies.

[DBM Travel Policies](#) – Maryland Department of Budget and Management travel policies for state agencies. Although USM is exempt from DBM's travel policies these are the base of most of the USM travel policies and these policies are referred to if something isn't addressed in USM policy.

[DBM Fleet Management Policies](#) – These policies govern the use of state vehicles and private vehicle use reimbursement.

[Insurance](#) – The purchase of insurance for rental cars and travel is prohibited by the State.

Air travel insurance is provided through the State Treasurer's Office. Beneficiaries are those designated with the Maryland State Retirement and Pension System. Questions concerning policy coverage or the designation of beneficiaries shall be directed to the State Treasurer's Office.

When contracting for a rental car, companies usually offer additional options that may include Collision Damage Waiver (CDW) or Loss Damage Waiver (LDW). When renting a vehicle for State/University business, renters **should not purchase** these additional options. These are covered by the State under the *Maryland Tort Claims Act*. Please note, when signing the rental agreement, the renter **must** include their name, **Frostburg State University, and the State of Maryland**.

[Procurement Card Manual](#) – Procurement cards may be used for conference registrations, hotels, and rental cars. They may not be used for meals, admission tickets/fees, airfare or other common carrier fares.

University System of Maryland

[University System Travel VIII-11.00](#) – This policy governs all travel for the University System of Maryland.

Schedule of Reimbursement Rates VIII-11.10 – This establishes the basic lodging, meal, and mileage reimbursement rates for the University System of Maryland. Rates may be further restricted or reduced by institutions, individual grant agreements, other policies, etc.

Frostburg State University

Travel Procedures Policy 3.029 – This policy governs all travel for Frostburg State University.

Travel Approval Policy 3.090 – This policy governs the approvals required before doing University travel and after for the reimbursement of expenses. A pre-approved travel request form is required for all travel outside of the State of Maryland and Washington, DC.

Candidate Reimbursement Policy 3.103 – This policy governs the reimbursement of job candidates for travel related to their interview. Please contact Human Resources for additional guidelines and restrictions.

Diners Club – Diners Club Cards are the University's Travel Credit Cards. These cards are available to frequent travelers on official University business. These cards replace travel advances and can be used for any allowable travel expenses where the card is accepted. These cards are primarily used by the University's Admissions Office for recruiting and the Athletic Department for team travel, but may be issued to other travelers if circumstances warrant it.

Procurement Cards - Procurement cards may be used for conference registrations, hotels, and rental cars. They may not be used for meals, admission tickets/fees, airfare or other common carrier fares.

Currency Conversion – All expense forms must be completed in U.S. currency and all receipts must be converted to U.S. currency. Receipts should be attached to show rate currency was exchanged at for cash transactions. For credit card transactions, credit card statements should be attached to show the rate at which the credit card company converted the charges to U.S. dollars. If no documentation is available then the currency converter in the above link must be used to determine the rate for the date the transaction occurred.

Federal

Fly America Act – Travelers are required by 49 U.S.C. 40118, commonly referred to as the "Fly America Act," to use United States air carrier service for all air travel and cargo transportation services funded by the United States Government.

State Department Per Diem Rates – USM policy allows reimbursement of meals and incidentals using the U.S. State Department Per Diem Rates. These rates are revised monthly and vary by location.

IRS Accountable Plans – Since the State of Maryland and the University System of Maryland travel is under an accountable plan, all travel must follow the Internal Revenue Service's requirements

for an accountable plan. By following the IRS accountable plan rules employees' travel reimbursements are tax exempt. If we do not follow these rules then all employees travel reimbursements would become taxable income. Please note that the IRS accountable plan regulations require all expense forms to be submitted within 60 days of the travel occurrence.

Pre-Approvals

In-State Travel

In-State travel includes travel within the State of Maryland and Washington, DC. This travel only requires the approval of the employee's supervisor and department manager. A formal pre-approved travel request form is not required unless a travel advance is requested from the University's Working Fund.

Out-of-State Travel

Out-of-State travel includes all travel outside the State of Maryland and Washington, DC, but inside the United States and its territories. This travel requires a pre-approved travel request form approved by the department manager, and the appropriate Dean, VP, or the President before the trip occurs. The request form should include all anticipated expenses for this trip regardless of whether they are to be paid by Purchase order, Procurement Card, Travel Card, or Employee Reimbursement. For Purchase Orders, Accounts Payable must receive the pre-approved travel request form before a requisition is approved and rolled to a Purchase Order. Accounts Payable must then attach a copy of this form to all invoices paid from those Purchase Orders. For Procurement Cards, a copy of the form must be attached with the original itemized receipts to the Procurement Card Log before it is submitted to Procurement. For expenses submitted on an expense form (Travel Card and Employee Reimbursement), Accounts Payable must have this form to attach to the expense form before it can be processed for payment.

Foreign Travel

Foreign travel includes all travel outside the United States and its territories. This travel requires a pre-approved travel request form approved by the department manager, and the appropriate Dean, VP, or the President before the trip occurs. The request form mostly includes all anticipated expenses for this trip regardless of whether to be paid by Purchase order, Procurement Card, Travel Card, or Employee Reimbursement. For Purchase Orders, Accounts Payable must receive the pre-approved travel request form before a requisition is approved and rolled to a Purchase Order. Accounts Payable must then attach a copy of this form to all invoices paid from those Purchase Orders. For Procurement Cards, a copy of the form must be attached with the original itemized receipts to the Procurement Card Log before it is submitted to Procurement. For expenses submitted on an expense form (Travel Card and Employee Reimbursement), Accounts Payable must have this form to attach to the expense form before it can be processed for payment.

Types of Travel

Business Travel

Travel to meetings and events required to perform your essential duties as an employee of the University or travel to perform the requirements of a grant or contract administered by the University.

Instructional Travel

Travel to perform instructional duties such as teaching or internship monitoring away from your assigned place of business.

Conferences/Training/Development

Travel to conferences, workshops, training, or other types of employee development in order to perform the duties of your position.

Student Group/Team Travel

University sanctioned travel for student educational travel, athletic team travel, or student funded recreational activities.

Recruiting

Travel required for the recruitment of students, athletes, and employees.

Payment Methods

Reimbursement

Employees are reimbursed for eligible expenses paid directly by them based on itemized original receipts and/or meal stipend and mileage rates. Expense forms are audited, approved, and processed by the University's Accounts Payable Department. They are then forward to the State of Maryland Comptroller's Office for further audit and payment. If employees are direct deposit on the Payroll then their payment is sent via ACH to the same bank account as their paycheck. Otherwise, the State mails a check directly to the employee's permanent address as provided on the IRS W-9 form they submitted to Accounts Payable.

Procurement Card

Limited travel expenses may be chargeable to your University Procurement Card. These include Hotels, Rental Vehicles and Fuel, Parking, Tolls, and Conference Registration Fees. Meals and Common Carrier Fares may not be charged to a University Procurement Card. Some allowable expenditures may not be chargeable based on the Vendor used depending on what type of merchant they are registered as with the credit card company. All charges to procurement cards require original itemized receipts that must be submitted to Procurement with the procurement card log along with a pre-approved travel request form in the case of travel outside the State of Maryland and Washington, DC. Copies of these receipts marked with "P-Card" at the top must also be attached to the expense form you submit to Accounts Payable.

Diners Club Travel Card

University Diners Club Card may be issued to frequent travelers such as Admissions, Athletics, International Studies, and executive level staff. This is a MasterCard that can be used for any allowable travel expenses. This card may not be used for supplies, materials, or any other non-travel expenses. Charges on a University Travel Card are treated like an advance and are reported on an expense form with itemized receipts. The amount charged is deducted at the bottom of the expense grid as an advance. The original itemized receipts marked with "Diners Club" at the top must be attached to the expense form.

Purchase Order

Vendors may be paid directly through the use of a purchase order. Purchase Orders are mainly used in the case of travel to pay vendors such as travel agencies who will bill us (i.e. Travel World) and for conference registration fees. The department must complete a requisition and in the case of travel outside of the State of Maryland and Washington, DC, a pre-approved travel request form submitted to Accounts Payable. These requisitions will be routed through work flow to Accounts payable for approval. Once received Procurement will roll the requisition to a Purchase Order. The vendor will then

send an invoice to Accounts Payable who will process it and forward it to the State for audit and payment. In the case of a registration fee, if the vendor does not issue invoice then the department needs to send the completed registration form to Accounts Payable in order to process for payment. These forms should be submitted 30 days in advance of the payment due date.

Travel Cash Advance

These are funds loaned to an employee from the University's Working Fund for travel expenses not payable by purchase order or credit card. Funds normally may not be advanced more than seven days before the trip and must be settled by submitting an expense form with original itemized receipts and returning unspent funds within seven days of the completion of the travel. Any outstanding advance not settled in a timely manner will be sent to the University Billing Office to be billed to the employee plus a thirty dollar late fee for billing and collection costs. Any invoice not paid within the time limits set by the State will then be transferred to the State Central Collection Unit where an additional seventeen percent of the outstanding balance will be charged by CCU for collection costs.

Expenses

Registration/Admission Fees

Conference/Workshop Registrations - Only fees for conference/workshop registrations for the employee are reimbursable with an itemized original receipt and agenda. Fees for spouses and guests or optional activities are personal expenses of the employee and may not be paid for by the University. The conference or workshop must have a legitimate business purpose related to the employee's duties at the University.

Athletic Event Admission Fees - Admission fees to Athletic events for recruiting purposes only are allowable for the employee. Admission/registration fees for Athletic teams competing in a tournament are allowable. For team travel a list of participants is required. In all cases, an itemized original receipt is required and payments for spouses or guests are considered personal and are unallowable.

Miscellaneous Admission Fees - Admission fees for University sanctioned student group travel for educational purposes (i.e. lectures, museums, cultural events, etc.) or for student funded recreational travel (i.e. entertainment venues) is allowable with an itemized original receipt and list of attendees. Spouses and guests are considered personal expenses and may not be paid by the University.

Vehicles

State Vehicles – A state vehicle may be available for use for University Business to FSU employees and students. All drivers must be approved by [University Police](#) to drive a state vehicle. Any driver with six or more points on their driving record is ineligible to drive a state vehicle. There currently is no charge for using a state vehicle unless the total miles for your trip exceed 900 miles. Your department will be charged the current mileage rate for each mile over the 900 mile limit. Reservations for the Frostburg Campus may be made through the [i-pool system](#). For those employed at the USMH campus there is a vehicle available through the Education department.

Personal Vehicles – A properly insured personal vehicle may be used with the appropriate approvals for any mileage reimbursements. Fuel, maintenance, and insurance on personal vehicles may not be reimbursed. These are covered under the mileage reimbursements.

State Vehicle Not Available - If no State Vehicle is available you may be reimbursed at the full [mileage rate](#) approved by the Board of Regents with the appropriate documentation. For the FSU Campus, you must attach a screen shot from the i-pool system showing no State Car was available. For the USMH Campus, you must attach a photo copy of the vehicle reservation log showing the vehicle was not available. An exception for having the screen shot from the i-pool system is made whenever parking at an airport is required for travel. State cars are not permitted to be parked at an airport overnight; therefore, full-rate mileage is paid without having the screen shot.

State Vehicle Available - If you have not been approved to drive a state vehicle, not checked to see if one was available, or chose to drive a personal vehicle when a state vehicle was available, then you may be reimbursed at the half [mileage rate](#). Eligible job candidates may be reimbursed at the full mileage rate within any procedures and restrictions set by Human Resources.

Rental Vehicles – A rental vehicle may be used where deemed necessary with the appropriate approvals. Itemized original receipts are required for all vehicle rentals.

Rental - The vehicle rented must be the least expensive size available to accommodate the trip's requirements (typically an economy or compact sized vehicle). Rentals must be made in the name of the renter, the State of Maryland, and Frostburg State University. [Discount codes](#) available to the University must be used when making rentals. No additional services or insurance may be purchased with the exception of rentals outside of the United States. University Diners Club or Procurement cards must be used whenever possible.

Insurance – Additional insurance should not be purchased as these expenses are not reimbursable for travel within the United States. The State of Maryland is [self-insured](#) and collision and loss damage waivers are covered under the [Maryland Tort Claims Act](#) for rentals within the United States. For vehicles rented outside the United States this insurance should be purchased. If not covered under personal insurance, job candidates also may be reimbursed for this insurance if approved by Human Resources since they are not State of Maryland employees or FSU students. University [Diners Club](#) or [Visa Procurement cards](#) are required to be used whenever possible because these cards provide an additional level of coverage. Also University of Maryland [discount codes](#) should be used as these also provide coverage at no additional charge. Frostburg State [discount codes](#) may be used as long as you are using a Diners Club or Procurement card only as these [discount codes](#) do not provide additional insurance. The State of Maryland is [self-insured](#) and requires a \$1,000 deductible per insurance claim. If a vehicle is damaged, the deductible will be charged to the renting department. If the cost of the repair is less than \$1,000, the actual cost of the repair will be charged to the renting department instead. Only the approved renter is authorized to drive the rental vehicle for liability purposes since the vehicle is rented by the State of Maryland and Frostburg State University.

Fuel – Fuel for rental cars may be purchased using a University Diners Club or Procurement Card, or may be reimbursed. The most economical grade of gas required by the vehicle should be used. Itemized receipts are required for all purchases.

Meals

Domestic Meals – Domestic meals are those provided within the United States and its territories. To qualify for any meals you must be in travel status a minimum of four (4) hours and all out-of-state travel (outside the State of Maryland and the District of Columbia) must have a pre-approved travel request form. Meals may not be claimed if your hotel has a free breakfast plan, or if a meal is provided as part of a conference or meeting, or if a meal is provided as part of your common carrier fare. A copy of all

conference and meeting agendas must be attached to determine if any meals were provided. For same day travel you must depart no later than 6:00 a.m. to qualify for breakfast and must return no earlier than 6:30 p.m. to qualify for dinner; you must qualify for both breakfast and dinner to qualify for lunch. For same day group/team travel for students, lunch may be purchased while in travel status since they are unable to participate in their meal plans. For overnight travel you must be in travel status for two hours before and after the meal times. For travel reimbursement purposes the meal times are 8:00 a.m. for breakfast, Noon for lunch, and between 4:30 p.m. and 6:30 p.m. for dinner.

Per Diems - Meals are reimbursed based on the [Per Diem rates](#) set by the Board of Regents. Per Diems are normally used for all individual travel with the exception of job candidates. Job candidates are normally reimbursed on a receipt basis unless otherwise authorized by Human Resources. Per Diems may be used in the case of group travel only when a travel advance is involved and each participant is given cash that they must sign for. Per Diem rates include all taxes and tips/gratuities.

Receipt Basis – Meals are generally reimbursed on a receipt basis for job candidates, and group/team travel. All receipts must be originals and itemized. Credit card receipts with no itemization are not acceptable. If being reimbursed on a receipt basis, please note that meal tips/gratuities are limited to a maximum of twenty percent. The total including taxes and tip/gratuity may not exceed the per diem amount per meal. Under no circumstances may receipt reimbursements contain any alcohol or related taxes and tips/gratuities. In the case of group/team travel for students where they qualify for breakfast and lunch but scheduling does not permit two separate meals, these amounts may be combined into one meal for brunch.

University Credit Card – For those individuals who have a University Diner’s Club card, meals may be purchased with this card using the same rules as meals purchased on a receipt basis. If you purchase meals within the State of Maryland, you must use the University’s Maryland Sales Tax Exemption. Procurement Cards may not be used to purchase meals.

Foreign Meals – Foreign meals are those provided outside of the United States and its territories. To qualify for any meals you must be in travel status a minimum of four (4) hours and you must have a pre-approved travel request form. Meals may not be claimed if your hotel has a free breakfast plan, or a meal is provided as part of a conference or meeting, or if a meal is provided as part of your common carrier fare. A copy of all conference and meeting agendas must be attached to determine if any meals were provided. For same day travel you must depart no later than 6:00 a.m. to qualify for breakfast and must return no earlier than 6:30 p.m. to qualify for dinner; you must qualify for both breakfast and dinner to qualify for lunch. For same day group/team travel for students, lunch may be purchased while in travel status since they are unable to participate in their meal plans. For overnight travel you must be in travel status for two hours before and after the meal times. For travel reimbursement purposes the meal times are 8:00 a.m. for breakfast, Noon for lunch, and between 4:30 p.m. and 6:30 p.m. for dinner.

Per Diems – Meals and Incidentals will be reimbursed at the applicable U.S. Department of State Meal and Incidental Rate for the location specified without receipts for an individual or at

actual cost with receipts not to exceed the State Department Rates. You may go to the following link for the U.S. Department of State's current rates: [U.S Department of State Foreign Per Diem Rates](#). A partial day's per diem will be calculated based on the total M&IE rate as follows: Breakfast-15%, Lunch-25%, and Dinner-60%. Travelers should clearly identify, on their Travel Expense Statement, the foreign locale visited. Reimbursement rates are based on the rates in effect at the time of travel.

Receipt Basis – Meals may be reimbursed at actual cost for individuals not to exceed the [U.S. Department of State](#) Meal and Incidental rates. For group travel, reimbursement will be made based on itemized receipts not exceeding the per diem limits per person including taxes, and tip/gratuity. All receipts must be originals and itemized. Credit card receipts with no itemization are not acceptable. If being reimbursed on a receipt basis please note meal tips/gratuities are limited to a maximum of twenty percent. The total including taxes and tip may not exceed the per diem amount per meal. Under no circumstances may receipt reimbursements contain any alcohol or related taxes and tips/gratuities. In the case of group/team travel for students were they qualify for breakfast and lunch but scheduling does not permit two separate meals, these amounts may be combined into one meal for brunch. Foreign meal reimbursements use the same travel time requirements as domestic travel. All receipts must be converted to U.S. Currency. For items charged to credit cards a copy of your credit card statement must be attached to show the exchange rate conversion by the credit card company. For items purchased in cash you must either attach a receipt for the rate you actually exchanged currency or use the [currency converter](#) for the date of the transactions.

University Credit Card – For those individuals who have a University Diner's Club card, meals may be purchased with this card using the same rules as meals purchased on a receipt basis. Procurement Cards may not be used to purchase meals.

Lodging

All lodging is at the single room rate and should be reasonable and appropriate. Any charges above the single room rate or the minimum number of days required for business travel are the personal expense of the individual. Pre-paid non-refundable hotel packages are not recommended, because if the trip would be cancelled, these expenditures would become the personal expense of the individual. Also, the use of travel booking services is not recommended, especially for packages containing more than one travel expense. Most of these services do not provide an adequate itemized receipt that is acceptable to the State of Maryland. Without an itemized receipt these charges may become the personal expense of the individual. It is recommended that all lodging reservations be made directly with the hotel. When using your University Diners Club or Procurement card for lodging within the State of Maryland the University's State of Maryland Sales Tax Exemption must be used. Any change or cancellation fees are the personal expense of the individual unless the change or cancellation is at the request of the University or is of an emergency nature. The only hotel tips/gratuities reimbursable are one dollar per bag in and out. Any other tips are the personal expense of the individual. In the case of foreign travel these tips are already included in the meal and incidental per diem.

Common Carrier Reservations and Ticketing

Ticketing/Itinerary - Fees paid for public transportation on planes, trains, buses, and ships must use the least expensive logical fare via the most direct route (or other reasonable routing that result in a lower fare). All fare receipts must be itemized with the common carrier's name, the passenger's name, dates of travel and itinerary, and the method of payment. The use of travel booking services is not recommended, especially for packages containing more than one travel expense. Most of these services do not provide an adequate itemized receipt that is acceptable to the State of Maryland. It is recommended that you book directly with the carrier or a travel agency such as *Globetrotter* or *Travel World*. Bookings through *Globetrotter* should be processed against the University's Central Diners Club account. Bookings through *Travel World* should be either charged to your Diners Club card or billed directly to the University (Purchase Order required). All airfares paid for with federal funds are required by the [FLY AMERICA Act](#) to exclusively use U.S. common carriers unless it can be documented that none are available. The University will not reimburse travelers for tickets that had no cost, such as "free" tickets earned on frequent flier or other incentive programs. Only coach fares may be used and no upgrades or extra services (early boarding, assigned seating, excessive baggage, etc.) will be paid for by the University. In the event of changed plans, cancellation and other penalties will be paid by the University provided that the cancellation or change was made for the convenience of the University or was necessitated by unavoidable circumstances of an emergency nature affecting the traveler.

Baggage Fees – The University will pay for up to one checked bag and one carry-on bag. Any charge for additional baggage or overweight baggage is a personal expense to the traveler.

Early Boarding/Seat Assignment Fees - The University will not pay for early boarding and seat assignment fees. These charges are for the convenience of the traveler and as such are considered a personal expense.

Insurance – The purchase of flight or other trip insurance is not chargeable to the University. If bought these are considered personal expenses and must be paid by the traveler. Travelers who have a University Diners Club card are encouraged to pay for booking with this card. [Diners Club](#) provides additional insurance at no extra cost.

Taxi, Shuttle and Other Ground Transportation

Miscellaneous ground transportation such as Taxis, Shuttles, the Metro, Etc. is allowable for domestic travel as long the expenses are reasonable and necessary. These may be charged to your Diners Club card, Procurement Card, or be reimbursed. Personal travel for sightseeing, etc. is the personal expense of the traveler. Itemized receipts are required. Transportation tips are limited to 15% of the total fare. All other tips are considered a personal expense. For foreign travel, once you reach your destination these transportation expenses and tips are included in the Meal and Incidental Per Diem.

Bridge and Road Tolls

Bridge and road tolls may be charged to your Diners Club card, Procurement card, or be reimbursed with receipts. For individuals with easy passes, print your on-line activity report and highlight the tolls charged for your trip in order to be reimbursed. For video tolls (i.e. the ICC) please pay the tolls on-line as soon as possible using a Diners Club Card, Procurement Card, or your personal credit card (print out receipt). Only tolls are chargeable or reimbursable. If you are assessed fines or late fees these are a personal expense.

Parking

Reasonable and necessary parking expenses are allowable with receipts. Minimal parking (under \$10) at a parking meter may be claimed without a receipt (you must document dates, times, and location of the parking).

Tips/Gratuities

Meal tips/gratuities are included in the per diem rates. Meals reimbursed on a receipt basis allow a maximum tip/gratuity of twenty percent. Hotel tips/Porter fees are limited to one dollar per bag in and out. Tips for transportation (taxi, bus, and shuttle) are allowed up to 15% of the fare total. All other tips are the personal expense of the traveler.

Other Expenses

Passport/VISA – Passport and VISA fees may be reimbursed if required for official University travel with itemized receipts and a copy of the passport and/or VISA.

Laundry/Valet – These expenses may be reimbursed for domestic travel exceeding five business days with an itemized receipt. For foreign travel these expense are covered as an incidental by the meal and incidental Per Diem rates.

Telephone/Fax/Internet - These may be reimbursed with an itemized receipt for official University business only.

Incidentals- These may be reimbursed on an itemized receipt basis for domestic travel if they are required for official University business. For foreign travel these are covered by the meal and incidental per diem.

Unallowable Charges - Unallowable charges are the personal expense of the traveler. Examples of unallowable charges are non-meal snacks and beverages, movies, alcohol, fines and moving violations, late fees, cancellation and change fees (unless deemed the result of an emergency or at the University's request for business purposes), gift cards/certificates or other gifts, toiletries, etc.

Travel with Spouses or Other Individuals

Travel with a spouse or other individuals not serving as agents of the University are considered personal expenses of the individual. Careful records must be maintained to separate these expenses. The University will not reimburse any expenses incurred on behalf of these individuals, with the exception of the spouse of the President when acting as an agent of the University. Likewise any airfare or other travel expense billed directly to the University must not include any expenses for these individuals traveling with the employee.

Forms

Vendor Forms

All travelers must be set up as a vendor in PeopleSoft and the State of Maryland's vendor system in order to issue advances or reimbursements to the individuals. For a U.S. person or Resident Alien an [IRS W-9](#) form must be completed and signed to add the individual to the vendor systems. The name and Tax ID combination on the W-9 form must match IRS records. In the case of a non-resident alien the appropriate [IRS W-8](#) form must be completed and signed. We can accept faxes or scans of W-9 forms but all W-8 forms must be originals. W-8 forms expire after three years. A new form must also be completed and signed if there is a change to the individual's name or address. Always make sure you are using the latest form from either the [Accounts Payable](#) or [IRS](#) websites. Below is a sample of what a completed W-9 form for an individual would look like before it is signed.

Box 1 should be the full legal name used for tax reporting purposes. This should be the same name used on the travel request and expense form.

Boxes 5 and 6 should be the permanent address along with any post office box mailing

W-9
Form (Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Bob E. Cat

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check **only one** of the following seven boxes:
 Individual/sole proprietor or single-member LLC
 C Corporation
 S Corporation
 Partnership
 Trust/estate
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶
 Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any)
 Exemption from FATCA reporting code (if any)
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
101 Braddock Road, 123 P.E. Building

6 City, state, and ZIP code
Frostburg, MD 21532-2303

7 List account number(s) here (optional)

Requester's name and address (optional)
Frostburg State University
Accounts Payable, 101 Braddock Rd
Frostburg, MD 21532-2303

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

1	2	3	-	4	5	-	6	7	8	9
---	---	---	---	---	---	---	---	---	---	---

or

Employer identification number

-	-	-	-	-	-	-	-	-	-	-
---	---	---	---	---	---	---	---	---	---	---

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Enter SSN

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign and Date

Sign Here Signature of U.S. person ▶ Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-DIV (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Travel Request Form

A pre-approved [travel request form](#) is required for all travel outside the State of Maryland and Washington, D.C. Below is a sample travel request form before it is signed. Note all signatures should be obtained before the trip occurs. Always make sure you use the latest form from the [Accounts Payable](#) website.



ACCOUNTS PAYABLE DEPARTMENT
101 BRADDOCK ROAD
FROSTBURG, MD 21532

INDIVIDUAL REQUEST FOR TRAVEL FORM

Type of Travel (Check one): In-State Out-of-State Foreign

Advance Requested: Yes (Completed Advance Form Must be Attached) No
(Note: Advances are not given for In-State Travel, Lodging, or any other expenses chargeable to a credit card. Advance requests must be received 15 days prior to the requested check date for domestic travel and 30 days prior for foreign travel.)

Employee Name: Bob E. Cat Empl ID: 1234567

Title: Mascot Office: 123 P.E. Center Day Phone: -1234

Dept/Proj #: 3111118 Acct: 040310 Pgm: 00800 Fund: 4030 Amt(1): 743.50

Dept/Proj #: _____ Acct: _____ Pgm: _____ Fund: _____ Amt(2): _____

Destination: Orlando, FL

Purpose of Travel: Instruction Business Professional Development Recruitment

Specific Purpose: Bobcat Conference

Travel Departure Date: 3/12/2015 Return Date: 3/15/2015

Dates/Times: Departure Time: 5:30 A.M. / P.M. Return Time: 7:00 A.M. / P.M.

Method of Travel: State Vehicle Private Vehicle Bus Train Plane

Estimated Costs :

	Purchase Order	Pro-Card	Travel Card	Employee Reimbursement	Total
Registration: <u>PO12345</u>	<u>350.00</u>				<u>350.00</u>
Lodging: <u>3</u> nights at \$ <u>150.00</u> =		<u>450.00</u>			<u>450.00</u>
Breakfast: <u>3</u> days at \$ <u>9.00</u> =				<u>18.00</u>	<u>18.00</u>
Lunch: <u>3</u> nights at \$ <u>11.00</u> =				<u>33.00</u>	<u>33.00</u>
Dinner: <u>3</u> nights at \$ <u>25.00</u> =				<u>75.00</u>	<u>75.00</u>
Fares: <u>Airfare</u>			<u>325.00</u>		<u>325.00</u>
Transportation: <u>Shuttle</u>			<u>50.00</u>		<u>50.00</u>
Mileage: <u>300.0</u> miles at \$ <u>0.5750</u> =				<u>172.50</u>	<u>172.50</u>
Parking: <u>Airport 3@15</u>			<u>45.00</u>		<u>45.00</u>
Other (specify): <u>Baggage</u>			<u>25.00</u>		<u>25.00</u>
Other (specify): _____					-
Total Costs	<u>350.00</u>	<u>450.00</u>	<u>445.00</u>	<u>298.50</u>	<u>1,543.50</u>

Messages: _____

Authorizing Signatures (All required signatures must be obtained before forwarding to Accounts Payable) :

Dept/Proj Manager(1): _____ Date: 02/28/15

Dept/Proj Manager(2): _____ Date: _____

President, VP, Dean, or VP Designee: _____ Date: _____

Grant Accountant (Projects only): _____ Date: _____

Accounts Payable Use Only: Amt Advanced: \$ _____ Check#: _____ Initials: _____

AP - 5/12-11

Department Head Signature →

Out-of-State travel must have signature of President, VP, or Dean →

Advance Request Form

A [travel advance](#) may be made for most student group/team travel, or for individual employee overnight travel outside of the state of Maryland and Washington, D.C. Travel advances are limited to those items that cannot be paid by Purchase Order, University Credit Card, or a Personal Credit Card (generally limited to mileage and meals). Advances may only be made to University employees and should only be requested if necessary. Advances generally are not available to employees who have a University Travel Card (Diners Club). All advance requests for domestic travel must be made at least seven (7) days prior to the departure date, and for foreign travel all requests must be made at least fifteen (15) days prior to the travel. Advance requests require pre-approved travel request forms as well as copies of agendas, hotel information, etc. that would show if any meals are being provided by the registration or hotel. Advances cannot be disbursed more than seven (7) days prior to the departure date; and must be returned in the form of an expense form with original itemized receipts, or any excess cash within seven (7) days of travel completion. Below is a sample advance request before it is signed.



Accounts Payable Department
101 Braddock Road
Frostburg, MD 21532

Advance of Funds Request Form

Date:	28-Feb-15	Amount of Advance:	298.50
Employee Name:	Bob E. Cat	Empl ID:	1234567
Advance Type (check one):	<input checked="" type="checkbox"/> Travel* <input type="checkbox"/> Salary** <input type="checkbox"/> Other: _____		
<small>* A pre-approved travel request form is required. ** A signed and notarized power of attorney form is required.</small>			
Purpose/Justification for Advance:			
Meals and Mileage for Bobcat Conference in Orlando, FL			
Dates of Travel/Event:	3/12-12/2015	Check Needed By:	3/9/2015
Department/Project Approval <small>(required for Other Advances):</small>	_____	Date:	_____
Grant Accounting Approval <small>(if required for Other Advances):</small>	_____	Date:	_____

Accounts Payable/Payroll Use Only:

Accounts Payable Approval
(required for all advances): _____ Date: _____

Payroll Manager Approval
(required for salary advances only): _____ Date: _____

Check Number: _____ Check Date: _____

To Be completed by recipient of funds:

By signing below, I acknowledge that I am responsible for the aforementioned funds that were advanced to me on the check indicated above. For travel and other advances, I agree to return these funds, or submit valid original receipts or expense forms within seven days of the end of the above mentioned event or at the University's request, whichever is earlier. For salary advances, I authorize the advance to be repaid from my next payroll check via a power of attorney agreement.

I acknowledge that if these funds are lost or stolen that I am solely responsible for the repayment of these funds.

Signature of Recipient: _____ Date of Receipt: _____

Accounts Payable Use Only:

Date of Repayment: _____ Received By: _____

AP-65/10-09

Expense Form

An [expense form](#) is required upon completion of all travel involving advances, travel cards, or reimbursements due to the traveler. Completed and signed expense forms along with original itemized receipts must be submitted within seven days of the completion of the trip where advances or travel cards are involved. Where no advances or travel cards are involved they must be submitted no later than 60 days after completion of the trip as required by the IRS accountable plan rules. In all cases forms must be submitted within the fiscal year that the expenses occur.



STATE OF MARYLAND
EXPENSE ACCOUNT

GAD FORM X5
FID 526002033

Employee ID: 1234567 LOCATION: 000
 DEPT#PROJ(1): 3111118 ACCT(1): 040310
 PROGRAM(1): 00800 FUND(1): 4030
 AMOUNT(1): 765.00
 DEPT#PROJ(1): ACCT(1):
 PROGRAM(2): FUND(2):
 AMOUNT(2):
 INVOICE#:
 INVOICE DATE:
 SERVICE DATE:
 PAYMENT TERMS: NET 7 BHC
 PAYMENT MESSAGE:
 QUANTITY, QUALITY, PRICES-EXTENSIONS OK:
 APPROVED BY:

DEPARTMENT: UNIVERSITY SYSTEM OF MARYLAND
 UNIT OF DIVISION: FROSTBURG STATE UNIVERSITY R26
 EMPLOYEE NAME: Bob E. Cat
 HOME ADDRESS: 101 Braddock Road
 City: Frostburg State: MD Zip: 21532
 Empl ID: 1234567 OFFICE PHONE: -1234
 Dept/Proj: 3111118 Acct: 040310 Pgm: 00800 Fund: 4030 Amt: 765.00
 Dept/Proj: Acct: Pgm: Fund: Amt:
 REQUEST FORM SUBMITTED: YES NO ADVANCE RECEIVED: YES NO
(REQUEST FORMS ARE REQUIRED FOR ALL OUT-OF-STATE AND FOREIGN TRAVEL) TRAVEL CARD USED: YES NO
 For Period Beginning: 03/12/15 Ending: 03/15/15

Include both reimbursable and University Diners Club Travel Card expenses in the matrix below:

DATE	3/15	3/12	3/13	3/14	TOTALS				
DAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
Hotel Room								-	
Breakfast	9.00				9.00			18.00	
Lunch	11.00				11.00			22.00	
Dinner	25.00				25.00	25.00	25.00	100.00	
Telephone								-	
Fare (indicate below)					325.00			325.00	
Taxi and/or Shuttles	25.00				25.00			50.00	
Bridge or Road Tolls								-	
Mileage*(see below)	86.25				86.25			172.50	
Parking					15.00	15.00	15.00	45.00	
Registration Fee								-	
Baggage					25.00			25.00	
Transportation Tips					7.50			7.50	
Totals	156.25	-	-	-	528.75	40.00	40.00	765.00	
Do not include State Procurement card charges in above matrix, but attach copies of receipts. LESS: ADVANCES/TRAVEL CARD CHARGES								743.50	
PROCARD receipt copies attached:	<input checked="" type="checkbox"/> Hotel <input type="checkbox"/> Registration <input type="checkbox"/> Other:							NET DUE TO (FROM) EMPLOYEE	21.50
Method of Travel:	<input checked="" type="checkbox"/> Plane <input type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/> State Vehicle <input type="checkbox"/> Private Vehicle - State Car Available <input checked="" type="checkbox"/> Private Vehicle - State Car Not Available <input type="checkbox"/> Other:								
Purpose of Travel:	Bobcat Conference in Orlando, FL								
Date	Time	TERRITORY COVERED INCURRING ABOVE EXPENSES	Total Number of Miles Traveled	Less: Normal Commute Miles	*Reimbursable Miles				
3/15									
Sunday	7:00 p.m.	Orlando, FL > Baltimore, MD > FSU	150.1	0.1	150.0				
Monday					-				
Tuesday					-				
Wednesday					-				
3/12	5:30 a.m.	FSU > Baltimore, MD > Orlando, FL	150.1	0.1	150.0				
Thursday					-				
3/13					-				
Friday					-				
3/14					-				
Saturday					-				

Enter Department/Project, Account, Program, and Fund information

Must complete Purpose of Travel

The starting and ending dates and times along with the territory covered must be completed.

Mileage information must be completed for mileage reimbursement.

Department Head must sign

For out-of-state travel, President, VP, or Dean must sign

Employee must sign

Approvals

In-State Travel

All travel request and expense forms for In-State travel must be approved by the department manager. In the case where the department manager is the traveler then his/her supervisor must approve these forms. The expense form must also be signed by the traveler. In the case where funding is being provided by a grant or contract (restricted funds) then the University's Grant Accountant must also approve the forms. Request forms are not required for In-State travel unless a travel advance is being requested for group/team travel. All approved travel requests for In-State travel involving an advance must be submitted at least fifteen (15) days in advance of the travel. Approved expense forms must be submitted within seven (7) days of the conclusion of the travel if an advance is involved, or no later than sixty (60) days of the conclusion of the travel if no advance was involved in order to be in compliance with IRS accountable plan rules. All expenses must be submitted within the fiscal year that they occur.

Out-of-State and Foreign Travel

All travel request and expense forms for Out-of-State and Foreign travel must be approved by the department manager, and the appropriate Dean, Vice President, President, or Designee. In the case where the department manager is the traveler then his/her supervisor must approve these forms. The expense form must also be signed by the traveler. In the case where funding is being provided by a grant or contract (restricted funds) then the University's Grant Accountant must also approve the forms. Request forms are required for all Out-of-State travel and Foreign travel. All approved travel requests for Out-of-State and Foreign travel must be submitted prior to the travel. If an advance is required the request and advance forms must be submitted at least fifteen (15) days in prior to the travel for Out-of-State travel and thirty (30) days prior to the travel for foreign travel. Approved expense forms must be submitted within seven (7) days of the conclusion of the travel if an advance is involved, or no later than sixty (60) days of the conclusion of the travel if no advance was involved in order to be in compliance with IRS accountable plan rules. All expenses must be submitted within the fiscal year that they occur.

Signatures

All signatures must be originals, no stamps, copies, faxes, scans, or other mechanical signatures are acceptable.

Designee

If a designee is assigned to approve travel request forms or expense forms, the Accounts Payable Office must be notified in writing by the President, the appropriate Vice-President, or the appropriate Dean.

Other

FAQ

When do I need to do a travel request form?

A travel request form must be completed and approved in advance of any travel outside the State of Maryland and Washington, DC as required by USM and State of Maryland policy. This includes local travel to West Virginia and Pennsylvania.

When do I need receipts?

You need original itemized receipts for all expenses with the exception of mileage, meal stipends, baggage tips, and minimal parking meter charges. Credit card receipts that only show the total of the transaction are unacceptable. All receipts must be itemized with the name of the business, the business address and/or phone number, a description of each item or service procured, and the price of each item.

Are tips/gratuities are reimbursable?

The only tips/gratuities that are reimbursable are \$1 per bag for baggage tips in and out, 15% maximum on the total fare cost for transportation, and 20% maximum for the total meal not to exceed the stipend amounts in total cost (Meals, taxes, and gratuity).

How do I check on the status of my travel reimbursements?

Please allow ten business days after your travel expense has been approved and submitted to Accounts Payable before checking on the status. You may then check on the status by logging into the State of Maryland's One Stop Vendor Payment Inquiry System at:
<https://interactive.marylandtaxes.com/extranet/gad/GADLogin/login.asp>

May I claim a meal stipend when a meal is provided if I don't like what is being served?

No, only if you cannot eat the meal being provided due to medically required restrictions that you can document, and only if the provider was unable to accommodate your restriction upon advance notification.

When traveling to a conference or on other University business may I extend my trip and stay additional days?

You may stay additional days at your own expense. Any additional costs may not be paid by the University. You may only claim required expenses for the travel time and the actual days of the conference/business.

May I take my spouse, children, or other individuals with me while on University travel?

You may, as long as there is no additional expense to the University. Careful records must be kept to keep any additional expenses separate. Any expenses direct billed to the University or charged to a University credit card may not contain any expenses other than the direct business expenses of the employee. The only time a spouse may travel at the expense of the University is in the case of the spouse of the President when he/she is an Associate of the President as defined in USM Policy VII-5.10. Check motor pool policies before taking any non-University employees or students in a state vehicle.

May I hold all of my expense forms until the end of the year so that I only get one reimbursement?

No, IRS accountable plan rules require all expense forms to be submitted no later than 60 days after the completion of travel. Failure to do so would cause the reimbursement to become taxable income.

What are commute miles and when do I need to deduct them?

Commute miles are the number of miles you normally travel between your home and your primary place of work. When traveling if you depart/return to your primary place of work (for FSU employee's this will normally be the Frostburg Campus or the USMH campus or any other campus that you have been assigned as your primary place of work) you do not need to deduct commute miles. If leaving from and/or returning to your home or another location then you must deduct your normal commute miles from your total miles traveled to calculate your reimbursable miles.

What happens if I lose a receipt that was for a charge on my Diners Club or Procurement card?

First of all, you should try to obtain a duplicate receipt from the vendor. As a last resort, you can complete the corresponding Affidavit of Missing Receipt form. The affidavit affirms that the purchase was in accordance with State policy. The affidavit requires both the employee's and his/her supervisor's signatures.

Can I mix both meal stipends and receipts on the same expense form?

You should claim either the meal stipend amount or submit meal receipts but not mix the two reimbursement types on an expense form.

Why is it necessary to put the dates and times I left and returned at the bottom of the expense form if I'm not claiming mileage?

The dates and times are needed to calculate meal eligibility. In order to accurately complete the expense form, all information should be populated to avoid processing delays.

Should I include expenses I charged using my departmental procurement card in the grid on my expense form?

Copies of departmental procurement card receipts should be attached with the expense form packet; however, the amounts should not be populated in the grid. The only expenses that should be populated are items for employee reimbursement and/or Diners Club card purchases.

Is it permissible to park a State car at an airport?

Parking State cars at airports overnight is not permitted. Full-rate mileage is reimbursed in this instance and no i-pool screen shot is required.

What are the current per diems for meal stipends and mileage rates?

Current meal per diems and mileage reimbursement rates are found on the Accounts Payable website: <https://www.frostburg.edu/about-frostburg/Administrative-Offices/accounts-payable/travel-services.php/>

I have both a local address and my home address. Which one should I use on my W9?

Your permanent address that is used for tax reporting is the address you should use on your W9.

Do I qualify for lunch if I am traveling from 6:00 a.m. to 5:30 p.m.?

No. For one-day travel, you only qualify for lunch if you qualify for both breakfast (leave by 6:00 a.m.) and dinner (return no earlier than 6:30 p.m.). The only meal you would qualify for is breakfast.

If I travel from my home in Cumberland to Baltimore and back to FSU, do I still have to deduct my commute miles since my home is actually closer to Baltimore?

You would still have to deduct your commute miles for the travel from your home to Baltimore but not for the return trip since you're returning to the University. Mileage would be calculated from your home in Cumberland less your daily commute miles to Baltimore and the return trip to FSU.

If I'm only traveling to Wiley Ford, WV, do I still need a travel request?

Yes. Any out-of-state travel, no matter how close in proximity to FSU, requires a travel request signed by the Dean, VP, or President.