

College of Education Travel Procedures

University, College, and Departmental policies: College of Education Dean and departmental policies may have additional requirements beyond the University policies. If you have questions, please contact your administrative assistant.

Before Travel: If required by your department or temporary COVID-19 protocols, complete the College of Education [Request to Travel Form](#) before airfare or registration is charged to the departmental procurement card. If airfare and registration are paid by the departmental procurement card, **do not** include them on the travel reimbursement form.

- Include the account number or project name that is to be charged. Project name examples: Dept. travel, Indirects, grant name.
- For international travel, complete Clemson University's form: [CU Authorization for Official International Travel Form](#)

After Travel: Complete [Travel Reimbursement Forms](#) that cover the travel dates.

- Sign reimbursement form.
- Attach receipts for charges of \$25 or more.
- Submit documentation for overnight travel to administrative staff within 30 days. **Exception:** June travel must be turned in by the first week of July to meet fiscal year-end deadlines regardless of funding source.

[Travel Checklists](#) (in-state, out-of-state, and international) are available to assist with travel plans. Links to lodging, currency conversion, airlines, car rental, travel hazards, etc., are on the lists.

Notes:

- **Receipts (\$25 or greater)** should have enough details to understand what the charge was. If not, provide a written explanation for the charge. For example: airport parking receipts don't always have "parking" on the receipts.
- **Airfare** – If not booking through a University travel vendor, watch for insurance and various fees that online companies may charge. These are non-allowable. Ex: early bird fees, special seating
- **Airfare Frequent Flyer Program** – "State employees, while in official travel status, shall select air carriers based on the cost and time criteria, not on whether frequent flyer premiums are given. State employees earning frequent flyer premiums while on state business must use them to reduce the cost of subsequent Clemson University business travel whenever possible."
- **Internet charges** – Add this to the list of OTHER expenditures.
- **Hotel and airfare packages** – the amounts must be shown separately due to accounting codes. Request an itemized bill before leaving the hotel.
- **OTHER** – The reimbursement form allows the items listed as other expenditures to be changed as needed.
- **Mileage rates** – see [IRS standard mileage](#) rate
- **Meal per diem** –
 - In-State rate \$35/day: Breakfast \$8, Lunch \$10, Dinner \$17
 - Out-of-state rate \$50/day: Breakfast \$10, Lunch \$15, Dinner \$25
 - International rates – [Foreign Per Diem Rates](#)

Other Links: [CU Employee Travel Policies](#)

Mileage Only Travel: This travel policy applies to all employees and student employees using personal vehicles to conduct official business for the College of Education and its assigned departments, programs, and offices. The components of the mileage reimbursement policy are listed below.

- If the shortest distance to the business trip destination is from the employee's office, mileage will be reimbursed from and to the employee's office for the business trip. College of Education employee office locations include the Clemson University main campus, the University Center Greenville, or any location considered the main office for the employee's work requirements.
- If the shortest distance to the business trip destination is from the employee's home, mileage will be reimbursed from and to the employee's home for the business trip.

The shortest distance to the business trip destination (from the office or home) must always be used when claiming mileage reimbursement for business trips.

Mileage will not be reimbursed for travel from the employee's home for meetings or training sessions held by the employee's College of Education department, program, or office. Attendance at these meetings and training sessions is part of the employee's job requirements and does not qualify for mileage reimbursement.

Any reimbursement requests submitted outside these timeframes must have written justification from the traveler explaining the tardiness and be approved by the CoE Business Officer before payment.