

## College of Education Travel Procedures (July 1, 2019)

**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:** 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 account number or project name that is to be charged. Project name examples: Dept. travel, Indirects, grant name.
- For domestic travel, complete the College of Education Request to Travel Form on the College of Education Faculty/Staff portal. Copy and paste link into browser (requires login): <https://www.clemson.edu/education/about/support-services/financial-human-resources/financial-forms-docs.html>. For international travel, complete Clemson University's form: [CU Foreign Travel Request Form](#)

**After Travel:** Complete [Travel Reimbursement Forms](#) that cover the travel dates. Excel forms are fillable.

- Sign reimbursement form. Copies of reimbursement forms are in the 4<sup>th</sup> floor mailroom if needed.
- Attach documentation for charges requiring receipts. Expenditures of \$25 or more require receipts.
- Within 30 calendar days of travel submit documentation to administrative staff. **Exception:** June travel has to 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. Look under "Know Before You Go." Links to lodging, currency conversion, airlines, car rental and 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. Example: airport parking receipts don't always have "parking" on the receipts.
- **Airfare** – watch for insurance and various fees that on-line 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 need to 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 – as of January 1, 2019**  
Personal car and airport mileage .58/mile
- **Meal rates –**  
In state rates \$35/day; Breakfast \$8, Lunch \$10, Dinner \$17  
Out of state \$50/day: Breakfast \$10, Lunch \$15, Dinner \$25  
International rates – [Foreign Travel Meal Reimbursement Policy](#); [Foreign Per Diem Rates](#)

Actual receipts will be submitted and reimbursed as long as the federal per diem is not exceeded. If no receipts are provided, the meals will be reimbursed at the current out-of-state per diem amount.

Other Links: [CU Employee Travel Policies](#); [Checking for Employee Reimbursement](#)