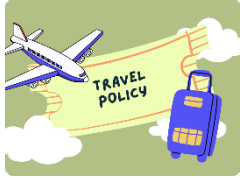


TRAVEL GUIDE



- **Travel Policies and Planning**
- **Payment Methods**
- **Travel Authorization Reminders**
- **Per Diem Meal Rates and Policies**
- **Mileage Rate and Policies**
- **Helpful Tips During Travel**
- **Travel Assistance, Resources and Contact Information**



Travel Policy Clarification and Planning



- Consult with your department regarding travel funding prior to making any trip or payment arrangements. Departments may have specific guidelines regarding eligibility, application deadlines, and the approval process. Travel expenses not covered by the department will be the faculty or staff's personal responsibility.
- Once you know the total dollar amount of funding make sure you have the source and cost center of each department funding your trip prior to completing your travel authorization.
- All faculty and staff should research and make their own travel arrangements. However, the Business Travel Office is available to assist with policy clarification, and pre-payment options, which will reduce out of pocket travel expenses.
- All individuals traveling on official university business should exercise the same care incurring expenses, as would a prudent person who is traveling for personal reasons. Faculty and staff traveling for business should select logical fares/rates for achieving the success of the mission.

PRIOR APPROVAL REQUIRED

- If a traveler (faculty, staff or student) requires any modification or special accommodation to travel plans that are outside of the University System of Maryland (USM) and State policy, they must reach out to the Business Travel Office who will work with Human Resources to obtain approval Prior to the trip occurring. Travelers who do not obtain proper approval prior to incurring the expense will be responsible for the difference.



Payment Methods

- Consult your department and the Business Travel Office to discuss ways to reduce out-of-pocket travel expenses.
- Your department may be able to pay for registration fees on a Visa Procurement Card.
- The Business Travel Office can pay for accommodation and major transportation on our Group Diners Master Card.
- Travelers may have a situation in which the vendor will agree to invoice the university for travel related expenses such as registration, training fees, room accommodation, or transportation expenses.
- Travelers should use personal funds to pay for nominal travel costs such as per diem, parking, tolls, and mileage associated with trips or university event meal expenses. All travelers may seek reimbursement for personal expenses after the trip or event has occurred.



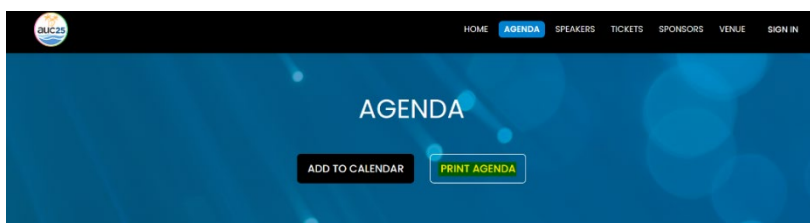
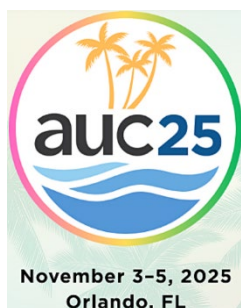
TRAVEL AUTHORIZATION REMINDERS

- All overnight travel requires preapproval.
- Complete your travel authorization at least 30 days in advance or your travel authorization must have all approvals prior to the trip occurring.
- Travel authorizations automatically default to the home department. Any trip funded by more than one cost center, you must manually change the cost center by clicking on the blue icon next to the chart of account string. In this example the home cost center is 1020-18930-604005. However, the Dean's Office 1003-15220-604005 funded part of the trip.

Below is a description of what the account string means.

Account 1020-18930-604005-00000-000-000000 

- **Source:** funding source tied to the cost center. (4 digits 1020)
 - **Cost Center:** the five-digit cost center number is where the expenditure will be charged. (5 digits 18930)
 - **Account:** the six-digit account number that classifies the type of expense. (For international travel when you select Out of State the account will automatically default to 604005)
 - **Initiative:** the five-digit initiative number used to track expenses related to a specific activity within a department. In this example there is no initiative.
- All travel authorizations must have support documentation which clearly displays the purpose of the trip or event, dates, and location. Navigate the website to locate the agenda or schedule. Print to PDF and attach to your travel authorization and expense report.
 - Authorization workflow of approvals – Traveler, Immediate supervisor, and Business Travel Office.



The state auditors require an agenda for every travel event which outlines the schedule and indicates if the vendor will provide any meals. Faculty and staff should not request per-Diem for reimbursement for any meals included in the event unless there is a documented reason.



PER DIEM

NOTE: Rates are subject to change each fiscal year.

All meal rates are inclusive of taxes and tips. Alcoholic beverages are not eligible for reimbursement. The following regulations are a typical workday, Monday through Friday 8:00 am to 5:00pm. 07-06.10 – Hours of Work and Attendance

Examples:

Traveler departs home for an overnight business trip before 6:00 a.m.

- Eligible to receive breakfast, lunch, and dinner per Diem.

Traveler departs home for an overnight business trip at 2:00 p.m.

- Eligible to receive dinner per diem, only.

Traveler departs home for an overnight business trip at 6:00 p.m.

- Not eligible for per diem.

Traveler arrives home from an overnight business trip at 6:00 a.m.

- Not eligible for per diem
- Traveler arrives home from an overnight business trip at 11:00 a.m.
- Eligible to receive breakfast per-diem, only.

Traveler arrives home from an overnight business trip at 4:00 p.m.

- Eligible to receive breakfast and lunch per-diem.

Any business travel event that includes meals, travelers may not request additional per diem or reimbursement for the included meal. For example, if the conference provided lunch, travelers also cannot claim per-diem for lunch on that day. Exceptions to this policy must be preapproved or documented.

- Use the [high-cost metropolitan area listing](#) to determine if the high-cost rate applies to your destination.

MEAL	STANDARD	HIGH-COST
Breakfast	\$15.00	\$15.00
Lunch	\$18.00	\$20.00
Dinner	\$30.00	\$33.00

Non-Contiguous/Non-Foreign United States (OCONUS) [Defense Travel Management Office Per Diem](#)
Towson University refers to the “Local Meals” column found on the Defense Travel Management Office website for determining reimbursable meals per diem. Examples of non-continental travel includes Puerto Rico, Guam, and U.S. Virgin Islands.

International Per Diem - [U.S. Department of State](#)



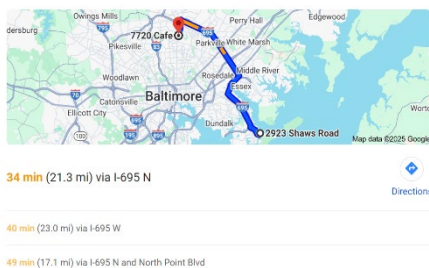
NOTE: Rates are subject to change each fiscal year.

Personal Vehicle Usage and Mileage Rates

70.0 cents per mile

January 01, 2025

- The mileage reimbursement rate as of January 1, 2025, is .70 cents per mile.
- **Normal commute miles are not reimbursable per State Regulations.** Everyone has a daily commute from their home to their TU campus work location.
- Faculty and staff must record commute miles from the total miles claimed for each trip with the following exceptions.
 - The trip starts and ends at the regular work location.
 - The trip starts and ends on a non-duty day.
- Use googles maps to calculate mileage. Save driving directions and maps as a PDF to upload to your expense report for support documentation.
- Step-by- step driving directions are not necessary.
- The Business Travel Office needs to verify dates, duty vs non-duty days, maps outlining your travel and driving directions that indicate the number of miles traveled.
- Example – Business trip to Ocean City. I left my home on Thursday and returned to my home on Sunday.
- Provide a map with your TU daily commute and a map from home to Ocean City (hotel)
The commute box would require a check for the departure date since Thursday is a duty day. The return date is a Sunday which is a non-duty day and therefore, faculty and staff would not need to provide commute miles.

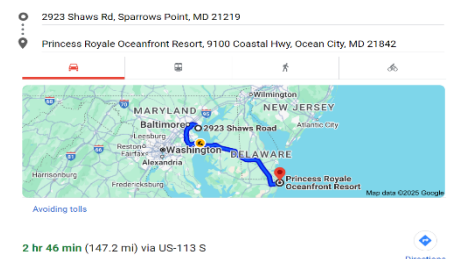


Where do you want to go?

Home

8000 York Road Towson, MD

Get directions





Receipts

FOLLOW THE RULES

- The state requires itemized receipts to verify that travel services purchased were for the approved traveler, dates, and location for the official travel. Receipts also document the actual cost and payment of each expense.
- Remember itemized receipts must have the business name, transaction date, items purchased, price, total amount of the bill with taxes and tips, and method of payment.
- The state requires itemized receipts for all travel expenses including conference/event registration, lodging, airfare, rail ticket, car rental, ground transportation, parking, tolls, rental vehicle fuel, and any meal reimbursed beyond the allowable USM per diem amount.
- A credit card or bank statement does not satisfy the receipt requirement.
- **Per Diem Meals do not require a receipt.** In rare situations with prior authorization/approval, a traveler can seek reimbursement for more than the USM per diem with an itemized receipt.

Itemized Receipt

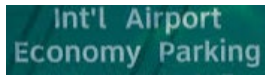
Business Name	→	Cosmos Hill 1325 Broadway Boulder Co 80302 303-447-1133x
Date	→	Ticket # 66 DINE IN Order Placed 10-11-2017 04:25 PM
Items Purchased	→	24 inch Create Your Own Pizza Sauce Mozzarella \$21.75 Side of Spicy Ranch \$0.50 Side of Spicy Ranch \$0.50 Side of Spicy Ranch \$0.50 Side of Spicy Ranch \$0.50 Side of Spicy Ranch \$0.50 COMM MESSAGE **SQUARE CUT**
Price of Each Item	→	Side of Spicy Ranch \$0.50 Side of Spicy Ranch \$0.50
Total Amount of Bill	→	Grand Total: \$31.43
Method of Payment	→	Issuer: VISA Card #**** Type: PreAuthCapture Approval: 011941

If cash is used as a payment method, you must obtain a receipt to seek reimbursement.

A cash receipt should typically include the following.

- Receipt number
- Date of the transaction
- Names and contact information of both the payer and payee.
- Itemized description of the items or services purchased.
- Taxes or Tip paid.

Airport Parking



Local Airport Parking (BWI, Dulles International Airport, and Ronald Reagan Washington National Airport) serve the Washington–Baltimore metropolitan area.

Travelers can seek reimbursement for parking costs up to \$14/day at BWI and Dulles and up to \$19/day at Ronald Reagan.

Hotels, Airbnb, Lodging

Upon checking out of your hotel please stop at the front desk to obtain an itemized receipt which should display room charges, taxes, parking, or any expense incurred during the stay.

Gratuities

Must be reasonable. **Tips must not exceed 20% of the subtotal on any travel expenses except for the following services.**

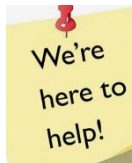
Baggage handling - \$1.00 per bag on day of arrival (checking in) and departure (checking out)

Maid Service - \$1.00 per day

Documents & Attachments



The preferred method of attaching itemized receipts or documentation is by attaching a PDF. Please avoid attaching .msg files (Saved Outlook emails) when possible. File formats such as JPEG, JPG, GIF, PNG, and full color receipts can affect the size of the document which can create transmitting issues to the State of Maryland.



Business Travel Training Opportunities & Contact Information

Email: travel@towson.edu

Business Travel Support Line: 410-704-5421



- The Business travel team strongly encourages faculty, staff, and students to attend a guidance session prior to completing your travel authorization or expense report. If the dates and times below do not align with your schedule feel free to send an email to travel@towson.edu for a private appointment.
- Drop-in to a travel session for one-on-one assistance with travel planning, forms, policy questions and more. A travel office specialist will be available every Tuesday and Friday from 9 to 10 a.m. and 2 to 3 p.m.
- Drop-In Travel
- Meeting ID: 327 133 2819; Passcode: 12961842



Our goal is to make sure that the campus community is prepared to travel by providing resources, policy enforcement, navigate payment options, travel assistance with forms, open communication, and training.

Our team is ready and willing to support all travel needs.

Contact Us!

Dawn, Bob, Jamie, and Megan