XAVIER
UNIVERSITY of LOUISIANA

Travel Policy and Procedures

Revised
June 1, 2018

Xavier University
Travel Policy and Procedures

I. Purpose:

Travel plays an important role in accomplishing the University's educational mission, the professional enhancement of its faculty, staff and students, and in carrying out administrative responsibilities. Good judgment and ethical practices on the part of each traveler remain the most important factors in controlling travel expenses.

Authorization over travel expenditures is the responsibility of the provost, each dean, division chair, department head, principal investigator and/or cost center manager. Approval of an Employee Travel Form and Travel Expense reports indicate that requests and expenses submitted have been reviewed and comply with University and federal regulations regarding travel and authorized business expenses.

Xavier University personnel that are traveling or incurring business expenses on behalf of the University, and those responsible for the approval of the related expenses, are expected to use the following measures to assist in maintaining control over travel expenditures. The policies detailed herein apply to all funds under University control and are superseded only in those instances where funding agencies apply specific and more restrictive rules and rates.

II. Travel Authorization:

Xavier University's travel policy requires that the Employee Travel Form (Exhibit I) and the Travel Expense Report (Exhibit II) must be reviewed and approved by, as applicable, the individual traveler's division chair, department head, dean, principal investigator, vice-president, provost and/or cost center manager. The Employee Travel Form replaces the Travel Requisition Form and is utilized for employee travel advances and/or estimated expenditures. As a matter of budget control, administrators of various organizational units may develop further internal procedures for the approval of travel requests before travel commences and the allocation of financial resources to be utilized.

III. Travel Arrangements

The University has identified certain hotels, car rental companies and a travel agency through which it has access to negotiated rates in accordance with its service and purchasing goals. **Travel arrangements utilizing these resources are not mandatory.** Prior to making arrangements with the designated travel agency, a traveler must obtain approval from, as applicable, their designated cost center manager, department head, principal investigator, dean, vice-president or provost. One of the considerations to such approval should be a review of the related budget (unrestricted, endowed funds or grants) to verify that sufficient funds are available for the travel.

III. Travel Arrangements Continued:

If a traveler is uncertain about available budgeted funds, please contact the Office of Fiscal Services (i.e. the Unrestricted Funds Budget Specialist, Trenell Richardson at trichar5@xula.edu or the specific Fiscal Grant Accountant who is responsible for managing the grant) for assistance. Travel arrangements (air, hotel) made by sponsors of conferences are acceptable provided the costs are reasonable and allowable by funding sources. It will be the responsibility of the traveler to ensure that charges are allocated to the appropriate funding source, to collect and retain all receipts where applicable, and to obtain the approval of the cost center manager. The Travel Specialist, Shannon Chase at schase1@xula.edu will review all travel expenditures to ensure that departments are complying with University policies and procedures.

IV. Approved Forms of Payment:

1. The University's American Express card (AMEX card) and the Xavier University P-Card (P-Card) are the preferred methods of payment. The use of the University's AMEX card or P-Card helps reduce the volume of travel advance requests which is critical in gaining cost efficiencies from the applicable card's use.

2. Personal credit cards – The travel expense report accompanied by the **original itemized receipts** are required to be submitted to the Travel Specialist to receive reimbursement. **If the General Services Administration (GSA) Meal and Incidental Expense (M&IE) Allowance is utilized, receipts are not required to be submitted** (See page 6, Section VIII).

3. The University has identified a Travel Agency who is able to provide travel information to expedite the completion of an employee travel form in which the related cost is to be charged directly to a cost center/grant. The employee travel form must be completed before arrangements have been made, and submitted with the proper management approval to the Travel Specialist to ensure charges are allocated to the correct department. The Travel Agency can make travel arrangements for the traveler provided an approved Electronic Travel Reservation Form (Exhibit III) is provided to the Travel Agency. The Electronic Travel reservation form has been modified to include the approval of the Dean/Division/Department Head, etc. Therefore, a separate Employee Travel Form will not be required to be submitted. **The use of the identified Travel Agency is not mandatory.**

4. Travel Advance - A travel advance may be requested by completing an Employee Travel Form.

V. Air Travel:

The utilization of the University's identified travel agency is not mandatory. However, for travelers who do not wish to utilize their own credit card, P-Card or AMEX Card, the travel agency will make appropriate travel arrangements for the traveler.

V. Air Travel Continued:

The contact information for the travel agency is:

Corporate Travel Planners
613 NW Loop 410, Suite 400
San Antonio, TX 78216
(504) 488-1725
USASAT@SWBELL.NET

An approved Electronic Travel Reservation form must be submitted to the Travel Agency to facilitate travel arrangements. **Travelers who wish to make travel arrangements in excess of 60 days must receive approval from either the Provost (in case of Academic Travel) or the Vice President for Fiscal Services.**

Travelers should be aware that some discounts have travel restrictions and cancellation penalties, and therefore good business judgment should be exercised to obtain the most economical airfare. In some circumstances staying over an additional night will make the traveler eligible for special airfare that will decrease the overall cost of the trip. In this situation, the University will reimburse the traveler for costs such as hotels and meals associated with the additional night, provided that the costs are less than the reduction in the airfare. First Class or Business Class travel is normally not reimbursable unless approved by the University's Provost and/or Vice President for Fiscal Services.

It is the traveler's responsibility to closely examine the cancellation/exchange rules and fees before purchasing a ticket. If a trip is cancelled after a ticket has been issued, the airline reservation must be cancelled at least one hour prior to the scheduled flight. If the traveler purchases a ticket that is refundable, the traveler should request a refund. Tickets that are not utilized prior to their expiration lose their value. It is the traveler's responsibility to use airline credits prior to expiration and credits for cancelled tickets should be used as soon as possible. Most airlines require tickets to be exchanged and used within one year from the original purchase date. Credits shall be used for the traveler's next trip if the airline serves the destination. If the traveler separates from the University before using the ticket/credit, the traveler will retain possession of the ticket and is required to reimburse the University for the cost of the airline ticket.

Airlines are now charging for priority (reserved) seating, checked luggage and curbside check-in. The University will not reimburse the traveler for the cost of priority seating.

Charter travel may be necessary under special circumstances. Charter travel must have prior approval of the University's Provost and/or Vice President for Fiscal Services.

The noted general travel guidelines have been provided to the University's identified Travel Agency to ensure travel arrangements are consistent with the University's Policy. **The previously noted guidelines become the responsibility of the Traveler when arrangements are made outside of the identified Travel Agency including Travelers**

V. Air Travel Continued:
who wish to make travel arrangements in excess of 60 days being required to receive approval from the Provost (in case of Academic Travel) or the Vice President for Fiscal Services.

VI. Frequent Flyer Programs:

Most major airlines now offer one or more forms of bonus awards for frequent flight on their own or affiliated carriers. The University has no objection to travelers enrolling in such programs, as long as travel arrangements are made in accordance with established University policies and procedures. However, please note the following:

- Certain grant and external funding agencies may require that awards earned for travel from the agency be used for related travel. It is the responsibility of the principal investigator to monitor compliance.

- Extra costs incurred for the purpose of accumulating frequent flyer credits for personal awards are not reimbursable.

VII. Ground Transportation:

It is expected that each employee use the most effective ground transportation available, considering cost, time, availability and scheduling.

• Public Transportation: (Public Buses, Public Trains, etc.)

The cost of public transportation is reimbursable with a receipt. When a receipt is not obtained, the reimbursement is limited to $5 per day.

• Out of Town Taxi and Airport Transportation:

Whenever practical, airport or hotel shuttles should be the preferred method of transportation to hotels or meeting sites. A taxi/Uber is usually the most available and least time consuming and should be considered as conditions warrant. An original receipt detailing the destination is required for reimbursement for such expenses including documentation of tips. A driver's tip in excess of 20% of the total charge is not reimbursable.

• Rental Passenger Automobiles:

Rental automobiles are utilized in the following conditions:

1) Personal vehicles are not available.
2) Out-of-town transportation for travelers.

VII. Ground Transportation Continued:

Xavier University has negotiated a preferred vendor arrangement with the following companies.

Company	Contract Number
Enterprise Rent A Car	**# DC1379**
Avis	**# B916100**
National	**# 5452880**

Employees can use these contract numbers to check the corporate rate, however it may or may not be cheaper than the regular rate. In the event that the regular rate is cheaper, travelers should take necessary steps to obtain the cheaper rate.

Luxury cars or Sport Utility Vehicles are not allowable vehicles approved by the University or federal funding agencies for vehicle rental. Vans may be rented when there are more than 4 travelers. Travelers must decline optional fuel offerings offered by the car rental vendor and should pay close attention to the fuel amount when they pick up the vehicle to ensure there are no overcharges for gas upon return of the rental car.

Insurance coverage for rental cars
Faculty and Staff who rent vehicles in the course of conducting University business, should obtain liability/physical damage insurance offered through the rental company. Generally, the liability coverage is up to $1,000,000 and the physical damage will cover replacing the automobile, if necessary. Insurance coverage for rentals is not provided through the University's vehicle insurance policy.

Any incident/accident, including an accident resulting in bodily injury involving a rental vehicle, should be reported to the University's Campus Police as soon as possible.
Also, when renting a vehicle outside of the United States**, insurance coverage should be purchased.**

In the event a University employee is transporting students in a rental vehicle, the University's employee must contact the Chief of the Campus Police and the Office of Risk Management (rbrown@xula.edu) regarding the trip including the number of students involved, the destination, and the expected time span of the trip.

• Personal Vehicles:

Expenses of travel by automobile are reimbursable at the IRS authorized rate in effect as of January 1 of each year. To obtain the current IRS rate, go to www.irs.gov, and search for the Standard Mileage Rate. The mileage reimbursement allowance covers all automobile related costs; gasoline, insurance, maintenance etc. Toll charges and parking fees, when supported by receipts, are reimbursable in addition to the mileage allowance. Travelers must submit a copy of MapQuest directions or another form of support to document mileage.

VII. Ground Transportation Continued:

However, the total personal automobile expenses shall not exceed the lowest available airfare or other reasonable transportation options. The University assumes no responsibility for any maintenance, insurance, operational costs, accidents, or fines incurred by the owner of the vehicle while on official University business. It is recommended that travelers using personal vehicles on University business have adequate automobile coverage including liability, physical damage, uninsured motorist etc. Travelers must carry at least the minimum legal limit of liability insurance as specified in the state where the vehicle is registered. Travelers should be aware that liability insurance coverage for automobile accidents follows the ownership of the vehicle.

In addition, normal commuting miles must be deducted when calculating the total mileage reimbursement. Mileage between an employee's residence and primary work is considered "normal commuting miles". Normal commuting costs are not reimbursable. In addition, mileage to and from Common Carrier Terminals and an employee's home or office will not be reimbursed. However, if approved, the University will reimburse the Traveler for the cost of parking a personal vehicle at the airport when traveling out of town.

Under no circumstances will the University reimburse travelers for parking fines or moving violations.

In the event a University employee is transporting students in their personal vehicle on University business, the University employee must contact the Chief of Campus Police and the Office of Risk Management (rbrown@xula.edu).

VIII. Meals and Incidental Expenses:

For meals and incidental expense reimbursements, travelers can either utilize, as authorized by the relevant manager, the GSA M&IE Expense Allowance for a given geographical area or actual receipts. Only one method (GSA Expense Allowance or Actual Receipts) can be utilized for the duration of the travel. Instructions for the use of the GSA tables are enclosed on the Meals and Incidental Expenses document.

Rules for GSA Meals and Incidental Expenses:

For GSA purposes, incidental expenses include fees and tips given to porters, baggage carriers, bellhops and hotel housekeeping. Excluded in the GSA rate and reimbursed separately are business related phone calls, faxes and internet usage charges and fees.

For international travel, meals and incidental travel expenses are reimbursable on a per diem basis, based upon the GSA rates for the international location. Instructions for use of the International GSA tables are enclosed on the Meals and Incidental Expenses document.

VIII. Meals and Incidental Expenses, Continued:

The GSA M&IE Expense Allowance is calculated at 75% for the first and last day of travel. For the remaining days, the rate is not reduced.

Employees who are provided meals during the course of travel as part of a conference fee, or when hosting or are hosted by another party while on travel status, must deduct the corresponding, applicable meal rate from their per diem reimbursement claim for each meal provided. Meal adjustments include those meals provided by hotels, meetings, conferences, sponsoring agencies or meals included in the registration fee, or any other source. If a breakfast, lunch, dinner or reception is offered as part of the travel and the food/timing is sufficient to serve as a meal, the traveler must reduce the per diem by the appropriate allowance amounts. If a traveler has medical restrictions and cannot eat a meal provided by any source while traveling, the traveler should make every effort to have the source facilitate his/her needs. If the source does not or cannot honor the request, the traveler is not required to deduct the applicable meal allowance from the per diem. However, the traveler must include a note with the Travel Expense Report explaining why the Traveler could not eat the provided meal. Employees traveling overnight are generally eligible for per diem amounts designated to cover the cost of three (3) meals per day for all days of travel status other than the day of departure and the day of return.

Rules for Actual Meals and Incidental Expenses

If the traveler does not utilize the GSA Meals and Incidental Expense rates, travel reimbursement based upon actual itemized receipts are allowed. Also, an actual expense reimbursement is warranted as follows:

a.) When meals are procured at a prearranged place, such as a hotel where a meeting, conference or training session is held.

b.) Costs have escalated because of special events and meal costs within prescribed allowances cannot be readily obtained.

c.) When meals include a group of individuals who are business guests and the costs exceed the established meal and incidental expense rate per person. The names of the parties involved and their organization must be provided.

d.) For individual employee's meal costs related to local seminars, conferences, etc. if meals are not provided in conjunction with the event. **The maximum individual allowance for local meals is currently $16.00 (for lunch only). This rate will be re-established as of July 1 of each fiscal year.**

All requests for reimbursement of actual expenses must be itemized on the travel expense report and accompanied by actual itemized receipts. Actual receipts cannot exceed 15% of the GSA rate for the specific location, including tips. Any excess will not be reimbursed.

IX. Hotels:

Travelers are expected to make reasonably priced hotel reservations. Travelers should always ask for academic or corporate rates when making reservations or registering. Employees who stay at a hotel/motel that is holding a scheduled meeting or seminar may incur lodging expenses that exceed the rates generally considered reasonable. The higher cost may be justified to avoid excessive transportation costs between a lower cost hotel/motel and the location of the meeting. Reasonable lodging expenses are reimbursed at actual cost. All lodging claims must be documented with receipts and must be at a business that offers lodging to the general public such as a hotel or motel, and not a private residence. Upgraded room accommodations that incur an additional charge are not allowed. A complimentary upgrade should be noted on the expense report. Mandatory resort fees are reimbursable as lodging expenses.

It is the traveler's responsibility to understand the cancellation rules of the room confirmed. No-show charges and penalties will not be reimbursed when the traveler does not cancel reservations within the allotted time. Nonrefundable rates cannot be changed or cancelled: therefore, the traveler is accepting the risk of a non-reimbursable cancelation fee.

Lodging requirements in excess of seven days should be discussed and approved by the Provost (in the case of Academic Travel) or the Vice President for Fiscal Services.

Also, see section **X.** for hotels that offer the University special rates and billing arrangements.

X. Arranging for Visitor Hotel Accommodations:

For visitor or University group hotel accommodations that will be charged to a University's Department, the sponsoring department can book those reservations under their applicable AMEX Card or P-Card. Please be aware that the University has arranged special rates and billing arrangements with the following hotels.

International	Local
Holiday Inn **Corporate # - 100192613** **Rate Category ILJ2D** **1-800-635-7001** **Select (Option 3)**	**Omni Riverfront Hotel** **701 Convention Center Blvd** **New Orleans, LA 70130** **(504) 524-8200**

X. Arranging for Visitor Hotel Accommodations Continued:

If direct billing has been arranged with the hotel, the Office of Fiscal Services will submit a purchase order to the originating department for submission to the hotel. For visitor(s) or university groups requiring hotel accommodations that exceed credit card capabilities, the requisitioner should initiate a purchase requisition that will allow a purchase order to be issued to the hotel.

Hotel arrangements which include the rental of conference facilities/meeting room space (both local and out of town) are generally governed by a Hotel Banquet Agreement. Such agreements are subject to University legal review and require an authorized signature by the Provost and/or the Vice President for Fiscal Services. The appropriate procurement method for these arrangements is for the traveler to complete a Banner requisition accompanied by the corresponding agreement. Upon receipt and approval of the requisition and agreement, a purchase order will be generated that will be submitted by the originator to the hotel/conference center. All applicable payments will be processed by the Office of Fiscal Services - Purchasing/Accounts Payable. After review and approval of the final invoice by the originator, a payment will be processed against the assigned purchase order.

XI. Spouse Accompaniment:

As a general rule, Xavier University does not reimburse for spousal accompaniment unless the spouse fulfills a necessary business function. Under no circumstances will expenses for spouse travel be reimbursed unless approval was obtained in advance either from the Provost or Vice President for Fiscal Services. Should the traveler's spouse accompany the traveler for personal purposes, the University will only provide reimbursement for the traveler’s expenses.

XII. Combined Business/Personal Travel:

Whenever a traveler, for his/her convenience, travels by an indirect route or interrupts University travel for personal travel, the additional expenses are the responsibility of the traveler.

XIII. Conference Registrations:

Conference registrations may be paid in advance by utilizing either the University’s AMEX or P-Card with the subsequent reimbursement of the charges being processed with by use of the employee travel form, the travel expense report or the P-Card Requisition Form. This is the quickest most effective forms of payment in order to assure that registration deadlines are met. If the individual pays the conference registration, an official receipt must be obtained from the conference/professional organization in order to be reimbursed. A generic receipt (any receipt that does not have preprinted or stamped conference/vendor name) is not sufficient as proof of payment.

XIV. Non-Allowable Expenses:

The University's policy is to reimburse its employees for all reasonable and necessary expenses incurred while performing or engaging in actions for the University**. However, there are specific types of expenses, which are considered to be personal, and are therefore not reimbursable.** This includes:

a) Personal expenses (movies, spas, valet services, flowers, mini-bar charges).
b) Airline and other trip insurance.
c) Airline reserved/priority seating fees.
d) Airline internet usage charges and fees.
e) Commuting between residence and the airport.
f) Barber, manicurist and shoe shine.
g) Repairs on personal automobiles damaged while on company business.
h) Traffic violations and court costs.
i) Membership fees in airline clubs.
j) Hotel accommodations for meetings that are scheduled more than 1 day prior to the event and/or 1or more days following the end of any meeting or conference.
k) Alcoholic beverages.
l) Additional luggage for recreational purposes.
m) Clothing and toiletry items.
n) Loss or theft of cash advance money or airline tickets.
o) No-show/Cancellation fees or fees related to hotel late check-out.
p) Personal reading materials (magazines, newspapers, etc.).
q) Personal entertainment.
r) Any other item not considered to be official University business.

XV. Employee Travel Form:

In lieu of requesting travel advances, travelers who are issued the University's AMEX or P-Card may utilize the card to charge University-related travel. It will be the responsibility of the relevant administrator to ensure that the AMEX or P-Card charges are allocated to the appropriate account or grant when either preparing a travel reimbursement request or a P-Card Requisition form. Also, AMEX card and P-Card original receipts are to be retained and submitted to the Travel Specialist with the travel reimbursement request or P-Card Requisition form. It is requested that reimbursement requests for AMEX or P-Card charges be received ten (10) working days prior to the date the AMEX or P-Card payment is due.

If the traveler does not have access to the AMEX or P-Card, a travel advance may be issued for an amount that is reasonable and will be maintained subject to timely reporting of all travel expenses. **A travel advance will not be issued if any prior advance is outstanding. A payroll deduction will be processed for any travel advance outstanding greater than 30 days after completion of travel.**

XV. Employee Travel Form, Continued:

A travel advance may be requested by completing and submitting the Employee Travel form to the Travel Specialist at least two weeks prior to the planned travel of the trip.

The following information is required to be included on the form:

a) Name of Traveler and 900 number;

b) Travel Data:
    1) Destination
    2) Purpose of the trip.
    3) Beginning and ending dates of the trip;

c) The proper accounting string where the travel is to be charged-FOAPAL;

d) Documentation for Request:
    1) Copy of conference agenda (include date and location)
    2) Copy of receipts (registration, transportation)
    3) Travel Advance for meals and hotel
    4) Advance Payment for registration, ground transportation and parking;

f) Total Amount;

g) Traveler's Signature;

h) Approval Signature;
- Unrestricted Funds-**Dept. Head or Cost Center Manager/Division Chair**
- Restricted Funds- **Principal Investigator/Division Chair**
- Endowment Funds- **Provost**

If any one of these items is missing, processing will be delayed until all information is provided.

Effective August 15, 2018, University personnel can request that their travel advances be deposited directly into their checking accounts in lieu of receiving a check. The process to enroll in the Direct Deposit program for payments of a Travel Advance is provided at http://xula.edu/fiscal/purchasing.html. (How to Enroll in Direct Deposit)

Another important rule to keep in mind is that a traveler may not approve his or her own Employee Travel Form. Also, the traveler must reconcile the travel advance by completing a Travel Expense report and attaching itemized receipts within ten (10) working days after completion of travel. (See Section XVI). **Failure to settle a travel advance within 30 days after completion of travel will result in the recognition of the advance as a payroll deduction to the employee and the revocation of the privilege for receiving future advances.**

XVI. Travel Expense Report:

The Travel Expense Report must be submitted to the Travel Specialist within ten (10) working days of the related travel with the agenda of the trip provided. The timely submission of travel reports allows the Travel Specialist to immediately process reimbursements to travelers and to clear any outstanding liabilities to the University. **The failure to submit a travel expense report within the required submission period will result in the traveler being denied any subsequent travel advances until the expense report is submitted.**

Travelers should provide as much detailed information of expenses on this statement as possible. Original receipts must be included except for GSA Meal and Incidental Expense reimbursement. **For travel reimbursements to faculty candidates, a New Vendor form must be completed before the processing of any travel reimbursement, since there is no prior information on the individual in Banner.**

Receipts are required for the following items when requesting reimbursement for actual Travel expenditures:

- Lodging (itemized receipt).
- Commercial Airfare (including a copy of complete itinerary showing passenger name along with ticket stub).
- Itemized receipts for breakfast, lunch or dinner.
- Conference/ Registration fees, including conference agendas.
- Car Rental.
- Taxi/Uber (with destination written on receipt).
- Parking.
- Cost related to Visa/Passport fees when necessary to accomplish the official business purpose of the trip.
- Cost of related vaccinations required and/or for international business travel
- Currency conversion fees.
- Laundry or cleaning expenses on trips lasting seven (7) calendar days or more.
- Business related phone calls, faxes and internet usage charges and fees excluding communication expenses on the airline.

An approved Travel Expense Report must be submitted to the Travel Specialist **within ten (10) working** days after completion of the travel. A Traveler cannot approve his/her Travel Expense Report. Any unused travel advance money must accompany this statement in the form of a check or money order payable to Xavier University. **No cash payments are allowed.**

All expense reports for foreign travel should be reported in U.S. dollars. Exchange rates should be documented at the time of the trip. If rates are not provided, the market rate at the time the expense report is received by the Travel Specialist will be utilized. Certain grants may have additional foreign travel restrictions.

XVII. Students:

Students traveling on University business/activities shall adhere where applicable to the travel policy. Students are required to coordinate their travel arrangements with either the Principal Investigator for grant travel or the respective Department Head for non-grant activities. Further information can be obtained from the Travel Specialist.

XVIII. Reimbursement:

Effective, August 15, 2018, University personnel can request that their travel reimbursement be deposited directly into their checking accounts in lieu of receiving a check. The process to enroll in the Direct Deposit program for payments of travel reimbursements is provided at http://xula.edu/fiscal/purchasing.html. (How to Enroll in Direct Deposit)

OFFICE OF FISCAL SERVICES

XAVIER UNIVERSITY of LOUISIANA

EMPLOYEE TRAVEL FORM

(ADVANCES OR ESTIMATED EXPENSES)

1. EMPLOYEE/PAYEE INFORMATION

NAME:	*XULA ID:*
ADDRESS:	
EMAIL:	*CAMPUS EXT.:*

2. BUSINESS PURPOSE

TRIP DETAIL/PURPOSE:

LOCATION OF TRAVEL:	*DATES OF TRAVEL;*

3. FUNDING

Fund		*Orgn*		*Acct.*		*Prog.*		*Actv*		*Amt.*	
Fund		*Orgn*		*Acct.*		*Prog.*		*Actv*		*Amt.*	
Fund		*Orgn*		*Acct.*		*Prog.*		*Actv*		*Amt.*	

4. ESTIMATED EXPENSES AND/OR ADVANCES REQUESTED

	PAYABLE TO	*DATE REQUIRED*	*ADVANCE AMOUNT*	*ESTIMATED EXPENSES*
TRANSPORTATION				
REGISTRATION				
ACCOMODATIONS				
MEALS				
		TOTAL REQUESTED	0.00	0.00
		MAXIMUM APPROVED (IF LESS THAN REQUESTED)		

5. APPROVALS

Dean/Division Chair/Department Head/President/Provost

Print Name: Signature: Date:

Print Name: Signature: Date:

Grant/Project Manager

Print Name: Signature: Date:

Accounting Department

Print Name: Signature: Date:

Traveler

Print Name: Signature: Date:

The settlement of travel advances is required within ten (10) business days upon returning from travel. Failure to settle a travel advance within the specified timeframe will result in the recognition of the advance as a payroll deduction to the employee and revocation of the privilege for receiving future advances.

OFFICE OF FISCAL SERVICES

XAVIER UNIVERSITY of LOUISIANA

TRAVEL EXPENSE REPORT

1. EMPLOYEE/PAYEE INFORMATION

NAME: *XULA ID:*

ADDRESS:

EMAIL: *CAMPUS EXT.:*

2. BUSINESS PURPOSE

LOCATION OF TRAVEL : *DATES OF TRAVEL:*

TRIP DETAIL/PURPOSE:

3. FUNDING

Fund		*Orgn*		*Acct.*		*Prog.*		*Actv*		*Amt.*	
Fund		*Orgn*		*Acct.*		*Prog.*		*Actv*		*Amt.*	
Fund		*Orgn*		*Acct.*		*Prog.*		*Actv*		*Amt.*	

4. TRAVEL ADVANCE INFORMATION

DATES OF TRAVEL								*TOTAL*
REGISTRATION	*$*	*$*	*$*	*$*	*$*	*$*	*$*	*$* 0.00
AIRFARE								0.00
HOTEL								0.00
GSA RATE								0.00
ACTUAL MEALS								0.00
GROUND TRANSPORTATION								0.00
MILEAGE								0.00
OTHER EXPENSES								0.00

DETAILS OF OTHER EXPENSES

DATE	*AMOUNT*	*EXPLANATION*

Total	0
Less Advance	
Due to University	
Due to Traveler	

Make check payable to: _____

5. APPROVALS

Dean/Division Chair/Department Head/President/Provost

Print Name: Signature: Date:

Print Name: Signature: Date:

Accounting Department

Print Name: Signature: Date:

Grant/Project Manager

Print Name: Signature: Date:

Traveler

Print Name: Signature: Date:

CORPORATE TRAVEL PLANNERS
ELECTRONIC TRAVEL RESERVATION FORM

(504)488-1725 (504)488-1381 FAX
email: usasat@swbell.net

DATE: _____

NAME OF TRAVELER: _____

EMPLOYEE'S ID# _____

TELEPHONE NUMBER: _____

DATE OF TRAVEL: _____

PREFERRED DEPARTURE TIME: _____

DATE OF RETURN: _____

PREFERRED RETURN TIME: _____

DESTINATION: _____

REQUIRED RESERVATIONS: _____ **AIRLINE**

_____

FUND CODE: ORGN CODE: ACCT CODE: PRG CODE:

APPROVAL

_____ _____
Dean/Division Chair/Dept. Head **Date**

_____ _____
Signature of Requestor **Email Address**

_____ _____
Print Name **Date**

Travel Greater than 60 Days in Advance

_____ _____
Provost **Date**

_____ _____
Vice President of Fiscal Services **Date**

Meals and Incidental Expenses

The General Services Administration (GSA) annually publishes the meals and incidental expense (M&IE) reimbursement rates for a given geographical area. Xavier University's travel policy allows travelers the choice to either submit actual receipts or utilize the GSA tables to determine the meals and incidental rates for their travel destination.

The following steps should be utilized to determine the GSA rate:

- Search the Internet for : www.gsa.gov;
- Click on Travel at the tool bar;
- Input the travel state and city or zip code, select next;
- Click calculate per diem allowances for a trip;
- Enter start and end dates for the trip, select next;
- Click on breakdown to receive the daily M&IE allowance;
- Print a copy and enclose with the travel documentation as support for the trip.

The following steps should be utilized to determine the GSA rate for international travel:

- Search the Internet for : www.gsa.gov
- Click on Travel at the tool bar;
- Scroll to the bottom of the page and click on "***Rates for foreign countries are set by the state department;"***
- Select the Foreign Per Diem Rates by Location;
- Select the location for travel, next click the word GO;
- Print a copy and enclose with the travel documentation as support for the trip.