PROCEDURES REQUIRED FOR ALL TRAVEL:

The University’s travel procedures are outlined below. The five major steps in the process are: 1) Obtain approval for Travel, 2) Process Conference Registration Fee (if applicable), 3) Schedule Transportation, 4) Reserve Hotel Accommodations, and 5) Submit Request for Reimbursement of Travel Expenses.

1) Obtain Approval for Travel:

Complete a Travel Request and Approval Form when required. See below to determine if a Travel Request and Approval Form is required. The purpose of the Travel Request and Approval Form is to reserve (“encumber”) funds in the budget to pay travel expenses for specific events. If the travel is cancelled and not taken, it is the responsibility of the traveler (or department) to notify Business Services who will then transfer the funds back into the departmental budget.

When required, a fully-approved Travel Request and Approval Form must be received by Business Services prior to any travel. Arrangements for travel should not be made until the request is fully approved, as the traveler would not be reimbursed for any expenses incurred for non-approved travel.

Please note that the full cost of the trip may not necessarily be funded. If actual expenses exceed the amount funded, an additional authorization must be sent in writing to Business Services by the department providing the additional funding.

How to:

- The traveler must complete the Travel Request and Approval Form which is located on WPConnect at https://webapps.wpunj.edu/emps/_Finance Tab__Travel Request Menu. All anticipated costs should be included on the form. Standard travel expenses include: registration fees, lodging costs, transportation costs (airfare, train, bus, mileage, taxi/car service), and meals.

Overnight Travel:

All overnight travel requires a fully approved Travel Request and Approval Form. The form must be approved as follows:

A) Department Chair or appropriate Director who will: a) review the form, b) approve the trip and c) indicate amount of funding with corresponding Fund, Organization, Account and Program (FOAP).
B) Dean (if applicable) who will: a) review the form, b) approve the trip, and c) Indicate amount of funding with corresponding FOAP.

C) The Provost’s Office (academic staff/students) or appropriate Vice President (non-academic staff) who will: a) review the form, b) approve the trip, and c) indicate amount of funding with corresponding FOAP.

D) Business Services who will: a) have the form approved by the Ethics Liaison Officer, if necessary, b) review to ensure compliance with University policy, and c) and encumber funds as authorized.

**Same-Day Travel:**

It is not necessary to complete a Travel Request and Approval Form for same day travel unless the event attended is sponsored by a vendor and either the individual attending receives an honorarium or has expenses paid directly by the vendor (i.e. price of attendance or meals or lodging). If the Travel Request and Approval Form is required, follow the same approval guidelines as indicated for overnight travel.

2) **Process Conference Registration Fee:**

Registration fees can be paid directly by the University. A Voucher Payment Form with completed registration form attached should be submitted to Business Services together with the Travel Request and Approval Form. The Voucher Payment Form is in WPConnect at https://webapps.wpunj.edu/emps/ _ “Employee Tab_Voucher Payment Form”_. By doing so, the registration will be approved at the same time as the trip is approved and the registration fee will be paid immediately upon receipt and review of forms by Business Services. If the registration is paid directly by the traveler, the registration fee should be included on the Travel Expense Voucher submitted after the trip’s completion.

3) **Schedule Transportation:**

Air/Train arrangements can be arranged once the Travel Request and Approval Form has been approved and encumbered by Business Services. The traveler has the option to either schedule the arrangements through a travel agent of the traveler’s choice or through the internet. Be advised that reimbursement will be processed after the traveler returns from the trip and submits a fully approved Travel Expense Voucher.

Since travel arrangements should be made as early as possible to ensure the best pricing possible, the Travel Request and Approval Form must be completed well in advance of the travel date.
4) **Reserve Hotel Accommodations:**

Please note the hotel deposit should be included on the Travel Expense Voucher submitted after the trip’s completion. No prepayments will be made reimbursing hotel deposits before the trip.

5) **Submit Request for Reimbursement of Travel Expenses:**

**How to:**

- The traveler must complete a Travel Expense Voucher as soon as possible upon completion of the trip itemizing all out-of-pocket expenses incurred. The Travel Expense Voucher form is located on WPConnect at https://webapps.wpunj.edu/emps “Finance Tab_Travel Request Menu”. Please note that the Travel Expense Voucher must be received by Business Services in the same fiscal year when the travel occurred or it will not be processed.
- Original itemized receipts must be attached to the Travel Expense Voucher documenting each expense. If the receipt does not indicate “Paid”, the traveler must also attach documentation of payment (e.g. Credit Card statement, cancelled check – front and back). Reimbursement will not be processed for expenses if the required documentation is not provided. Exception - Receipts are not required for individual expenses less than $25 or when the per diem meal allowance is selected.
- The Travel Expense Voucher must be approved by all responsible parties whose FOAPs are funding the trip. The approver will: a) ensure the expenses are valid, b) ensure the correct FOAP is charged, and c) authorize the reimbursement.
- The form should lastly be forwarded to Business Services who will review to ensure compliance with University policy and process the reimbursement. If during Business Services’ review the requested reimbursement is adjusted, Business Services will email a revised form to the traveler, detailing the reason for the adjustment.
- A traveler can not approve his or her own Travel Expense Voucher. A supervisor’s approval must be obtained.
- When submitting a credit card statement as proof of payment, the account number should not be legible.

**Documentation Required with Travel Expense Voucher:**

**Conference fee/Registration fee:**
The conference fee/registration fee should not appear on the Travel Expense Voucher if paid directly by the University. If paid by the traveler, attach the detailed invoice/receipt and documentation of payment.

**Transportation:**

**Air or train** expenses should be accompanied by either the airline or train ticket receipt which must clearly document times of departure/arrival, cost of ticket, and proof of payment. If booked on-line, the confirmation page with credit card number must be submitted. If the traveler chooses to drive to a conference site where air or train travel is readily available, documentation supporting the cost of the economy airfare or coach Amtrak fare exceeding the total cost of driving as of the registration date must be attached.

**Car service or taxi cab, mileage, parking and tolls (greater than $25):**

Receipts are required and must be marked as paid. Reimbursements will not be allowed for taxi service when courtesy (no fee) transportation is offered to/from the airport. Mileage costs to and from the airports/train stations should be included. In addition to reimbursement of mileage and tolls, parking costs will also be reimbursed not to exceed the most economical rate of long-term parking at the airport or train station, regardless of where the traveler parks.

**Rental car:**

Original copies of the rental agreement and proof of payment must be attached to the Travel Expense Voucher for this expense to be reimbursed. If you choose to rent a car without an approval, you will be reimbursed based upon the most economical taxi or shuttle fare available at that time.

**Hotel:**

Attach original detailed hotel bill. The hotel bill must indicate that the balance was paid. If not, documentation of payment must also be attached. Personal charges appearing on the hotel bill must be deducted from the reimbursement requested and not included on the Travel Expense Voucher. Internet service, if used for University business, will be reimbursed. When lodging is shared with others, the fact must be stated on the Travel Expense Voucher and hotel bill. Reimbursement will be prorated accordingly.

**Meals:**

Actual expenses for meals will be reimbursed up to the maximum allowed by the federal government per diem rate.

**Same Day Travel:**
A Travel Expense Voucher must be submitted for reimbursement of same-day travel expenses. If the expenses are less than $50, attach the fully-approved Travel Expense Voucher to a Petty Cash Receipt Form, obtain approval from the Travel Coordinator in Business Services, and present to the Office of Student Accounts Department for reimbursement. The Petty Cash Receipt Form is located on WPConnect at https://webapps.wpunj.edu/emps “Employee Tab_Petty Cash Receipt Form”.

**Recruitment of New Full-Time Employee:**

Travel expenses of candidates are reimbursed under the same conditions, limitations and requirements of staff members traveling on University Business. Travel Guidelines for Search Committee Chairs engaged in the recruitment of new fulltime faculty have been created by the Provost’s Office and posted on the University’s website (https://webapps.wpunj.edu/emps/”Finance Tab_Travel Request Menu” to assist with all phases of the interview process, including reimbursement of expenses.

A Voucher Payment Form, with supporting receipts attached, must be submitted to Business Services for reimbursement of candidate’s travel expenses. Do not use a Travel Expense Voucher.