

PROCEDURES REQUIRED FOR ALL TRAVEL

The University's travel procedures are outlined below.

In order to have a quick and seamless travel and travel reimbursement experience please follow these five major steps:

1. Obtain approval for travel by submitting a completed Travel Request and Approval Form to your direct supervisor as soon as you have completed your planning.
2. Attach to the Travel Request and Approval Form the conference documentation verifying the location and dates, your acceptance letter if presenting and all related travel and attendance costs.
3. Schedule transportation.
4. Reserve hotel accommodations.
5. Submit Request for Reimbursement of Travel Expenses when travel is completed.

Note 1: The P-Card, unless pre-authorized as a travel card, cannot be used for travel expenses.

Note 2: If the P-Card is approved for travel:

- *All charges prior to travel must have receipts attached to the Travel Request and Approval Form.*
- *All P-Card receipts obtained while traveling must be attached to the Travel Expense Voucher including the P-Card statement when submitting for reimbursement*
- *No meals are to be charged to the P-Card. All meals are to be reimbursed by the Federal Per Diem Rate.*

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 canceled 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 **two weeks** prior to any travel, due to needed approvals from multiple administrators in Finance and Human Resources to complete the approval process. Please be mindful that the full cost of the trip may not necessarily be funded. If actual expenses exceed the amount funded, additional authorization must be sent in writing to Business Services by the funding area providing the additional funding amount, and the budget being charged.

How to:

- The traveler must complete the Travel Request and Approval Form which is located on WPCConnect at https://webapps.wpunj.edu/emps/_ “Finance Tab_ Travel Request Menu.
- All anticipated costs should be included on the Travel Request and Approval Form. Standard travel expenses include:
 - Primary transportation, secondary transportation, mileage reimbursement, lodging, per-diem meals, and registration (if applicable), are to be indicated on the Travel Request and Approval Form regardless of who is paying for the travel. All costs associated with this travel must be included on the Travel Request and Approval Form.
- If the traveler plans to extend the stay at the destination for personal reasons, either before or after business travel, a Trip Waiver must be attached to the Travel Request Approval Form.
- If extended stay at the destination is being incorporated for research, a Research Agenda, with the Dean’s approval, must be attached to the Travel Request and Approval Form.
- If the travel is for research only, an approved Research Agenda must be attached to the Travel Request and Approval Form.

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 will: a) review the form, b) approve the trip and c) indicate the amount of funding with corresponding Fund, Organization, Account, and Program (FOAP).

B) Dean (if applicable) will: a) review the form, b) approve the trip, and c) approve the amount of funding and or add additional funding with corresponding FOAP.

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

D) Business Services will: a) have the Form approved for Senior Vice President of Administration & Finance and 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 the completed registration form attached must be submitted to Business Services together with the Travel Request and Approval Form. By doing so, the registration will be approved at the same time as the trip is approved. The registration fee will be paid immediately upon receipt and review of Forms and upon the determination of budget availability by Business Services. If the registration is paid directly by the traveler, the registration fee should be included on the Travel Expense Voucher Form submitted after the trip's completion.

The Voucher Payment Form is in WPCconnect at [https://webapps.wpunj.edu/emps/_EmployeeTab_FinanceTab_Voucher Payment Form](https://webapps.wpunj.edu/emps/_EmployeeTab_FinanceTab_VoucherPaymentForm)".

3) Schedule Transportation:

Air/Train arrangements can be arranged once the Travel Request and Approval Form has been processed and approved. 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 travel is complete and the traveler submits a fully approved Travel Expense Voucher Form.

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

4) Reserve Hotel Accommodations:

Reimbursement for lodging shall be allowed if travel to the conference is 100 or more miles one way, and/or if the conference begins prior to 9:00 a.m. and/or ends after 9:00 PM on that day.

All lodging deposits must be included on the Travel Expense Voucher Form submitted after the trip's completion.

5) Submit Request for Reimbursement of Travel Expenses:

How to:

- The traveler must complete a Travel Expense Voucher Form, indicating all incurred travel expenses, within sixty days (60 days) of a completed travel.
- The Travel Expense Voucher is in WConnect at [https://webapps.wpunj.edu/emps/_EmployeeTab_FinanceTab_Travel Expense Voucher](https://webapps.wpunj.edu/emps/_EmployeeTab_FinanceTab_TravelExpenseVoucher) ”
- Original itemized receipts e.g. (**airfare itinerary, proof of payment, boarding passes, hotel itemized invoice, registration, parking, tolls, etc.**) must be attached to the Travel Expense Voucher Form documenting each expense. If the above-mentioned receipts do not show proof of payment, the traveler must also attach documentation of payment (e.g. Credit Card statement, canceled check – front and back). Reimbursement will not be processed for expenses if the required documentation is not provided. Meals will be reimbursed by per-diem rate only (no receipts are required). When submitting a credit card statement as proof of payment, only the last four digits of the credit card should be visible on the statement.
- A traveler cannot approve his or her own Travel Expense Voucher Form. The next level up supervisors approval must be obtained.
- The Travel Expense Voucher Form must be approved by all responsible parties who are managers of the FOAPs funding the trip. The approver will: a) ensure the expenses are valid, b) ensure the correct FOAP is charged, and c) authorize the reimbursement.
- For the last step, the Form must be forwarded to Business Services which will review to ensure compliance with University and State policies. Once that review is completed, the Travel Expense Voucher form will be processed for reimbursement. If during Business Services’ review the requested reimbursement is adjusted, Business Services will notify the traveler, detailing the reason for the adjustment.

Documentation Required with Travel Expense Voucher Form:

Conference fee/Registration fee:

The conference fee/ registration fee must not be included on the Travel Expense Voucher Form if paid directly by the University. If paid by the traveler, attach the detailed invoice/receipt and appropriate documentation of payment.

Transportation:

Air or train expenses noted on the form must be accompanied with boarding passes and the corresponding airline or train ticket receipt, which must clearly

document the times of departure/arrival, the cost of ticket, and proof of payment. If booked online, the confirmation page with the credit card number must be submitted. (only the last four digits of the credit card number) 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.

Ground Transportation:

Car service e.g. Uber, Lyft, taxi, 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. All vehicles used for University business must have current insurance coverage for that vehicle. 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:

The University will reimburse for rental cars only under extenuating circumstances. Preapproval is required unless an emergency situation occurs. Please note that when renting a car collision damage waiver, supplemental liability insurance, roadside assistance or any other upgrade expense is not reimbursable. It is encouraged that travelers use their own vehicle insurance when renting a car. If the traveler does not have current personal vehicle insurance or chooses not to use their personal vehicle insurance, they must accept the rental car insurance which is not reimbursable. Original copies of the rental agreement and proof of payment must be attached to the Travel Expense Voucher Form 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. Traffic violations are the responsibility of the traveler.

Hotel:

Attach original detailed hotel bill to the Travel Expense Voucher Form. 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 in the Travel Expense Voucher Form. Internet service, if used for University business, will be reimbursed. When lodging is shared with others, that fact must be stated on the Travel Expense Voucher Form and the hotel bill. Reimbursement will be prorated accordingly.

Meals:

Meals will be reimbursed at the Federal Government Per Diem Rate. No food receipts are required to be submitted with a Travel Expense Voucher Form.

Same-Day Travel:

A Travel Expense Voucher Form for same-day travel expenses must be submitted for reimbursement within **two weeks** of completed travel.

Prompt Submission of Travel Expenses Voucher:

Once complete, print the voucher, attach all original receipts to it, sign it, and then acquire signatures from all of the areas that funded the travel.

It is imperative that the Travel Expense Voucher be received by Business Services in **the same fiscal year** that the travel occurred, or it may not be processed.

***Note:** June travelers have until the last week in July to submit their Travel Expense Voucher (s) for reimbursement.*

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 full-time 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 Form.