

Travel User Guide

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Overview

Ithaca College faculty and staff may need to travel for approved College business. The College's travel policy states that "Individuals should conduct their travel with an awareness that they are using College funds, the vast majority of which are derived from student tuition payments. It is our responsibility to be attentive to the reasonable and effective use of the resources provided by our students and their families for their education. Ithaca College will pay for normal, reasonable and prudent business related expenses that are incurred by individuals traveling on official College business whose purpose is to further the mission of Ithaca College".

Objective

This document provides highlights of information and instructions on the travel process to Ithaca College faculty and staff for business related travel. The Ithaca College **Travel Services website** and **Travel Policy** contain full documentation relating to travel.

Resources

Travel Services website

Provides travel related details for travelers or individuals assisting with the travel process

<http://www.ithaca.edu/procurement/travel>

- Familiarize yourself with the College **Travel Policy** which includes complete travel information
- Submit an online **Travel Authorization Form**
- Determine **payment options** for travel expenses
- View and print **Tax Exempt forms** for New York State and other select states
- Familiarize yourself with **International Travel** requirements (see International Travel section below)
- Submit an **Expense Report Form**
- **Egencia** is the College's preferred online booking tool for business travel
- **Enterprise Rent-a-Car** and **National Car Rental** are preferred vehicle rental companies when College fleet vehicle is unavailable for business travel
- **IC Travel Card** policy, instruction and application, card activation instructions

Contact Information

- Sheryl Scott (sscott@ithaca.edu), Travel Services Specialist at 274-1480

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Travel Authorization

Before any travel related expenses are incurred, a Travel Authorization form must be submitted and approved in IC Workflow. The Travel Authorization provides anticipated expenses to plan, authorize travel and verify that funds are available.

- **Domestic travel** - submit to authorized approver(s) at least 2 weeks in advance of travel
- **International travel** (also see International Travel section on page 5) – submit to authorized approver(s) at least 8 weeks in advance of travel
- Inquiries and guidelines for the funding of faculty travel related to professional and scholarly activity should be directed to the Office of the Provost at provost@ithaca.edu.
- Travel related expenses are costed to the fiscal year when the majority of travel actually occurs.

Traveler Contact Information

- Traveler name, department, email, home/cell phone, campus address and phone are required fields

Trip Information

- Trip Purpose
- Number of Travelers Full Names of additional travelers or upload file
- Departure and return dates
- Destination

Anticipated Expenses

- Registration
- Airfare
- Meals
- Lodging
- College Vehicle or rental car
- Personal Vehicle estimated mileage
- Ground Transportation
- Other expenses
- Total will auto calculate; fill in maximum IC funds allowed

Funding Sources, Accounts and Amounts

- Parnassus account number(s) and amounts
- External funding sources

Cash Advance Request

Limited to international and student group travel. Approved Cash Advances on the Travel Authorization will be processed by Travel Services.

- Amount Requested
- Ensure account subcode 7400 is setup in Parnassus

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Department Coordinator and Authorized Approvers

- Department Coordinator field is not required if this person is filling out the form.
- Submitter is responsible for selecting the appropriate Authorized Approvers.
- Once submitted, form is only routed to the reviewers selected.
- If form is not approved, no changes can be made. If an error was made, a new TA needs to be submitted.

Additional Information and Policy Confirmation

- Read and acknowledge statement by checking box
- Register your international travel through the [International Travel Registry](#) (see International Travel section below)
- Personal vehicle mileage limited to 90 miles one way from Ithaca College or 180 miles round trip from Ithaca College.
- **Gas expenses may not be charged to IC Travel Card** or any reimbursement made when traveler is being reimbursed for personal vehicle mileage.
- IC uses the mileage reimbursement rate in effect at the time of travel as provided by IRS.
- When IC fleet vehicle is not available, consider Enterprise Rent-A-Car and National Car Rental which are the College's preferred vehicle rental companies for approved college business travel
- In order to drive an IC fleet vehicle or any rental vehicle, you must be an approved College driver through Risk Management (607-274-3285) or <http://www.ithaca.edu/riskmanagement/forms/>

International Travel

Travelers are advised to contact the Office of International Programs (607-274-3306) and the Office of Risk Management (607-274-3285) for essential information prior to travel. The following links can be found on the Travel Services website at <http://www.ithaca.edu/procurement/travel/internattrav/> as well as the Office of International Programs website. Additional resources are also available on all of these sites.

- [International Travel Registry](#) link to register your international travel
- [Ithaca College Policy on Employee and Student Travel to Travel Warning Countries](#)
- [International Travel Alerts, Warnings, and Worldwide Caution](#)

Payment options

Ithaca College is tax exempt in New York State as well as other States. Tax Exempt forms are available on the Travel Services website where multiple copies can be printed.

Travel Card

It is recommended that travelers use the College's Travel Card to pay for College business related travel expenses.

Personal Funds

For those without access to a Travel Card (students, non-employees, or employees who may travel too infrequently to apply for a Travel Card) may use cash or a personal credit card to pay for travel expenses.

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Prepaid travel expenses (such as airline tickets) purchased with personal funds will not be reimbursed until after the trip or event takes place.

EFT or Paper Checks

- Use IC Marketplace for registration fees whenever possible.
- Purchase Orders can be submitted for any dollar amount, however must be used for travel related expenses over \$2,000.
- Voucher Authorization Form (VAF) can be used to request payments to vendors for travel related expenses less than \$2,000. The signed form must be accompanied by an original itemized invoice. Previous payments related to this invoice must be noted on the form.

Wire Transfers

Used for International travel to pay for pre-trip travel arrangements and require an approved VAF be submitted to Travel Services. In order to allow processing time, the VAF must be received by Travel Services at least one week prior to deposit deadline.

Cash Advances

Ithaca College limits cash advances to employees traveling internationally for seven or more consecutive days or with student group programs. An approved Travel Authorization Form must be submitted at least two weeks in advance of travel for a cash advance to be considered by Travel Services.

Expense Report

All travelers must complete an Ithaca College Expense Report form for each trip. Reimbursements will be based on one final approved expense report which should be completed and submitted to Travel Services within 10 business days of completion of travel.

Receipts

All payment methods must be listed on Expense Report

- Traveler must have original itemized receipts for all expenses for paid out of pocket expenses over \$30. When original receipt is not available, request a duplicate. If original or duplicate is not available then prepare and sign a memo explaining the expense
- Expenses \$30 and less must be documented on the [Travel Expense \\$30 & Less Worksheet](#)
 - Worksheet totals are to be transferred to "Travel Expenses from Worksheet" line on Expense Report (do not expense in other expense categories)
- When paying by credit card remember that
 - Original receipts using personal credit card must include last four digits of personal card used for Expense Report
 - IC Travel Card original receipts go to Departmental Coordinator within five (5) business days of purchase for pre-trip expenses or ten (10) business days upon return from travel
 - Keep copies of IC Travel Card to include with Expense Report (originals always remain with Monthly credit card statement at department level)
 - Meals and miscellaneous expenses \$30 and less do not require receipts with the Monthly credit card or with the Expense Report Form

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- Detailed meal receipt w/tips (including hotels)
 - If tip is not included in receipt, write tip amount on receipt and initial
 - Label/circle hotel bills for each category (Parking-dollar amount; Meals-dollar amount, etc.)
 - If receipt includes expenses for multiple people, write their names on the receipt
- Airfare receipts must include full flight itineraries indicating payment method
- International transactions must have US dollar equivalent written on the receipt
 - For IC Travel Card transactions, use the US dollar amount and international transaction fees in Parnassus (obtain from Departmental Coordinator assigned to update and approve your IC Travel card transactions)

Traveler Contact Information

- All traveler information is required in this section

Trip Information

- Include date of **trip departure** and date of **trip return**
- Check box if **Domestic** travel or **International** travel and include **destination** details in box
- **Trip Purpose** should include business purpose (such as name of conference, etc.)
- **Estimated mileage** is required as part of the Presidents Climate Commitment. Use the **What's this** link to estimate all air and ground miles for this trip
- **Number and type of Travelers** should include yourself and other individuals when you will be covering their expenses (students, staff, faculty)
- **Full names of additional travelers** (N/A if traveling alone). Include names of all travelers indicated above or attach a roster (such as Athletics)

Trip Expenses

Separate receipts into two groups: 1) Out of pocket expenses paid by traveler and 2) Paid by IC

1. **Paid by Traveler** includes out of pocket expenses and expenses paid with Cash Advance monies
 - For expenses over \$30, attach original itemized receipts w/tips including last 4-digits of personal credit card (list expenses \$30 or less on the Travel Expenses \$30 & Less Worksheet).
 - Enter US dollars only. If international currency then convert currency to US dollars by using currency rate in effect on the date expenses incurred (www.oanda.com; www.xe.com).
 2. **Paid by Ithaca College** includes all IC Travel Card, POs, or VAFs (Record totals only)
 - Do not attach copies of Travel Card receipts (except Conference agenda and verification of travel).
 - Enter US dollars only. For **IC Travel Card international expenses use the actual credit card transaction amount** provided to Departmental Coordinator in Parnassus and include the foreign transaction fee as part of that expense category. Write the US dollar amount on the actual receipt.
- Subtotals and Totals will auto calculate

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- **Maximum funding authorized** (from Travel Authorization) leave blank if no max funding
- **Total expense paid by Traveler** is the subtotal from PAID by TRAVELER column
- **Total Cash Advance(s)**: enter total cash advance amount received including any unused funds. Cash Advance funds not used must be deposited at CFCU and include copy of deposit slip (take extra deposit slip so CFCU can stamp)
- **Amount due to College from Traveler will auto calculate.**
 - Traveler must deposit cash or check made payable to Ithaca College at CFCU (deposit into same account number in a 7000 subcode)
 - Attach stamped receipt from CFCU with Expense Report. Be sure to take an extra deposit slip for CFCU to stamp as received.
- **Amount due to Traveler will auto calculate.**

Reimbursement Funding Sources and Amounts

- **Reimbursement amount due to the Traveler** will be auto entered from calculations above
- **Account 1** is required and must have at least one 21-digit account number to charge the amount due to traveler.
 - Use Account 2 and 3 if the amount due traveler is split between accounts and enter exact dollar amount for each account
 - If no reimbursement then enter main department account number

Acknowledgement

Check box acknowledging that Expense Report is submitted within 60 days upon return from travel and stated consequences.

View and Print Expense Report

Click the button to view and print Expense Report. **All IC Credit Card transactions must be reconciled in Parnassus prior to submitting an Expense Report** for reimbursement.

- Attach original receipts requiring reimbursement (over \$30) by taping to 8 ½ x 11 sheets of paper or attach signed memo explaining the expense when original is not available. (Do not tape or use a highlighter over amounts or important areas on receipts as the tape removes the ink).
- Attach copies of conference registration and verification of travel only.
- Obtain proper signatures
- Submit **original** completed Expense Report within 10 business days of completion of travel to Travel Services for review and processing when...
 - Amount due to traveler
 - Any expenses charged to grant funds (03 funds)
 - If travel involves international travel
 - If any Cash Advance was requested
 - If any reimbursement due to College

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Reimbursements Due Traveler

After the original completed and approved Expense Report has been submitted to Travel Services they will review and process any reimbursements.

- Employees should be set up for EFT through Accounts Payable otherwise checks are issued at end of each month
 - [Electronic Funds Transfer](#) (not related to your paycheck) details
 - [EFT Authorization Form](#)

Travel Card Transaction Update Request Form

This form should be used under the following circumstances. The Departmental Coordinator would NOT update the credit card transaction in Parnassus but complete this form and send to Travel Services to update the transaction. The form is located at:

http://www.ithaca.edu/procurement/travel/docs/cc_update/

- IC Travel Card cardholder's transactions to be paid by another department
 - Print and complete the form then send to the department to enter account number, sign and send to Travel Services
- IC Travel Card transactions for travel occurring in next fiscal year
 - Print and complete the form indicating in bold print that the transactions are for the next fiscal year then send to Travel Services

Links to Forms

IC Workflow (For Travel Authorization) - <https://ecm.ithaca.edu/wf/>

Vehicle Request Form - https://www.ithaca.edu/procurement/travel/forms/#Vehicle_Request

Expense Report - https://www.ithaca.edu/financial_services/forms/expense_report.htm