

## In-State/Out of State Actual Expenses Travel

### \*\*\*INSTRUCTIONS\*\*\*

#### Pre-Travel (Request to Travel):

- 1) If traveling Out of State, please fill out the Travel Comparison Form. (Page 3)
- 2) Sign and date the Travel Comparison Form.
- 3) Attach the Travel Comparison Form to the Travel Form for approval.
- 4) Input the Date of Request.
- 5) Choose your Official Station/Base from the drop-down list.
- 6) Input the name of your Department.
- 7) Input your Name.
- 8) Input your Employee Number. (It starts with A. For example, A09248242.)
- 9) Input your Physical Address at Home. (This is Required.)
- 10) Input the Date(s) of the Event.
- 11) Input the Name of the Conference/Event/Meeting.
- 12) Input the City & County/State of your Destination. (Follow the Format in the Title Block.)
- 13) Input the Destination Meal Rate. Use the hyperlink & look up your destination. (Print the Meal Rate and include with your Travel Form.)
- 14) Input the GL Account Number(s) that should be charged. Contact your supervisor for help, if needed.
- 15) Input the Organization's Name of which ISTC or the employee is a dues-paying member.
- 16) Choose the Type of Travel from the drop-down list.
- 17) Choose the Mode of Transportation from the drop-down list.
- 18) Input the Registration Fee.
- 19) Input number of Round-Trip Miles. Mileage must be in WHOLE miles, rounded to the nearest number. You must use Google Maps.
  - a) Attach Google Maps map - 1) from Official Station/Base to Destination and 2) from Home to Destination.
- 20) Input the cost of Airfare, if applicable.
- 21) Input the cost of Baggage, if applicable.
- 22) Input the cost of Lodging.
- 23) Input cost of Lyft/Car Rental/Subway/Taxi/Uber.
- 24) Input the cost of Parking.
- 25) Input the Incidentals Expenses for the whole trip (\$5/Day or \$3.75 for First- or Last-Day Travel)
- 26) Input the cost of meals for the whole trip. (Destination Meal Rate x No. of Days)
- 27) Choose Yes or No regarding the Pre-Payment of Expenses:
  - a) Registration Fee
  - b) Airfare
  - c) Lodging
- 28) Sign and date the Pre-Approval as Traveler.
- 29) Submit the travel form and all attachments to your immediate supervisor.
  - a) Travel Comparison Form (Out of State Travel Only)
  - b) Destination Meal Rate documentation
  - c) Google Maps from - 1) Official Base/Station to Destination and 2) Home to Destination

#### Post Travel (Travel Reimbursement):

- 1) Input the Date of Departure.
- 2) Input the City & County/State of Departure.
- 3) Input the City & County/State of Departure.
- 4) Input the Time of Departure from your Home or Base.
- 5) Input the Mileage in WHOLE miles, rounded to nearest whole number.
- 6) Input the cost of the Taxi/Lyft/Rental/Subway/Taxi/Uber, if applicable - You Must Provide Receipt
- 7) Input the cost of Parking - You Must Provide Receipt.
- 8) Input the Incidental Expenses for the day. (\$5/Day or \$3.75 for First-or Last-Day Travel)
- 9) Subsistence:
  - a) If First- or Last-Day Travel, you are entitled to 75% of the Destination Meal Rate minus \$5 Incidentals.
  - b) If the meal was not provided and you travel:
    - 1) Before 6 am - You may claim the Breakfast allowance based on the Destination Meal Rate
    - 2) Between 11 am and 2 pm - You may claim the Lunch allowance
    - 3) After 6 pm - You may claim the Supper allowance.
- 10) Input the cost of Airfare, if not pre-paid by ISTC.
- 11) Input the cost of Baggage.
- 12) Input the cost of Registration, if not pre-paid by ISTC.
- 13) Input the cost of Lodging for the day, if not pre-paid by ISTC.
- 14) In City Travel, if applicable:
  - a) Input In City Date(s). One Date/Line.
  - b) Points of Travel: Indicate place of Departure and Return, if applicable
  - c) Input mileage in whole miles. If mileage exceeds 20 miles, attach Google Maps map.
  - d) Input the cost of the Taxi/Lyft/Rental/Subway/Taxi/Uber, if applicable - You Must Provide Receipt
  - e) Input Incidental Expenses. (\$5/Day)
  - f) Input the allowance per meal, if not provided.
  - g) Input the cost of Lodging for the day.
- 15) Input the Date of Return.
- 16) Input the Departure City & County/State and City & County/State of Return.
- 17) Input the Hour of Return to Official Station/Base or Home.
- 18) Input mileage in WHOLE miles, rounded to the nearest whole number.
- 19) Input the cost of the Taxi/Lyft/Rental/Subway/Taxi/Uber, if applicable - You Must Provide Receipt.
- 20) Input the cost of Parking - You Must Provide Receipt.
- 21) Input the Incidental Expenses. (\$5/Day or \$3.75 for Last-Day Travel)
- 22) Input the allowance per meal, if not provided. Last-Day Travel - 75% of the Destination Meal Rate minus Incidental.
- 23) Input the cost of Airfare, if not pre-paid by ISTC.
- 24) Input the cost of Baggage, if not pre-paid by ISTC.
- 25) Input the cost of Lodging, if not pre-paid by ISTC.
- 26) Sign and date the Post-Travel Certifying Signature.
- 27) Submit the travel with attachments to your immediate supervisor.
  - a) Agenda from Conference/Event/Meeting
  - b) Google Maps
  - c) Receipts for Lyft/Taxi/Uber/Subway/Rental, Parking, Lodging, Airfare, Registration, Baggage

<b>In-State/Out of State Actual Expenses Travel</b>	<b>Date of Request:</b>		<b>Official Station or Base:</b>		<b>Department</b>	
<b>Employee Name</b>		<b>Employee Number</b>		<b>Employee's Physical Address</b>		<b>Employee's Mailing Address</b>
<b>Conference/Event/Meeting</b>		<b>Destination (City &amp; County/State)</b>		<b>Destination Meal Rate</b>		<b>GL Account Number(s):</b>
<b>Organization's Name (ISTC and/or Employee = Dues-Paying Member)</b>				<b>Type of Travel</b>		<b>Mode of Transportation</b>

In-State/Out of State Actual Expenses Travel																		
Pre-Travel (Request to Travel)	Expense Description	Registration Fee	Mileage		Airfare	Baggage	Lodging	Commercial Transport	Parking	Incidental Expenses	Meals	Total Estimated Expenses						
			Miles @															
	Estimated Cost:																	
	Pre-Paid by College																	
Post Travel (Official Statement of Travel)	Date MM/DD/YYYY	Points of Travel		Hour of Departure or Return	Mileage		Commercial Transport	Parking	Incidental Expenses	Subsistence			Total Meals	Airfare	Baggage	Registration	Lodging	
		From City & County/State	To City & County/State		Miles @					Breakfast	Lunch	Supper						
<b>Total</b>																		
<b>Grand Total</b>																		

Pre-Approval Signatures				Certifying Signatures (Post Travel)			
<b>Traveler:</b>		<b>Traveler:</b>					
<b>Date:</b>		<b>Date:</b>					
<b>Immediate Supervisor:</b>		<b>Immediate Supervisor:</b>					
<b>Date:</b>		<b>Date:</b>					
<b>Division Dean</b>							
<b>Date:</b>							
<b>Dean of Administration:</b>							
<b>Date:</b>							
<b>President (Out of State Only):</b>							
<b>Date:</b>							

Out of State Travel Comparison			
Airfare		Driving	
Airfare:		Mileage:	
Mileage to Airport:		Parking:	
Baggage:		Lodging:	
Lodging:		Meals:	
Meals:		NOTE: With driving, you would typically have an extra day of driving, which would mean extra lodging, parking, & meals.	
Car Rental:			
Commercial Transport:			
Parking:			
<b>TOTAL AIRFARE EXPENSES:</b>		<b>TOTAL DRIVING EXPENSES</b>	
Difference:		If the Difference is less than \$100, then you may choose whether to drive or fly.	
Negative Difference > \$100 - More Economical to Fly			
Positive Difference > \$100 - More Economical to Drive			
<b>Traveler:</b>			
<b>Date:</b>			
<b>Immediate Supervisor:</b>			
<b>Date:</b>			