



INGRAM STATE TECHNICAL COLLEGE

In State/Out of State Actual Expenses Travel Instructions

NOTE: First-Day Travel means the first day of travel was on a day that the conference/event/meeting had yet to start. Last-Day Travel means the last day of travel was on a day after the conference/event/meeting had ended.

Pre-Travel (Request to Travel) – (Sections in White)

1. If traveling Out of State, please fill out the Travel Comparison Form (Page 2 of the travel form).
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.)
 - a. Do not use your 4-digit employee number from Alliant.
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.
 - a. Print the Meal Rate and include with your Travel Form.
14. Input the FOAP (GL Account Number) for the budget center. 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. Miles must be WHOLE numbers, rounded to the near 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 Car Rental/Lyft/Subway/Taxi/Uber.
24. Input the cost of Parking.
25. Input the Incidental 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 supervisor.
 - a. Destination Meal Rate documentation
 - b. Google Maps – you should have two maps attached.
 - i. Official Station/Base to Destination
 - ii. Home to Destination.
 - c. Travel Comparison Form (Out of State Travel ONLY)

Post Travel (Travel Reimbursement) – (Sections in Blue)

1. Fill out the top portion in White.
 - a. Date of Request (This Should Be After You Get Back)
 - b. Choose your Official Station/Base from the Drop-Down List.



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- c. Input your Department.
 - d. Input Employee Name.
 - e. Input your Employee Number. (It starts with A. For example, A09248242.)
 - i. Do not use your 4-digit employee number from Alliant.
 - f. Input your Physical Address at HOME. (This is Required.)
 - g. Input the Date(s) of the Event.
 - h. Input the Name of the Conference/Event/Meeting.
 - i. Input the City & County/State of your Destination. (Follow the Format in the Title Block.)
 - j. Input the Destination Meal Rate. Use the hyperlink & look up your destination.
 - i. Print the Meal Rate and include with your Travel Form.
 - k. Input the FOAP (GL Account Number) for the budget center. Contact your supervisor for help, if needed.
 - l. Input the Organization's name of which ISTC or the employee is a dues-paying member.
 - m. Choose the Type of Travel from the drop-down list.
 - n. Choose the Mode of Transportation from the drop-down list.
2. Input the Date of Departure.
 3. Input the City & County/State of Departure.
 4. Input the City & County/State of Destination.
 5. Input the Time of Departure from your Home or Base.
 6. Input the Miles in WHOLE miles, rounded to the nearest whole number.
 7. Input the cost of the Car Rental/Lyft/Subway/Taxi/Uber, if applicable.
 - a. You must provide a Receipt in order for the College to reimburse this cost.
 8. Input the cost of Parking, if applicable.
 9. Subsistence (Meals):
 - a. Receipts are unnecessary.
 - b. If First- or Las-Day Travel, you are entitled to 75% of the Destination Meal Rate minus \$3.75 for Incidentals.
 - c. If the meal was not provided and you travel:
 - i. Before 6 am – You may claim the Breakfast allowance based on the Destination Meal Rate.
 - ii. Between 11 am and 2 pm – You may claim the Lunch allowance.
 - iii. After 6 pm – You may claim the Supper allowance.
 10. Input the cost of Airfare, if not pre-paid by ISTC.
 - a. You must provide a receipt.
 11. Input the cost of Baggage.
 - a. You must provide a receipt.
 12. Input the cost of Registration Fees, if not pre-paid by ISTC.
 - a. You must provide a receipt.
 13. Input the cost of Lodging for the day, if not pre-paid by ISTC.
 - a. You must provide an itemized hotel bill.
 14. In City Travel, if applicable:
 - a. Input In City Date(s) – One Date per Line.
 - b. Points of Travel – Indicate place of Departure and Return, if applicable.
 - c. Input miles in WHOLE miles. If mileage exceeds 20 miles, attach a map from Google Maps.
 - d. Input the cost of the Car Rental/Lyft/Subway/Taxi/Uber, if applicable.
 - i. You must provide a receipt.
 - e. Input Incidental Expenses (\$5/Day).
 - f. Input the allowance per meal, if not provided by the conference/event/meeting.
 - g. Input the cost of Lodging for each 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 the miles in WHOLE miles, rounded to the nearest whole number.
 19. Input the cost of the Car Rental/Lyft/Subway/Taxi/Uber, if applicable.
 20. Input the cost of Parking.



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21. Input the Incidental Expenses (\$5 or \$3.75 if Last-Day Travel).
22. Input the allowance per meal, if not provided by the conference/event/meeting.
 - a. Last-Day Travel – 75% of the Destination Meal Rate minus Incidental Expenses (\$3.75)
23. Input the cost of Airfare, if not pre-paid by ISTC.
24. Input the cost of Baggage.
25. Input the cost of Lodging, if not pre-paid by ISTC.
26. Sign and date the Post-Traveling (Certifying Signature).
27. Submit the travel with attachments to your Immediate Supervisor.
 - a. Agenda from Conference/Event/Meeting.
 - b. Google Maps – There should be two maps.
 - i. Official Station/Base to Destination or Airport, if flying.
 - ii. Home to Destination or Airport, if flying.
 - c. Receipts
 - i. Car Rental/Lyft/Subway/Taxi/Uber
 - ii. Parking
 - iii. Airfare
 - iv. Baggage
 - v. Registration
 - vi. Lodging