

Grant Travel Procedure for Reimbursement

Prior to your trip:

Complete a Travel Request form (available at: http://www.ship.edu/Public_Service/Forms/). After all signatures are secured, send the form to Grant Accounting (Old Main, Room 209).

- Pre-payment of registration fees is possible. Please submit at least 10 days prior to the registration deadline.
- Travel advancements may be made up to 80% of your travel. Please submit at least 10 days prior to the first day of travel (faculty and staff only).
- Reimbursement for all third-party (nonemployee) travel on a grant will follow the same guidelines, so please make sure that they are aware of any and all requirements in advance.
- If traveling internationally, complete the Foreign Travel Disclosure forms in addition to the Travel Request form. The Foreign Travel Disclosure form should be submitted to IPSSP. **All foreign travel must be approved by the University President prior to departure.**

Return from your trip:

Complete a Travel Expense Voucher and sign in the lower left corner (PI signature also required). Attach receipts (including meals). Original receipts are preferred, but copies may be accepted for extenuating circumstances. All receipts must be converted to US Dollars. **For grant-funded travel, per diem reimbursements are no longer available.**

MEALS: Meal receipts must be for meals consumed by traveler only and will be reimbursed up to the allowable per diem rate (rate may vary based on location of travel).^{*} Meals that are provided as part of the meeting or conference are not reimbursable. Alcoholic beverages are not reimbursable. **Meal receipts must be an itemized bill and not a credit card receipt.**

LODGING: Hotel Bill showing \$0 balance. **Additional hotel charges (telephone calls, internet charges, etc.) may be reimbursed if they are for business purposes.** The Pennsylvania State System of Higher Education has established maximum daily rates for lodging in all states (rate may vary based on location of travel).^{*} If lodging exceeds the maximum allowable rate, a justification for the additional amount will be required.

REGISTRATION: Copy of registration form outlining what was covered in the registration fee (meals, tours, etc.). Copy of receipt showing registration fee was paid.

MISCELLANEOUS EXPENSES: For items such as parking, tolls, etc. please refer to PASSHE Travel Expense Regulations (Policy 1986-07-A).

ADVANCEMENT: If advancement was received, receipts must equal or exceed amount of advancement. If expenses were less than advancement, traveler will be required to reimburse the grant for the difference.

^{*} PASSHE adopts the U.S. General Services Administration's per diem rates (visit <http://www.gsa.gov/portal/content/104877> to obtain the exact per diem rate for the location of travel). Changes to these rate normally occur in October.