



**Richard Bland College**  
*of WILLIAM & MARY*

## Office of Finance

### Travel Handbook

(This document is a work in progress. Below are a few instructions, tips, and samples to assist you with RBC travel)

## Travel Resources

- [Reimbursements@rbc.edu](mailto:Reimbursements@rbc.edu) this email box is to be used for all travel related questions.
- RBC Website under *Staff Resources*
- Policy – CAPP Manual Topic No. 20335 State Travel Regulations

## When a RTT form is required:

- Domestic Travel:
  - Required to be completed and fully signed prior to any overnight trip estimated to exceed \$1,000.00
  - Required to be completed and fully signed prior to any trip regardless of estimated cost, if RBC is going to purchase transportation (plane, train, bus or rental vehicle) or a registration fee.
  - Required to be completed and fully signed prior to any trip regardless of estimated cost if traveler will be requesting a Travel Advance.
  - For trips not noted above as required, do not require a Request to Travel form, but are strongly recommended to protect the traveler.
- International Travel:
  - Required to be completed and fully signed prior to all trips regardless of cost estimate.
  - Must be signed by Agency Head (RBC President). There is a line on the RTT form for this approval.

## Travel Advance

- Send an email to [Reimbursements@rbc.edu](mailto:Reimbursements@rbc.edu) requesting an advance. The email must include a fully signed Request to Travel form.
- Advance should be requested 2 weeks prior to travel.
- If advance was received, then your Travel Reimbursement must be submitted within 15 business days after conclusion of travel.

## Payment of Travel Items

### RBC can process/pay for:

- Registration Fee
- Transportation (airfare, car rental, train, bus)

### Employee must pay then request reimbursement:

- Hotel
- Meal
- Baggage
- Ground Transportation (taxi, uber, shuttle)
- Tolls, Parking

## Meals

- No meals covered during day trips.
- Overnight Trip
  - Must deduct any meal provided to you by the hotel, conference, event, etc.
  - Continental breakfast and receptions must be deducted.
  - Reimbursed based on Per Diem

# Website to use to look up Per Diem when planning a trip.

- The State uses the Federal GSA Per Diem, and the rates are set by the Federal Government fiscal year.
- The Federal Government fiscal year runs October 1<sup>st</sup> – September 30<sup>th</sup>.
- Lodging and Meal Per Diem is based on the location of the hotel, not the conference, event or meeting location.
- If the location is not listed on the website then the Standard Rate may apply.

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

The screenshot shows the GSA Per Diem Lookup website. The header includes the GSA logo and the text "U.S. General Services Administration". A navigation menu contains links for "Buy through us", "Sell to government", "Real estate", "Policy and regulations", "Small business", "Travel", and "Technology". The breadcrumb trail reads "Home > Travel > Plan & Book > Per diem rates".

The main content area is titled "Per diem rates" and includes a sub-section "Per diem rates" with an "Overview" link. Below this is a list of links: "FY 2024 per diem highlights", "Frequently asked questions, per diem", "Per diem files", "M&IE Breakdown", "Factors influencing lodging rates", "How does GSA set boundary lines for where per diem", "Fire safe hotels", and "Per diem contacts".

The search section is titled "Search by city, state, or ZIP code" and includes the instruction "Required fields are marked with an asterisk (\*)." Below this is a dropdown menu for "For Fiscal Year:" with "2024 (Current Fiscal Year)" selected. There are two input fields: "State" with a dropdown menu showing "Select a State" and "City" with a text input field containing "City (optional)". Below these is a horizontal line with "OR" in the center. There is a "ZIP" input field. At the bottom of the search section is a "Find Rates" button.

## NOTES:

# Samples

## FY 2020 Per Diem Rates for Minnesota

I'm interested in:



### Lodging by month (excluding taxes) | October 2019 - September 2020



Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the [National Association of Counties \(NACO\) website](#) (a non-federal website).

Filter Results...

Primary Destination <sup>i</sup>	County <sup>i</sup>	2019 Oct	Nov	Dec	2020 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
<b>Standard Rate</b>	<b>Applies for all locations without specified rates</b>	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96
<b>Duluth</b>	<b>St. Louis</b>	\$164	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$164	\$164	\$164	\$164
<b>Eagan / Burnsville / Mendota Heights</b>	<b>Dakota</b>	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98
<b>Minneapolis / St. Paul</b>	<b>Hennepin / Ramsey</b>	\$157	\$130	\$130	\$130	\$130	\$130	\$130	\$157	\$157	\$157	\$157	\$157



### Meals & Incidentals (M&E) Breakdown <sup>i</sup>



Use this table to find the following information for federal employee travel:

**M&E Total** - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

**Breakfast, lunch, dinner, incidentals** - Separate amounts for meals and incidentals. M&E Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. [See More Information](#)

**First & last day of travel** - amount received on the first and last day of travel and equals 75% of total M&E.

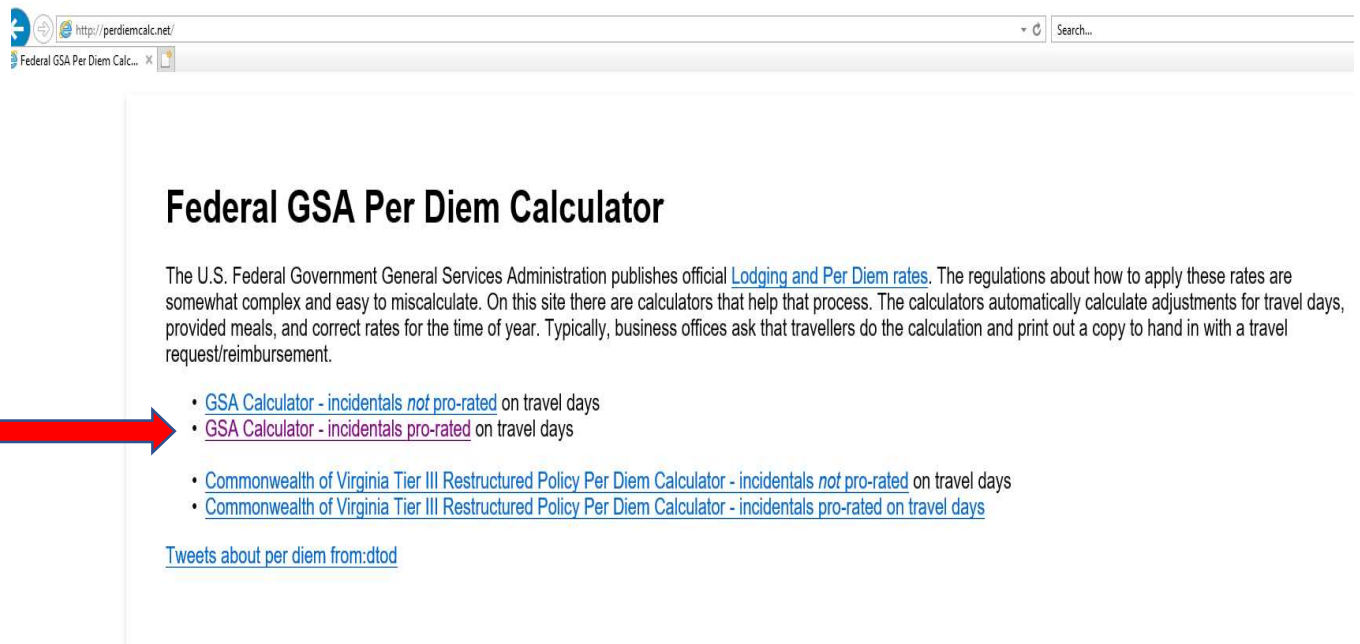
Filter Results...

Primary Destination <sup>i</sup>	County <sup>i</sup>	M&E Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel <sup>i</sup>
<b>Standard Rate</b>	<b>Applies for all locations without specified rates</b>	\$55	\$13	\$14	\$23	\$5	\$41.25
<b>Duluth</b>	<b>St. Louis</b>	\$76	\$18	\$19	\$34	\$5	\$57.00
<b>Eagan / Burnsville / Mendota Heights</b>	<b>Dakota</b>	\$71	\$17	\$18	\$31	\$5	\$53.25
<b>Minneapolis / St. Paul</b>	<b>Hennepin / Ramsey</b>	\$76	\$18	\$19	\$34	\$5	\$57.00

## Website to use after travel to look up actual meal Per Diem to be reimbursed.

- You must deduct any meals provided by the hotel, event, conference, etc. even if you don't eat what is provided unless you have a medical condition.

<http://perdiemcalc.net/>



**Federal GSA Per Diem Calculator**

The U.S. Federal Government General Services Administration publishes official [Lodging and Per Diem rates](#). The regulations about how to apply these rates are somewhat complex and easy to miscalculate. On this site there are calculators that help that process. The calculators automatically calculate adjustments for travel days, provided meals, and correct rates for the time of year. Typically, business offices ask that travellers do the calculation and print out a copy to hand in with a travel request/reimbursement.

- [GSA Calculator - incidentals \*not\* pro-rated](#) on travel days
- [GSA Calculator - incidentals \*pro\*-rated](#) on travel days
- [Commonwealth of Virginia Tier III Restructured Policy Per Diem Calculator - incidentals \*not\* pro-rated](#) on travel days
- [Commonwealth of Virginia Tier III Restructured Policy Per Diem Calculator - incidentals \*pro\*-rated on travel days](#)

[Tweets about per diem from:dtod](#)

### Notes:

## Sample

# Federal GSA Per Diem Calculator

Automatically calculates adjustments for travel days, provided meals, and correct rates for on the [Federal Government General Services Administration Per Diem rates](#).

Departure Date  Return Date

Where?

- MN - Standard Rate.
- [Driving Directions](#).
- [Verify GSA Rate on gsa.gov](#).

**Mon Oct 14 2019**  Travel Day?

Lodging rate is \$96. 150% of \$96 is \$144.00.

MEAL	PROVIDED?
Breakfast (\$13):	<input type="checkbox"/>
Lunch (\$14):	<input type="checkbox"/>
Dinner (\$23):	<input checked="" type="checkbox"/>
Incidentals:	\$5
<b>DAY TOTAL:</b>	$(55-23) \times 0.75 = \$24.00$

**Tue Oct 15 2019**  Travel Day?

Lodging rate is \$96. 150% of \$96 is \$144.00.

MEAL	PROVIDED?
Breakfast (\$13):	<input checked="" type="checkbox"/>
Lunch (\$14):	<input checked="" type="checkbox"/>
Dinner (\$23):	<input type="checkbox"/>
Incidentals:	\$5
<b>DAY TOTAL:</b>	$(55-13-14) \times 0.75 = \$21.00$

**Trip Total:** 24.00 + 21.00 = \$45.00

## Lodging

- Lodging Per Diem is based on the location of the hotel, not the conference.
- If you cannot find a hotel with-in per diem, email [Reimbursements@rbc.edu](mailto:Reimbursements@rbc.edu) to request approval to go over.  
**Approval MUST be received prior to travel.**
- Employee is responsible for booking and paying for the hotel, then requesting reimbursement.
- Airbnb or similar lodging alternatives are NOT permitted, per state policy.
- It is best to book through the hotel, not a 3<sup>rd</sup> party website. Your hotel folio needs to break down your charges as shown below per state policy.

Post Date	Description	Comment	Amount
10/9/19	Room Charge	#229 [REDACTED]	93.00
10/9/19	State Tax		4.00
10/9/19	City / County Tax		1.86
10/9/19	Occupancy Tax		0.93
10/10/19	Room Charge	#229 [REDACTED]	93.00
10/10/19	State Tax		4.00
10/10/19	City / County Tax		1.86
10/10/19	Occupancy Tax		0.93
10/11/19	Master Card	XXXXXXXXXXXX [REDACTED]	(199.58)
<b>Folio Summary 10/9/19 - 10/11/19</b>			
	Room Charge		186.00
	State Tax		8.00
	City / County Tax		3.72
	Occupancy Tax		1.86
	Master Card		(199.58)
		Balance Due:	0.00

**Notes:**



# Mileage

## **Day Trip (Monday – Friday)**

- Must deduct normal commuting mileage.
- 200 miles and under – use the IRS rate
- Over 200 miles – use the Fleet rate

## **Day Trip (weekend/holiday/campus closed)**

- NO deduction of commuting mileage required.
- 200 miles and under – use the IRS rate
- Over 200 miles – use the Fleet rate

## **Overnight Trip**

- NO deduction of commuting mileage required.
- Entire trip is 200 miles and under – use the IRS rate
- Entire trip is over 200 miles – use the Fleet rate, unless state trip calculator shows personal vehicle to be cost beneficial.

A printout showing trip route must be attached to the Travel Expense Reimbursement Voucher.

A printout showing normal daily commute route must be attached to the Travel Expense Reimbursement Voucher, if normal daily commute is being deducted.