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** 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 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\textsuperscript{st} – September 30\textsuperscript{th}.
- 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.


NOTES:
## FY 2020 Per Diem Rates for Minnesota

### 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 [here](#) (a non-federal website).

<table>
<thead>
<tr>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Rate</td>
<td>Applies for all locations without specified rates</td>
<td>$96</td>
<td>$96</td>
<td>$96</td>
<td>$96</td>
<td>$96</td>
<td>$96</td>
<td>$96</td>
<td>$96</td>
<td>$96</td>
<td>$96</td>
<td>$96</td>
</tr>
<tr>
<td>Duluth</td>
<td>St. Louis</td>
<td>$164</td>
<td>$121</td>
<td>$121</td>
<td>$121</td>
<td>$121</td>
<td>$121</td>
<td>$164</td>
<td>$164</td>
<td>$164</td>
<td>$164</td>
<td>$164</td>
</tr>
<tr>
<td>Eagan / Burnsville / Mendota Heights</td>
<td>Dakota</td>
<td>$98</td>
<td>$98</td>
<td>$98</td>
<td>$98</td>
<td>$98</td>
<td>$98</td>
<td>$98</td>
<td>$98</td>
<td>$98</td>
<td>$98</td>
<td>$98</td>
</tr>
<tr>
<td>Minneapolis / St. Paul</td>
<td>Hennepin / Ramsey</td>
<td>$157</td>
<td>$130</td>
<td>$130</td>
<td>$130</td>
<td>$130</td>
<td>$157</td>
<td>$157</td>
<td>$157</td>
<td>$157</td>
<td>$157</td>
<td>$157</td>
</tr>
</tbody>
</table>

### Meals & Incidentals (M&E) Breakdown

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 vouchers. [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.

<table>
<thead>
<tr>
<th>Primary Destination</th>
<th>County</th>
<th>M&amp;E Total</th>
<th>Continental Breakfast/Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Incidentals Expenses</th>
<th>First &amp; Last Day of Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Rate</td>
<td>Applies for all locations without specified rates</td>
<td>$55</td>
<td>$13</td>
<td>$14</td>
<td>$23</td>
<td>$5</td>
<td>$41.25</td>
</tr>
<tr>
<td>Duluth</td>
<td>St. Louis</td>
<td>$76</td>
<td>$18</td>
<td>$19</td>
<td>$34</td>
<td>$5</td>
<td>$57.00</td>
</tr>
<tr>
<td>Eagan / Burnsville / Mendota Heights</td>
<td>Dakota</td>
<td>$71</td>
<td>$17</td>
<td>$18</td>
<td>$31</td>
<td>$5</td>
<td>$53.25</td>
</tr>
<tr>
<td>Minneapolis / St. Paul</td>
<td>Hennepin / Ramsey</td>
<td>$76</td>
<td>$18</td>
<td>$19</td>
<td>$34</td>
<td>$5</td>
<td>$57.00</td>
</tr>
</tbody>
</table>
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](http://perdiemcalc.net/). 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

**Notes:**
Federal GSA Per Diem Calculator

Automatically calculates adjustments for travel days, provided meals, and correct rates for the Federal Government General Services Administration Per Diem rates.

Departure Date: 10/14/2019  
Return Date: 10/15/2019

Where?: MN - Standard Rate

- MN - Standard Rate.
- Driving Directions.
- Verify GSA Rate on gsa.gov.

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**Mon Oct 14 2019**  
Travel Day? ✓

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

<table>
<thead>
<tr>
<th>MEAL</th>
<th>PROVIDED?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast ($13):</td>
<td>☐</td>
</tr>
<tr>
<td>Lunch ($14):</td>
<td>☐</td>
</tr>
<tr>
<td>Dinner ($23):</td>
<td>✔</td>
</tr>
<tr>
<td>Incidentals:</td>
<td>$5</td>
</tr>
</tbody>
</table>

**DAY TOTAL:**  
(55-23) x 0.75 = $24.00

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**Tue Oct 15 2019**  
Travel Day? ✓

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

<table>
<thead>
<tr>
<th>MEAL</th>
<th>PROVIDED?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast ($13):</td>
<td>✔</td>
</tr>
<tr>
<td>Lunch ($14):</td>
<td>✔</td>
</tr>
<tr>
<td>Dinner ($23):</td>
<td>☐</td>
</tr>
<tr>
<td>Incidentals:</td>
<td>$5</td>
</tr>
</tbody>
</table>

**DAY TOTAL:**  
(55-13-14) x 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 within per diem, email 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 3rd party website. Your hotel folio needs to break down your charges as shown below per state policy.

<table>
<thead>
<tr>
<th>Post Date</th>
<th>Description</th>
<th>Comment</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/9/19</td>
<td>Room Charge</td>
<td>#229</td>
<td>93.00</td>
</tr>
<tr>
<td>10/9/19</td>
<td>State Tax</td>
<td></td>
<td>4.00</td>
</tr>
<tr>
<td>10/9/19</td>
<td>City / County Tax</td>
<td></td>
<td>1.86</td>
</tr>
<tr>
<td>10/9/19</td>
<td>Occupancy Tax</td>
<td></td>
<td>0.93</td>
</tr>
<tr>
<td>10/10/19</td>
<td>Room Charge</td>
<td>#229</td>
<td>93.00</td>
</tr>
<tr>
<td>10/10/19</td>
<td>State Tax</td>
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<tr>
<td>10/10/19</td>
<td>City / County Tax</td>
<td></td>
<td>1.86</td>
</tr>
<tr>
<td>10/10/19</td>
<td>Occupancy Tax</td>
<td></td>
<td>0.93</td>
</tr>
<tr>
<td>10/11/19</td>
<td>Master Card</td>
<td></td>
<td>(199.58)</td>
</tr>
</tbody>
</table>

Folio Summary 10/9/19 - 10/11/19

- 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.