



Richard Bland College
of WILLIAM & MARY

Office of Finance
Accounts Payable Department

Travel-Reimbursement Guide

Contact Information: If you have any questions about travel, need training or help filling out forms.

reimbursements@rbc.edu

Maze Hall Suite 210

Revised 7.30.24

This guide and forms may be updated accordingly to changes or to adjust as needed. Check the RBC website for current forms and instruction.

Travel Resources

- Reimbursements@rbc.edu this email box is to be used for all travel and reimbursement related questions.
- RBC Website under *Staff/Faculty 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.
 - 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 the President. This must be sent via DocuSign, if you do not have access, please send to reimbursements@rbc.edu to request it be sent to the President.

Individual Travel: Employees must pay for expense 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 by the hotel, conference, event, etc.
 - Continental breakfast and receptions must be deducted.
 - Reimbursed based on Per Diem.
 - Any meals over per diem, will not be reimbursed.

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

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

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- The State uses the Federal GSA Per Diem.
- The Federal Government fiscal year runs October 1st – September 30th.
- 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 applies.

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 bar 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". Below the title, there is a paragraph explaining that rates are set by fiscal year, effective Oct. 1 each year, and can be found by searching by city and state or ZIP code, or by clicking on a map. A link is provided for a "per diem tool to calculate trip allowances".

On the left side, there is a sidebar with a "Per diem rates" section containing several links: "Overview", "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 main search area is titled "Search by city, state, or ZIP code". It includes a note that required fields are marked with an asterisk (*). The search criteria are:

- For Fiscal Year: * (Dropdown menu showing "2024 (Current Fiscal Year)")
- State: (Dropdown menu showing "Select a State")
- City: (Text input field showing "City (optional)")

 Below these fields, there is an "OR" separator and a ZIP code search option:

- ZIP: (Text input field showing "ZIP")

 A "Find Rates" button is located at the bottom of the search area.

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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).

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



Meals & Incidentals (M&E) Breakdown ⁱ

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.

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

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


<http://perdiemcalc.net/>

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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.

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- [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](#)

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? <input checked="" type="checkbox"/>
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
DAY TOTAL:	$(55-23) \times 0.75 = \$24.00$

Tue Oct 15 2019	Travel Day? <input checked="" type="checkbox"/>
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
DAY TOTAL:	$(55-13-14) \times 0.75 = \21.00

Trip Total: 24.00 + 21.00 = \$45.00

Lodging

- Employees are responsible for making reservations and required payment and submitting Travel Expense Reimbursement Voucher (TERV) upon their return.
- Lodging Per Diem is based on the location of the hotel, not the conference.
- Over per diem lodging must be approved by the President. The over per diem is attached to the Request to Travel for and **Approval MUST be received prior to travel.**

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- Airbnb or similar lodging alternatives are **NOT** permitted, per state CAPP Manual 20335.
- When submitting a TERV for reimbursement, the purpose of trip must be filled out. Name of Conference, name training, location of recruitment, etc.
- Per CAPP Manual 20335: *“Travel credits, reduced rates, or free services received from public facilities (examples: airline, car rental agencies, motels, etc.) by individuals for whatever reason accrue to the Commonwealth. Any such credit, reduced rate, or free service must be reported to the agency fiscal office and must be deducted from the amount of travel expenses claimed. All reasonable efforts must be made by the traveler to utilize such credits to reduce the cost of future business travel.”*
- Hotel folio is required for reimbursement and must show breakdown of the hotel charges and that the fee was paid with a \$0 due. (example below)
 - Going directly through hotel website is recommended and **not** 3rd party internet sites because they do not give the required itemized receipt (folio) for reimbursement.
 - For hotel rooms obtained through Internet providers, the traveler must submit a copy of the final page from the Internet site showing total cost and confirmed services. Any unusual charges must be fully documented.

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	XXXXXXXXXX [REDACTED]	(199.58)
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:		<u>0.00</u>

Mileage

Day Trip (Monday-Friday)

- Must deduct normal commuting mileage.
- 200 miles and under – use the IRS rate (see rate below)
- <https://www.gsa.gov/travel/plan-a-trip/transportation-airfare-rates-pov-rates-etc/privately-owned-vehicle-pov-mileage-reimbursement?topnav=travel>
- Over 200 miles – use the Fleet rate (see CAPP manual on next page)

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Day Trip (weekend/holiday/campus closed)

- NO deduction of commuting mileage required.
- 200 miles and under – use the IRS rate (see rate below)
- <https://www.gsa.gov/travel/plan-a-trip/transportation-airfare-rates-pov-rates-etc/privately-owned-vehicle-pov-mileage-reimbursement?topnav=travel>
- Over 200 miles – use the Fleet rate (see CAPP manual on next page)

Overnight Trip

- NO deduction of commuting mileage required.
- Entire trip is 200 miles and under – use the IRS rate (see rate below)
- <https://www.gsa.gov/travel/plan-a-trip/transportation-airfare-rates-pov-rates-etc/privately-owned-vehicle-pov-mileage-reimbursement?topnav=travel>
- Entire trip is over 200 miles – use the Fleet rate (see CAPP manual on next page), unless state trip calculator shows personal vehicle to be cost beneficial.

A printout showing the trip route must be attached to the Travel Expense Reimbursement Voucher. Please use MapQuest or Google Maps.

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

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Current Mileage Rates

Reimbursement rates are set in the current Appropriation Act (Section 4 - 5.04e.2). Currently, the rates for the first 15,000 miles of use each fiscal year are:

- **Current IRS rate** - when a personally owned vehicle is cost justified or a State-owned vehicle/OFMS rental is not available.
- **\$.246 mile** - when use of a personally-owned vehicle is elected for the convenience of the employee.

Reimbursement rates are reduced to **\$.13/ mile** for travel in excess of 15,000 miles in one fiscal year, unless a State-owned vehicle is not available; then, the rate shall be **the current IRS rate**.

Plan a trip

Overview

Per diem rates

Transportation (airfare rates, POV rates, etc.)

Privately owned vehicle (POV) mileage reimbursement

POV mileage rates (archived)

Airfare rates - City Pair Program

Rail travel

Privately owned vehicle (POV) mileage reimbursement rates

i GSA has adjusted all POV mileage reimbursement rates effective January 1, 2024.

Modes of transportation	Effective/applicability date	Rate per mile
Airplane*	January 1, 2024	\$1.76
If use of privately owned automobile is authorized or if no government-furnished automobile is available	January 1, 2024	\$0.67
If government-furnished automobile is available	January 1, 2024	\$0.21
Motorcycle	January 1, 2024	\$0.65

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 at least ten (10) business days prior to travel.
- If advance was received, then your Travel Reimbursement must be submitted within ten (10) business days after conclusion of travel.
- If the advanced amount is more than reimbursement amount, the difference must be repaid within twenty (20) business days of the processing of the expense report, or the amount will be deducted from your paycheck.
- In the event the travel reimbursement and all receipts are not received in the allowed time frame, the advanced amount will be deducted from your paycheck.
- No cash advances will be allowed between May 15th and June 30th of each year.

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Traveling with Students

When traveling with students, Student Request to Travel Authorization is required whether it is a day trip or overnight trip, and Student Travel Signature Form is required as well.

The President or designee's prior approval is required:

- If 3 or more students are traveling
- for each Athletic team and games
- Day game meals (business meal)

For Student or Team Travel, RBC can process/pay for:

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

Traveling with students all policies and procedures must be followed. Any overages of per diems of lodging, meals, will not be reimbursed, and payment of the overage will be required within 10 days of the travel, or the deduction will be taken out of payroll, if prior approval is not received to go over per diem.

Any of campus activities, whether for employees or students, that do not have prior approval from the Controller will not be reimbursed or if state funds are used without approval the coordinator or pcard holder will be responsible for repayment of state funds.

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