



Richard Bland College

Office of Finance
Accounts Payable Department

Travel-Reimbursement Guide

Contact reimbursements@rbc.edu if you have any questions about travel, need training or assistance completing forms.

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Revised 6/3/25

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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 (**updated Jan 2025**)

When a Request for Travel Authorization “RFTA” form is required:

Travel costs including lodging, transportation, meals, conference registration, and any other travel costs or course fees must be included in the estimate.

- 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.
 - Required for all non-employees (interview or recruitment candidates)
 - For trips not noted above as required, do not require a Request for Travel Authorization 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.
- Three or More Travelers to a Single Destination
 - Required to be completed and fully signed prior to all trips involving three or more travelers to a single destination (*domestic or international*)
 - 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.
 - Three individuals from a single agency to a single international travel destination must be approved in advance by the Cabinet Secretary.

Requests for Travel Authorization forms that are required prior to travel but are not completed and signed prior to travel, are subject to non-reimbursement.

Revised 6/3/25

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Individual Travel: Employees must pay expenses, then request reimbursement, and MUST have receipts for reimbursement.

- Hotel
- Meal
- Baggage
- Ground Transportation (taxi, uber, shuttle)
- Tolls, Parking (**NOTE:** Valet Parking will not be reimbursed if standard or other parking is available)

Meals:

- No meals covered during day trips.
- Overnight Trip
 - **Must** deduct any meal provided 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>

- 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.

Revised 6/3/25

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Per diem rates

Overview

[FY 2025 per diem highlights](#)

[FAQs](#)

[Per diem files](#)

[M&IE breakdowns](#)

[Factors influencing lodging rates](#)

[Per diem boundaries](#)

[Fire safe hotels](#)

[Per diem contacts](#)

Per diem rates

We establish the per diem rates that federal agencies use to reimburse their employees for lodging and meals and incidental expenses incurred while on official travel within the continental United States. A standard rate applies to most of CONUS. Individual rates apply to about 300 non-standard areas. Most NSAs are a key city/primary destination and the surrounding county. Rates for the coming federal government fiscal year are typically announced in mid-August. Search the rates below or refer to the [flat files](#), [API](#), or [trip calculator](#).

Search by city, state, or ZIP code

Required fields are marked with an asterisk (*).

For fiscal year: *

2025 (Current fiscal year)

State

Select a state

City

City (optional)

OR

ZIP

ZIP

Find rates

Revised 6/3/25

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Change fiscal year: 2025 2024 2023 or [New search](#)



Daily lodging rates (excluding taxes) | October 2024 - September 2025



Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the [Census Geocoder](#).

Filter results...

Primary destination	County	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Standard Rate	Applies for all locations without specified rates	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110
Duluth	St. Louis	\$220	\$159	\$159	\$159	\$159	\$159	\$159	\$159	\$220	\$220	\$220	\$220
Minneapolis / St. Paul	Hennepin / Ramsey	\$148	\$148	\$148	\$148	\$148	\$148	\$148	\$148	\$148	\$148	\$148	\$148
Rochester	Olmsted	\$127	\$127	\$127	\$127	\$127	\$127	\$127	\$127	\$127	\$127	\$127	\$127

Showing 1 to 4 of 4 entries



Meals and incidental expenses (M&IE) rates and breakdown



The M&IE total is the full daily amount for a single calendar day when that day is neither the first nor last day of travel. The amount received on the first and last day of travel equals 75% of the M&IE total. See [M&IE breakdowns](#) for information related to the individual meal amounts.

Filter results...

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and last day of travel
Standard Rate	Applies for all locations without specified rates	\$68	\$16	\$19	\$28	\$5	\$51.00
Duluth	St. Louis	\$86	\$22	\$23	\$36	\$5	\$64.50
Minneapolis / St. Paul	Hennepin / Ramsey	\$92	\$23	\$26	\$38	\$5	\$69.00
Rochester	Olmsted	\$80	\$20	\$22	\$33	\$5	\$60.00

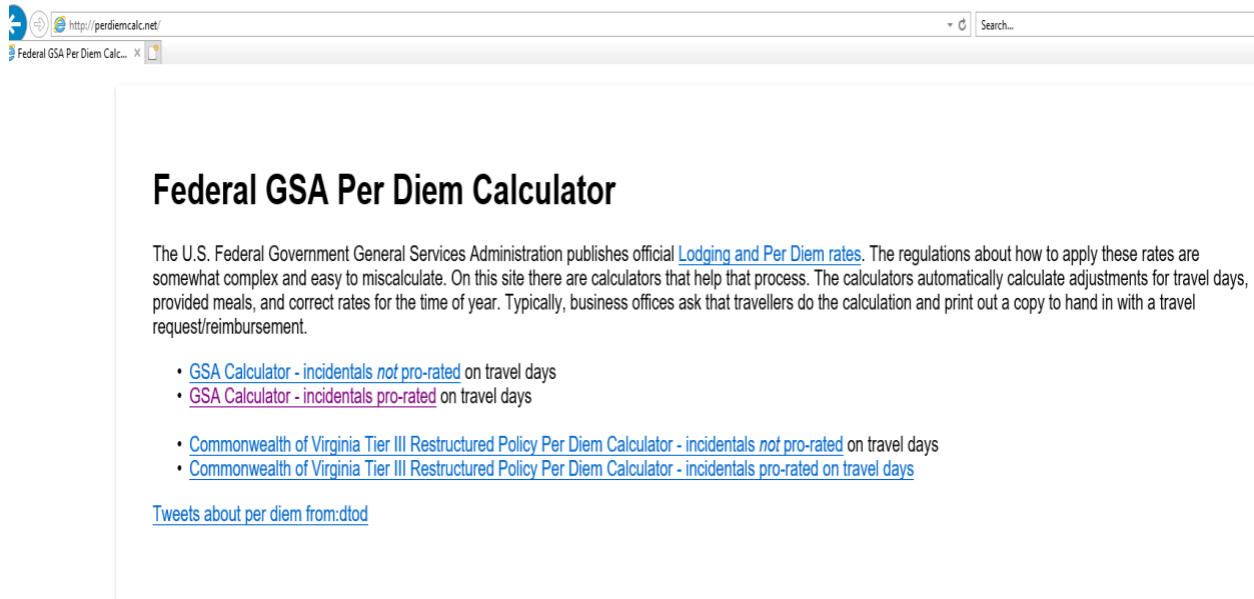
Showing 1 to 4 of 4 entries

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

<http://perdiemcalc.net/>



Federal GSA Per Diem Calculator

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

Departure Date Return Date

Where?

- MN - Minneapolis / St. Paul, MN - Hennepin / Ramsey.
- [Driving Directions](#).
- [Verify GSA Rate on gsa.gov](#).

Thu May 01 2025	Travel Day? <input checked="" type="checkbox"/>
Lodging rate is \$148. 150% of \$148 is \$222.00.	
MEAL	PROVIDED?
Breakfast (\$23):	<input type="checkbox"/>
Lunch (\$26):	<input type="checkbox"/>
Dinner (\$38):	<input checked="" type="checkbox"/>
Incidentals:	\$5
DAY TOTAL:	$(92-38) \times 0.75 = \$40.50$

Fri May 02 2025	Travel Day? <input checked="" type="checkbox"/>
Lodging rate is \$148. 150% of \$148 is \$222.00.	
MEAL	PROVIDED?
Breakfast (\$23):	<input checked="" type="checkbox"/>
Lunch (\$26):	<input checked="" type="checkbox"/>
Dinner (\$38):	<input type="checkbox"/>
Incidentals:	\$5
DAY TOTAL:	$(92-23-26) \times 0.75 = \32.25

Trip Total: $40.50 + 32.25 = \$72.75$

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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.**
- Airbnb, bed and breakfasts, or similar lodging alternatives for official state business travel is not permitted, per state CAPP Manual 20335.
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Travel Reimbursement Requirements:

Employees must submit the Expense Report to their supervisor within thirty (30) working days after completion of the trip and send fully completed forms to Reimbursements@rbc.edu for reimbursement.

Employees must keep receipts and accurate records of all expenses to ensure correct reporting and submission of travel reimbursements. To be reimbursed, employees MUST submit itemized receipts for:

- Lodging (the final bill must be presented to show that the lodging fee was paid and that the balance is zero)
- Airfare (3rd party websites may not give itemized receipt)
- Train
- Bus
- Registration fee
- Parking
- Tolls
- Taxi, rental car, Uber/ride sharing, etc.*
- Business Meal

*A maximum tip of 20% of the fare is reimbursable as transportation costs separate from Meals and Incidental Expenses.

If a receipt is lost, every possible effort must be made by the traveler to obtain a copy of the receipt.

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- When submitting a TERV for reimbursement, **MUST** provide the:
 - Reason for travel and explanation for any unusual fees
 - Description of the expense incurred
 - Full lodging address (street, city, state, zip code)
 - Points between which travel was necessary
 - Mode of transportation used
 - Name of conference, name of training, location of recruitment, etc.
- Hotel folio/itemized hotel bills obtained at time of checkout and other supporting receipts for lodging expenses must be included with the Expense Report. The final bill must be presented to show that the lodging fee was paid (example: \$0 due).
 - Going directly through hotel websites 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	XXXXXXXXXXXX [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.

Rental Vehicle – Enterprise Rental Car

- Contact Nicole Collins (dcollins@rbc.edu)
- Travelers must ensure that the rental vehicle is refueled before returning the vehicle to the rental contractor unless an exception is noted. Reimbursement will be based on the fuel used and receipts provided. Reimbursement must be claimed as an “other expense” on the Expense Report. In no instance should the traveler enter into a “Fuel Agreement” or pay for fuel at the time of rental or before vehicle is used to avoid paying for fuel not used.

Cost Benefit Analysis

Conduct a cost benefit analysis to determine whether a state-owned vehicle, OFMS rental, or a personally owned automobile should be used in official state travel.

The OFMS Trip Calculator (<https://dgs.virginia.gov/fleet/travel-planning/trip-calculator/>) should be used to obtain the Enterprise vehicle cost for the cost benefit analysis.

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- Not required for occasional same-day or overnight travel planned for distances up to 200 miles.
- For a travel event greater than 200 miles, a cost benefit analysis **MUST** be completed prior to the travel event and included with the travel reimbursement package.
- Non-state employees are not required to complete a cost benefit analysis for mileage reimbursement for official state business trips. The IRS mileage rate will be reimbursed to these individuals.

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.

Traveling with Students

When traveling with students, these forms are required whether it is a day trip or overnight trip:

Request for Travel Authorization – Student Travel

Student Statement of Risk and Responsibility, Release and Authorization Form

Student Travel Signature Form

The Statement of Risk must be completed and signed by each student or parent or guardian (if student is under the age of 18) and by the RBC employee in charge of the trip. This fully completed form from each student must be attached to the Student Request to Travel Authorization. Also, a copy of the itinerary is required.

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)

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

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

All policies and procedures must be followed. Any overages of per diems of lodging, meals, etc. will not be reimbursed, and repayment 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 campus activities, whether for employees or students, that do not have prior approval from the Controller will not be reimbursed. If state funds are used without approval, the coordinator or pcard holder will be responsible for repayment of state funds.

Business Meals:

All business meals must be approved PRIOR to the meal by the Agency Head. The business meal form must be filled out and approved by the Agency Head or designee prior to the meal, no exceptions. Examples of when this form is required:

- Business meals on or off campus
- Food Trucks
- Ice Cream Trucks
- Outside Vendor Catering

Reimbursements:

All reimbursements **must** be submitted and signed by your supervisor within thirty (30) working days after the completion of the trip and forwarded to Accounts Payable for reimbursement.

If this timeline is not followed the forms will not be accepted or reimbursed.

Questions:

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Layne Peebles, Accounts Payable and Travel/Reimbursement Manager

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