

## **EAD TRAVEL GUIDELINES & OTHER HELPFUL INFORMATION**

### **Air & Rail**

Receipt must include: passenger name, proof of payment, amount paid, ticket or confirmation number, issuing airline or website provider, class of service, origin and destination, dates of air/rail travel, flight numbers and airline operating the flights.

When taking an indirect route for personal reasons, the extra transportation costs will be at the traveler's expense. Allow for additional processing time, as additional documentation must be obtained by the preparer.

Up to 2 checked bags- must have commercial carrier's original receipt if over \$25

### **Hotel**

Original itemized receipts that include the following: hotel name and address, check-in and check-out dates or dates of stay, total paid or amount charged and confirmation number. Lodging is reimbursed at the single rate. If two or more MSU travelers share a room, request individual room receipts. Business purpose must be provided when requesting reimbursement for internet usage.

### **Taxis**

Taxi use is limited to business meetings, and transportation to hotel and airport. Taxis from hotel to a restaurant to eat a meal or taxis for sight-seeing trips are **not** reimbursable.

### **Meals**

Meal reimbursement will be made in accordance with the U.S. Department of State rates. Business trip must include an overnight stay. For business related group meals, provide a list of attendees and their affiliates. Tips allowed up to 20%. Purchasing of alcohol at a meal will be covered by the college when ordered by a faculty candidate (only) during a search. Others in attendance will be responsible for payment.

### **Conference Registration Fee (only)**

Receipt must list name, date and location of the conference. Registration fee receipts must show fee and proof of payment. Conference registration fees will be paid through a disbursement voucher (reimbursement) not our department pro-card.

### **Conference Presentation Supporting Materials**

Provide documentation of specific items, such as meals, lodging and shuttle that are included in the conference fee. Include a list of presenting sessions and participating activities. Please provide a list any meals included at the conference, per diem cannot be claimed for those.

### **Misc**

Parking receipts needed if greater than \$25. If rental cars are used, an explanation is required. If you drive instead of fly, you must provide proof that cost will be less than flying.

### **International Travel**

MSU Business Travelers who have incurred business expenditures in foreign currencies must convert these amounts into U.S. dollars in order to be reimbursed. It is best to use your credit card statement as these amounts are already converted to U.S. dollars and insures that you will be reimbursed for conversion fees, etc.

## **Outside Work for Pay**

University policy regarding outside work for pay is included in the faculty handbook:

<http://www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/outsidework.htm>

The Outside work for Pay/Overload Pay form can be found here:

[http://www.hr.msu.edu/forms/faculty\\_forms/FormInfoOWP.htm](http://www.hr.msu.edu/forms/faculty_forms/FormInfoOWP.htm)