



# EPSCoR Traveling Guidelines/Checklist

Non U of I Employees

## Prior to Trip

- ☐ **Check** with your department/employer to find out if travel approval is needed, and what travel protocols you are obligated to follow while traveling
- ☐ **Review** the General Travel Guidelines section of this guide to avoid any travel expenses becoming your personal responsibility
- ☐ **Understand** that the state or federal funding available to support EPSCoR trips requires us to follow the guidelines listed below

## General Travel Guidelines

- ☐ **General:**
  - Travel expenses are funded when they are EPSCoR business related, documented properly, most economical, grant allowable, and are within the event dates (one day prior and one day after allowed to travel to/from the event). Be prepared to provide comparisons when requested to document that the most economical options were selected.
  - Original receipts will be required so be sure to collect throughout your trip. Internet receipts will be accepted as originals.
  - Be sure to provide comments and documentation for all nonstandard expenses
  - Be sure to list personal days, if taken during the trip
- ☐ **Food You Purchased and Provided to Attendees at an EPSCoR Business Meeting:**
  - Provide original itemized receipts
  - Provide a list of attendees (MUST have at least five attendees)
  - Include the EPSCoR business purpose
  - Provide an agenda for the meeting (MUST be at least 3hrs for refreshments, or 6hrs for meals)
  - Reimbursement will be limited to the State of Idaho meal per diem rate per attendee
- ☐ **Airfare:**
  - Provide original itemized receipt that reflects date, amount, method of payment, ticket number, vendor name, destination and dates of travel
  - Travel must be performed in the manner most advantageous and economical
  - Upgrades or first class tickets will NOT be reimbursed
  - Up to one baggage fee each way will be reimbursed
  - Travel Insurance on domestic air travel will not be reimbursed
  - MUST follow the [Fly America Act](#) if traveling internationally. Please contact Maria if you are traveling internationally to discuss.
- ☐ **Lodging:**
  - State employees should ask for the government rate and when staying within Idaho, and ask for State of Idaho tax exempt status
  - Provide a detailed itemized receipt with a \$0 balance
  - Incidental expenses will NOT be reimbursed
  - Lodging the night before the start of a trip will be allowed as long as it is necessary for an early morning flight as long as the lodging is more than 50 miles from your workstation. No per diem will be allowed during this time.
  - If the room rate is more than a single occupant either:
    - Provide a comparison showing single occupancy rate vs rate charged. Only the single occupancy rate will be reimbursed.
    - List the other EPSCoR funded occupants sharing the room, if applicable



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- ☐ **Personal Vehicle Mileage:**
  - Private vehicle reimbursement rate is 53.5 cents per mile.
  - Mileage will be reimbursed according to Mapquest routes. Be sure to provide your workstation address and ending location address. Odometer reading when on fieldtrips.
  - Provide original parking receipts
- ☐ **Rental Car:**
  - Provide original itemized receipts
  - Only up to a midsize car rate will be allowed, unless the traveler has a documented business reason for a higher class automobile
  - Provide original gas receipts and note the gas was for the rental car
  - Provide original parking receipts
- ☐ **Conference Registration:**
  - Provide the original conference registration receipt
  - Provide a conference agenda
  - Per diem funding will not be provided for any meals that are included in the registration fee or provided at the conference
- ☐ **Public Transportation:**
  - Provide receipts. A photo taken with your cell phone substitutes a receipt when using parking meters. **Tips are included with per diem.**
- ☐ **Per Diem:**
  - You are eligible for per diem for meals that were not provided based on departure date/time and return date/time
  - The in-state per diem rate is \$45/day and out-of-state is \$51/day. Other per diem rate will be figured based on federal regulations. In-state per diem applies to other states without overnight stay.
  - Gratuities/Tips are included in the per diem
- ☐ **Other:** internet, etc.
  - All original receipts are needed.

## After you return from your trip

- ☐ **Fill out** the [Idaho EPSCoR Travel Reimbursement Form](#)
- ☐ **Attach** ALL original receipts
- ☐ **Submit** ALL paperwork within one week of returning from your trip to :
  - Maria S. Horta
  - MS 3029 875 Perimeter Dr.
  - Moscow, ID. 83843
- ☐ **Expect** your travel claim to be processed within 1-2 weeks of the EPSCoR Office receiving your Travel Reimbursement Form
- ☐ **Be sure to promptly provide** additional needed information, when asked, so not to delay processing

**Questions?** Maria S. Horta Vorse [mariah@uidaho.edu](mailto:mariah@uidaho.edu) 208-885-7102

Don't forget to visit us at: [www.idahoepscor.org](http://www.idahoepscor.org)