



# EPSCoR Traveling Guidelines/Checklist UI Employees

## Prior to Trip

- Complete** and **send** the EPSCoR Travel Request Form. [Idaho EPSCoR Travel Request Form](#)
  - o **Check** with your department to find out if any other travel approvals are required
  - o **Approve** Trip Authorization in VandalWeb and follow up with your supervisor to make sure they approve the request in VandalWeb
  - o If you are traveling internationally you MUST **contact** the International Programs Office at 885-8984
- Review** the General Travel Guidelines section of this guide to avoid any travel expenses becoming your personal responsibility.
- Understand** that ultimately it is your responsibility, as a UI employee, to follow all UI policies and procedures. Find the travel procedures in the Administrative Procedures Manual, Chapter 70, <http://www.uidaho.edu/apm/70>.

## General Travel Guidelines

- General:**
  - o All expenses must be necessary to conduct EPSCoR business and must be the most economical option. Be prepared to provide comparisons when requested to document that the most economical options were selected.
  - o University purchasing cards are intended for university related expenses ONLY. No personal expenses are allowed to be charged on a university purchasing card. If a charge is a mix of business and personal purpose then be sure to pay for the expense personally and then request reimbursement for the business related part of the expense.
  - o Original receipts will be required so be sure to collect throughout your trip. Internet receipts will be accepted as originals.
  - o 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).
  - o Be sure to provide comments and documentation for all nonstandard expenses
- Personal Days** during trip:
  - o MUST be **pre-approved** by your supervisor
  - o MUST be **listed** in all EPSCoR travel forms
- Food You Purchased and Provided to Attendees at an EPSCoR Business Meeting:**
  - o Provide original itemized receipts
  - o Provide a list of attendees (MUST have at least five attendees)
  - o Include the EPSCoR business purpose
  - o Provide an agenda for the meeting (MUST be at least 3hrs for refreshments, or 6hrs for meals)
  - o Reimbursement will be limited to the State of Idaho meal per diem rate per attendee
- Airfare:**
  - o Provide original itemized receipt that reflects date, amount, method of payment, ticket number, vendor name, destination and dates of travel
  - o Cost is limited to the lowest-priced airfare available
  - o Upgrades or first class tickets will NOT be allowed



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- Up to one baggage fee each way will be allowed
- Travel Insurance on domestic air travel is NOT allowed
- MUST follow the Fly America Act if traveling internationally. Please contact Vanessa if you are traveling internationally to discuss.
- Lodging:**
  - Ask for the government rate 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 need to be paid for with personal funds at check-out
  - 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:
    - A comparison will need to be provided showing single occupancy rate vs rate charged, and only the single occupancy rate will be reimbursed. **Do not charge to a university purchasing card.**
    - OR
    - List the other EPSCoR funded occupants sharing the room
- 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.
  - 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
  - Only UI employees are allowed to be drivers
  - Only UI employees or students are allowed to be passengers. Non-UI passengers are not covered by insurance
  - Whenever possible use Enterprise Rental Car (Corporate Account: XZ47IDS Account Name: IDS)
  - Waive the insurance coverage unless traveling internationally, then be sure to purchase the minimum compulsory insurance
  - Sign the rental agreement in your name, followed by the initials UI
  - Check with your department to be sure you have on file an Authorization to Travel form and be sure to carry a State of Idaho accident claim kit.
- 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:**
  - If using a UI purchasing card you MUST provide original receipts
- Per Diem:**
  - You are eligible for per diem for meals that were not provided based on departure date/time and return date/time



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- The in-state per diem rate is \$45/day and out-of-state per diem rate will be figured based on federal regulations
- The per diem rate also covers incidentals such as service tips
  
- Other:** internet access, etc.
  - Provide original receipts and information about the expense

## After you return from your trip

- Fill out** the [Idaho EPSCoR Travel Reimbursement Form](#)
- Attach** ALL original receipts
- Submit** ALL paperwork within 15 days of returning from your trip to:
  - Vanessa Henry  
MS 3029  
Morrill Hall Room 407
- Expect** your travel claim to be processed within 2-3 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?**

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**Don't forget to visit us at:**

[www.idahoepscor.org](http://www.idahoepscor.org)