

TRAVEL INSTRUCTIONS

Do not make any purchases until your TA is input and fully approved. You need to submit information to me at least 3 weeks in advance of travel to input and run thru approvals. Making purchases before approval may make you personally responsible for the charges if it turns out funding is not available..

The only exception to this rule is when there is a discounted rate for early Registration and/or to lock in an especially low airfare (comparisons must be provided).

Be sure to mention if you are applying for funds from the SMAST Dean, DFO or from the Provost and/or Student Senate. If you receive funding from the Provost and/or the Student Senate, they will need to input your TA and Expense Report and **require a greater lead-time than SMAST funding.**

All airfare purchases must be made either thru Egencia or The Travel Collaborative (TTC). Please review the instructions at:

http://www.umassd.edu/admin_finance/departments/administrativeservices/travelprogram/travelprograminformationregistration/

And the Travel Manual for general travel rules and regulations at:

http://www.umassd.edu/admin_finance/manuals/travelmanual/

You can use another booking agency if you can document a significant savings or if a particular flight is not available thru Egencia or TTC.

Tips are included as part of your per diem rate, so you will not be reimbursed more than this amount per day, no matter how many other tips you give (currently \$5/day). For example, if you took 2 taxi rides and tipped each \$5 (\$10 total), you will **only** receive \$5 and not be reimbursed for the 2nd tip. If you do not tip for any service during the trip, you will still get the money as part of your per diem, but if you over-tip, you will not be reimbursed more than \$5 (with the exception of Uber).

You will NOT be reimbursed for any hotel amenities (laundry, movies, room frig, telephone, etc.). Internet is allowed; however, you MUST DOCUMENT what it was used for and how it was business related, or it will not be covered.

You can find per diem information at the following websites:

Domestic <http://www.gsa.gov/portal/content/104877>

International <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

If you need to purchase something while you are on travel (i.e. thumb drive, photocopying, etc.) this would be reported under "other job related expenses". "Other travel expenses" would be for things such as getting a visa, taking a bus to the airport (not the same as "taxi"), and baggage fees.

If you are leaving the country (foreign travel), you must complete several pages of documentation from the International Programs Office and submit it for approval, including a cover sheet, International Travel Registration Form, a UMD Project Abroad Registration Form, and an Assumption of Risk and Release form.

If you are travelling out of state for more than a day but will NOT be using University funds (grant funds, department indirect, etc.), you will need to complete a PAPER travel authorization form. This form is required for insurance purposes to document you are on University business should you become injured during your trip.

For International travel, when it comes time to report, we can either use the Oanda website for currency conversion, or wait until you receive your credit card statement and you can be reimbursed precisely for what your credit card company charged (often the bank charge is different from what the standard conversion would be).

Here is the currency conversion website address:

<https://www.oanda.com/currency/converter/>