

Leap Over the Hurdles

MSU 2017 Travel Arranger Education Day





Hurdling is the act of running and jumping over an obstacle at **speed**.

A series of **barriers** known as hurdles are set at precisely measured heights and distances which each athlete must pass by running over

Failure to pass over, by passing under, or intentionally knocking over hurdles will result in **disqualification**.

Accidental knocking over of hurdles is not cause for disqualification, but the hurdles are weighted to make doing so **disadvantageous**.





Hurdles to Success

Travel Planning and Reimbursement

- ✓ Hurdle #1 = Pre-trip planning
- ✓ Hurdle #2 = All those darn rules
- ✓ Hurdle #3 = Putting together a successful reimbursement

Hurdle #1 Pre-trip Planning

- Pre and Post Planning Meetings
 - Prepayment of travel
 - Transportation planning
 - Document retention



Prepayment of Travel

- Benefits of using MSU's preferred agencies
 - Easy of use
 - Meets documentation requirements
 - Electronic receipts
 - No waiting for reimbursement
 - Assistance whenever needed
 - Opportunity to reassign tickets



Transportation Planning

- Plan ahead of time for transportation needs
 - How is the traveler getting to/from the airport?
 - How is the traveler getting to/from the hotel?
 - Is a shuttle provided?
 - Is there a business purpose for a rental car?



Document Retention

- Envelope
- Pictures
- Mobile apps
- E-mail receipts
- Text/e-mail reminders
- Prefilled TER



Hurdle #2 Those Darn Rules

- Transportation
- Lodging
- Conferences



Transportation

- Air/Rail Travel
 - Lowest logical available airfare
 - Premium seating is not reimbursable without medical or business reason documented, authorized and attached
 - Provide a business purpose for a ticket exchange and attach the original receipt/itinerary

Transportation

- Personal Vehicle Travel
 - Maximum mileage reimbursement is \$500 round trip
 - Exceptions to this policy are typically not granted
 - Renting a vehicle is a great alternative!

Transportation

- Rental Cars
 - Business purpose for use must be documented
 - Rental cars should be mid size or smaller
 - GPS, fuel service options, 12-15 passengers vans, collision damage waivers, loss damage waivers and roadside assistance are **not reimbursable**

Transportation

- Taxi Expenses
 - Allowable for travel related to business. Meals and sight seeing trips are **NOT** reimbursable
 - List business purpose on TER

Lodging

- Reimbursed at the lowest rate available
 - No maximum for domestic lodging
 - Established maximum for destinations outside the Continental U.S. Exceptions require business purpose and approval

Conferences

- Fees should be paid in advance using MSU P-card
- Provide agenda for reimbursement of conference related travel
- Note meals provided if not clear on agenda
- Make arrangements for dietary needs in advance

Hurdle #3 Putting Together a Successful Reimbursement

- Travel Expense Report (TER)
- M&IE per diems
- Currency Conversions
- DV Processing



Travel Expense Report (TER)

- Part prefilled when using Pre-trip Authorization
- Total agrees to DV
- Organized

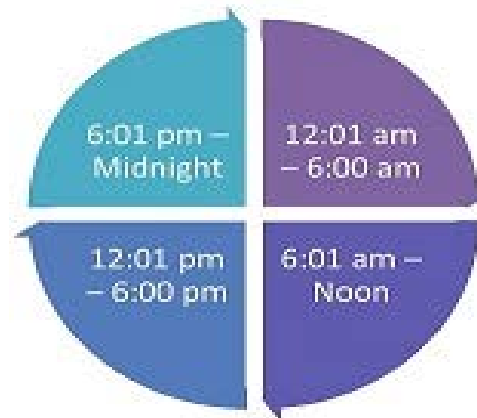
M&IE Per Diems

- The lodging location (zip code is best) for each day in travel status determines the applicable per diem rate
- Use proper charts to calculate per diem rates
 - CONUS, OCONUS, Foreign and allocation table
- Remember not to seek reimbursement for complimentary meals
- No M&IE without an overnight stay

M&IE Per Diems

First and Last Day of Travel

- M&IE may be claimed while in travel status
 - CONUS M&IE is provided by meal depending on time travel status begins and ends
 - OCONUS and International M&IE is provided by percentage of day in travel status



Currency Conversions

Three conversion methods acceptable

- 1) Oanda conversion table/tool
 - ✓ Use applicable date (date of lodging receipt is good)
 - ✓ Use USD as home currency (unless foreign traveler)
 - ✓ Choose “Typical Cash Rate” +4% or anything less
 - ✓ Attach results to DV
- 2) Credit card statements - conversion fees allowed (list separately)
- 3) U.S. dollars converted in country rate

DV Processing

- Correct Vendor
- Ad hoc Routing
- Payment Method
- Special Handling
- Organization
- Multiple Traveler Referencing
- Air/Lodging Support
- Conference Agenda



Questions? Phone a Friend!!

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