

The Next STEP Travel Instructions

GENERAL INFORMATION:

- Faculty should complete the “Request to be absent from campus” form following University guidelines (2 weeks lead time for in-state travel; 4 weeks for out-of-state)
- Once completed, please give to Administrative Coordinator, Jennifer Thompson, who will complete the account number section and will arrange for appropriate signatures.

LODGING:

- Reservations for accommodations can be made by our Administrative Coordinator, Jennifer Thompson, or by the traveler(s).
- The traveler(s) can pay for lodging and then complete an expense report for reimbursement or ask the Administrative Coordinator to pay the bill directly (direct bill or have a check prepared that you can take with you).
- Regardless of payment method, please give all documentation (receipts) to our Administrative Coordinator upon your return.

TRANSPORTATION:

- Mileage for personal vehicles will be paid at the current rate of **\$.415/mile**. You will need to provide your starting and ending destination and mileage in between on an expense report.
- If you would like to travel in a University vehicle, please ask our Administrative Coordinator, Jennifer Thompson, to make a reservation. Remember, that all drivers on 9-person passenger vans must have completed a training course.

MEALS:

- Reimbursement for meals, including tips, may not exceed the reasonable and actual meal cost (**\$10 breakfast, \$15, lunch, \$25 dinner**) or **\$50/day maximum**. Meal expenses may be claimed for restaurants outside a 30-mile (30 minute) radius of your home. A person who stops at 6:00 pm to eat an evening meal in Columbia may be reimbursed for the meal. However, the traveling person returning to Kirksville at 6:00 pm could not stop at a restaurant in Kirksville and claim the meal as a reimbursable expense. The traveling person would need to leave home before 5:30 am for breakfast and would have to travel 30 miles before 6:00 am to qualify for reimbursement. For dinner, the traveling person would need to be 30 miles or more from home after 6:00 pm to qualify for reimbursement.
- Alcohol related expenses are not reimbursable.
- Snacks are not reimbursable, except if eaten in lieu of a meal.

EXPENSE REPORTS:

- Approved expenses paid for by the traveler will be reimbursed through a submission of a Truman State University “Expense Report” form.
- Please save and submit all receipts (regardless of the dollar amount) as documentation for your expenses.
- An expense report will be provided for you to sign and will be filled out (using the information and documentation/receipts you provide) by our Administrative Coordinator.



Application for *The Next STEP* Faculty Travel Stipend

Name _____

Event that you plan to attend: Conference Workshop/Seminar
 Other (please specify) _____

Name of event _____

Location _____

Date(s) _____

Will your mentee be attending as well? _____

Are you (or your mentee) on the program? If so, author(s), title and format (poster, panel discussion, talk) _____

For what aspects of the travel are you requesting funding and what are the anticipated costs?

- Airfare \$ _____
 - Accommodations \$ _____
 - Mileage \$ _____
 - Meals \$ _____ How many meals? _____
 - Registration fees \$ _____
 - Other Transportation (specify) \$ _____
 - Other (specify) \$ _____
- TOTAL REQUESTED** \$ _____

Signature _____ Date _____

		Office Use
Starting Balance:	\$ _____	Notes:
Funds Spent:	\$ _____	
Funds Available:	\$ _____	
Funds Approved:	\$ _____	
Remaining Balance:	\$ _____	

