

Questions & Answers from training

1. **When can all the after travel forms be available on-line with on-line approval? Would be nice to eliminate paper forms.**

Answer: The Travel Office created a project technology request over a year ago and options to automate the process were reviewed including the Travel module within in Banner. At this point, none of the available options meet the necessary criteria to automate our internal process. However we plan to further discuss automation using Banner to see if it can be modified.

2. **You have to submit TAR first, but doesn't it ask for estimated air and other costs? How do we know what airfare cost will be if the Travel Office can't book a flight without the TAR?**

Answer: There are instructions attached to the Travel Authorization Form stating that a traveler may contact Horizons Travel Agency 325-658-2436 or the airline's direct website for flight quotes in order to complete the TAR. Airfare changes on a daily basis so these are merely quotes. Each traveler/department is contacted once the TAR is received by the Travel Office and flights are able to be ticketed.

3. **If international travel is required, will ASU reimburse the cost of a passport?**

Answer: Reimbursement for passports/visas will be reviewed on a case-by-case basis.

4. **Can travel advances be done electronically or are we required by the state to issue a physical check?**

Answer: Any faculty/staff may request that their advances be a direct deposit. It would be best to consistently select either a check or a direct deposit. This should be noted on the TAR.

5. **Clarify the mileage receipt requirements.**

Answer: Receipts are not required when claiming "mileage". The mileage reimbursement rate is inclusive of all expenses associated with the employee's use of his or her vehicle.

6. **Why can't we get reimbursed for non-overnight meals when conducting university business?**

Answer: At this time, ASU will not reimburse employees for non-overnight meals. Following is more information:

- a. State of Texas Guidelines for non-overnight meals: A state employee may be reimbursed for non-overnight meal expenses. If an employee on non-overnight travel receives reimbursement for meals, this amount would be considered income and must be reported on his or her W-2 tax form. State agencies are not required to reimburse for non-overnight meals but may choose to do so by authorization of the agency's chief administrator. The authorization may be provided on either a case-by-case or a blanket basis.
- b. Texas State Univ. does provide an allowance for non-overnight meals, however the reimbursement is taxable. Texas Tech, UNT, and UT-Austin do not allow reimbursement for non-overnight meals due to the Internal Revenue Service requirement that such reimbursements would be considered a taxable fringe benefit. Since ASU is part of the Texas Tech System, non-overnight meals are not reimbursable.

7. When will the TAR be available on-line with electronic signatures? This could speed up the approval process.

Answer: The Travel Office is evaluating online options with the Project Technology Office.

8. For international travel of student group trips using cash advances, does the travel director (accountable employee) have to have receipts for each student meal. For example, if you give them \$10 to get food during a touring event for lunch, is it necessary to get a receipt from each student and get change back?

Answer: No. Meal receipts are not required for each student meal as long as students sign that they were given a meal allowance not to exceed the maximum rate.

9. Students are being told they don't have to show mileage, is this correct?

Answer: No. Anyone claiming mileage (student, faculty or staff) should include the mileage calculation printout from www.randmcnally.com OR include odometer readings for point to point mileage.

10. Where do we find mileage information?

Answer: There are links to www.randmcnally.com located on the Travel Office website (Home Page) and Rampart (Work Life Tab/Travel Channel), as well as information on how to calculate mileage and the current reimbursement rate.

11. Why is the corporate travel card tied to employee's credit history?

Answer: Information regarding the current state contracted Individual Billed Travel Credit Cards is located on the State Comptroller's website:

<http://www.window.state.tx.us/procurement/prog/charge-card/> .

12. Is it possible to set up templates for the required memos by travel? For example, hotel overage, group travel, student travel?

Answer: We have eliminated the need for separate memos and have included memo sections for Multiple Traveler Justification and Hotel Overage on the third page of the Travel Authorization Request form (TAR).