



Know Before You Go!

Domestic Out-of-State Travel Guide

Travelers should submit all expenses for reimbursement within (10) days of the completion of the event or trip, but no later than 45 calendar days per the Statewide Travel Policy. Utilize Concur (web booking tool) or contact Travel Inc. for reservations.

TRAVEL AUTHORIZATION

All travel requires electronic approval via Panthermart before a trip occurs. The only exception would be if no reimbursement is due to the traveler. In this case, a manual (paper) travel authorization should be maintained by the department for record.

PER DIEM

Travelers must have overnight lodging to be eligible for meal per diem. The first and last day of travel is limited to 75% of the per diem rate. If meals are provided, reimbursement will be reduced by the amount of the provided meal(s). The per diem rate can be located on the www.gsa.gov website.

LODGING

Claims for hotel expenses require an itemized receipt and must be from a business providing public lodging, excluding private residences. Use of Airbnb, VRBO, Home Away and similar providers are not eligible for reimbursement. A memo of justification is required if the daily rate exceeds the allowable per diem unless the selection is the host hotel.

Pre-paid lodging is an option, and the required documentation should be submitted via Panthermart at least 15 business days prior to the check-in date. Instructions can be found on the Payment Request Manual.

AIRFARE

Travelers on state business should always select the lowest priced airfare that meets their scheduling requirements and is in compliance with policy. Business class, premium select, business select, first class, and comfort are not reimbursable for domestic flights with the exception of travel to Alaska and Hawaii. A flight comparison is required for the same travel dates that shows the roundtrip flight cost if business and personal travel are combined.

Advance approval from the department is required and a memo should be included with the traveler's TES.

CAR RENTAL

Employees on official business must adhere to the mandatory statewide contracts, utilizing Enterprise or Hertz for in-state travel and Hertz (only) for out-of-state or airport related travel. If vehicles are unavailable, collision and damage waiver (CDW) and liability and collision waiver (LCW) must be purchased by the traveler and an approved memo of justification from the department must be included with the traveler's TES.

Approved car rental sizes are compact, intermediate, or full size. Other vehicle sizes require a business-related justification. Vans may be rented when there are more than four (4) travelers. Fuel purchase options should be declined, and vehicles should be returned with the same amount of fuel when reserved.

RECEIPTS AND DOCUMENTATION

Travelers are required to provide a copy of the conference/workshop agenda. Additionally, itemized receipts for lodging, airfare, car rental, taxi/rideshare, and any other expenses equal to or exceeding \$25 are required.

If mileage is being claimed, a copy of the MapQuest or Google Map directions should be included, along with directions of the traveler's commute miles. If GSU is the traveler's primary workstation, commute miles must be deducted when travel occurs during a normal workday. Weekends and holidays are excluded from this policy.