

Office of Information Technology Travel Procedures

Requesting Travel Approval

1. All travel must be approved by your department chair/unit head; **before** making travel arrangements, reservations, class registration, etc. Obtain a T590, Travel Request and Authorization, from the OIT Business Services Unit or from Printing & Graphics, if forms are not available in your department. Submit the T590, to the OIT Business Services office fifteen (15) working days before travel.
2. Fill out the information and Estimated Costs as requested in Section 1 of the T590. It is not necessary to type the form, however, please make sure the writing shows on all copies and is legible. Check with your supervisor to determine which Dept ID your travel should be charged to. OIT Business Services will assign Account Numbers. Project/Grant numbers are not used by the Office of Information Technology. See the Allowable Travel Expenses section at the end of this document for per diem rates and other information.

Please include the following:

- ◆ Your Name
- ◆ Extension number
- ◆ Employee ID
- ◆ Department and Mail Stop
- ◆ Preparer and Extension number of preparer
- ◆ Justification for Travel – i.e. Name of Conference, Training, or Event you are attending
- ◆ Inclusive Dates of Travel, (Include traveling dates)
- ◆ Destination
- ◆ Estimated Cost, Dept ID, (Account Codes will be assigned by OIT Business Services)
- ◆ Proper signatures

If conference fee is prepaid:

- ◆ Early Reimbursement: For Registration Fees, Airfare or Lodging, include receipt or proof of payment (copy of check, credit card bill, bank statement) when submitting T590 form.
 - ◆ By P-Card – enter last name of P-Card holder on T590 form and attach receipts.
 - ◆ Direct Vendor Pay; original invoice must be attached.
3. Sign the T590, Travel Request and Authorization. Have your supervisor sign the form in the Department Head/Director area. David O'Neill has delegated to those directors and managers that report directly to him, the final signing authority; see organizational chart.
 4. **Forward the completed form to the OIT Business Services unit, MS-1412. Do not forward the T590 directly to Travel Services.** If you have questions about travel policies and procedures, please contact OIT Business Services via GroupWise e-mail at OIT Business, include Travel Request in the subject line of the e-mail.

Making Travel Arrangements

1. You are responsible for making your own travel arrangements (airline, hotel reservations, etc.) and for filling out the Travel Request and Authorization Form correctly. A copy of the Boise State Travel Policy is available on the web at http://www.boisestate.edu/policy/policy_docs/6180_Travel.pdf.

2. Managers or supervisors have the option of placing additional restrictions on how to make travel arrangements, what type of training materials may be purchased, etc. Get approval from your manager or supervisor **before** finalizing any travel arrangements.
3. BSU travel regulations require that you charge your room reservations, meals, and other expenses to a BSU Diners Club Corporate Travel card, your personal credit card or pay cash. **Airline** tickets may be charged to the Diners Club card, your personal credit card, or to a BSU P-Card. **Conference fees** may be charged to your credit card, paid by Direct Payment to the Vendor, or charged to a BSU P-Card. If you have questions about payments for conference fees or airline tickets, please contact OIT Business Services at 426-3096, 426-5986 or 426-5711, or by GroupWise e-mail to OIT Business, include Travel Request in the Subject line of the e-mail. **Boise State P-Cards are not to be used to pay for lodging or meals.**
4. If you pay for a conference fee or airline ticket early, you may be reimbursed early for those expenses. Indicate the amount paid and the type of payment in the Prepaid Amount section of the Travel Request Form. Receipts are required for early reimbursement. Please review the Boise State Travel Policy for requirements and information.
5. Questions about travel requests, may be directed to the OIT Business Services Unit, 426-3096, 426-5986 or 426-5711, or by GroupWise e-mail to OIT Business, include Travel Request in the subject line of your e-mail.

Travel Reimbursement

1. Accounts Payable will return the bottom pages of the Travel Request and Authorization form to you. Keep the copies. You will need to fill out the bottom half (Section 2) of the T590 within 15 days after you return from your trip. It is imperative that you submit all travel voucher documentation and receipts as soon as possible after your trip if you expect prompt reimbursement. See Allowable Travel Expenses Section below for further information.
2. Fill out all areas of the form per the instructions below. If the bottom section of the T590 is not filled out correctly, it will be returned to you. If you need assistance, please contact OIT Business Services.

Please include the following information or your reimbursement will be delayed:

- ◆ Dates of Travel
- ◆ Departure time from Boise and arrival time upon return to Boise.
- ◆ Lodging Receipt – Actual cost must be detailed with room charge, taxes and any services or miscellaneous charges and show a zero balance on receipt. Always check for government rates.
- ◆ Meals – Calculate according to correct per diem for area and times of departure and arrival. Meals provided by conference or training will not be reimbursed by per diem rate. Attach registration information clearly defining meals provided by the conference or hotel. An explanation in writing must also be provided with the travel documentation if, for any reason, the traveler is unable to take advantage of meals provided at no cost.
- ◆ Pvt. Vehicle – Include mileage, license number of vehicle. The reimbursement claim will be limited to an amount equivalent to air passage; documentation of comparable commercial airfare cost must be attached to the T590. The allowable in-state mileage rate is computed according to the latest rate set by the Board of Examiner's. Travel Services will need to have on file a copy of valid driver's license and Certificate of Insurance.

- ◆ Airfare (if not submitted for early reimbursement) – Original passenger receipt and proof of payment must be provided. If reservations completed on-line, a copy of the confirmation must be attached to T590.
- ◆ Conference or training confirmation must be attached to T590.
- ◆ Miscellaneous Expenses, i.e. public transportation, car rental, fuel, internet access, phone calls.

Receipts are required for all travel expenses except food and mileage. OIT Business Services will keep copies of all receipts and completed Travel Vouchers.

3. After the form is complete and signed by you and your Department Chair/Unit head, forward it to OIT Business Services, MS-1412, for final approval. **Do not forward the form directly to Accounts Payable (Travel Services).** OIT Business Services will notify the traveler when the form is forwarded to Accounts Payable.
4. Allow 14-16 working days for processing of reimbursement checks. Reimbursement checks are paid by direct deposit. Travel Services will send an e-mail notification of deposit.
5. If you have questions regarding your reimbursement after it has been processed, please contact Travel Services at 426-1589.

Canceling Travel Arrangements

1. If you cancel reservations, training, or other travel, please notify OIT Business Services as soon as possible.
2. Please submit any cancellation documentation and travel vouchers to OIT Business Services.
3. Airlines do not normally refund cancelled tickets. Cancelled tickets may sometimes be used for a later trip by the same person; however, airlines are charging a substantial fee to re-book travel from a cancelled ticket.

Qwest Corporate Calling Card

1. Boise State offers a Qwest Corporate Calling Card for business use while individuals are traveling. If you are interested in obtaining a Qwest Corporate Calling Card, contact OIT Business Services at 426-1433. Calling cards can help departments save on long distance charges when individuals travel.

Allowable Travel Expenses

Per Diem Rates

The rates for Out of State per diem can be found at the following website:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?programId=9704&channelId=-15943&oid=16365&contentId=17943&pageTypeId=8203&contentType=GSA_BASIC&programPage=%2Fep%2Fprogram%2FgsaBasic.jsp&P=MTT

Road mileage and maps can be found at the following website: <http://www.randmcnally.com/>

Per Diem is defined as reimbursement for meals, meal gratuities; and includes fees and tips given to porter, baggage carrier, bellhop, hotel maids, steward, stewardess on ships, and hotel servants in foreign countries.

If meals are provided as part of the conference, the employee shall be not be reimbursed for meals provided by the conference. Travel documentation must include registration information clearly defining meals provided by the conference or hotel. An explanation in writing must also be provided with the T590 if, for any reason, the traveler is unable to take advantage of meals provided at not cost.

In order to be reimbursed for per diem, the destination time and dates of departure and return to Boise must be shown on the T590 for each trip.

Meals without overnight stay are reported as taxable income. (IRS Ruling)

Partial Day Per Diem Schedule

When Departure Schedule Is:

7:00 am to 11:00 am – No Breakfast

11:00 am to 5:00 pm – No Lunch

After 5:00 pm – No Per Diem Allowed

When Return Schedule is:

Before 8:00 am – No Per Diem Allowed

8:00 am to 2:00 p m – No Lunch

2:00 pm to 7:00 pm – No Dinner

Meal	In-State (\$30.00 Maximum)	Out of State-Foreign (based on Federal schedule)
Breakfast	\$7.50 or 25% daily per diem	25% of Federal Schedule
Lunch	\$10.50 or 35% daily per diem	35% of Federal Schedule
Dinner	\$16.50 or 55% daily per diem	55% of Federal Schedule

Travel by Private Vehicle

- ◆ Vicinity travel is allowed as authorized by Department at a rate established by State Board of Examiners.
- ◆ Private vehicle is allowed when it has been determined and approved as the most economical and practical mode to accomplish Boise State’s mission.
- ◆ Allowed when area is not reasonably served by airlines.
- ◆ Traveler may choose to use private vehicle for personal reasons, but will only be reimbursed commercial carrier rates. Traveler will need to document the following before reimbursement: Cost to fly, Time spent driving, Per Diem for flight time. Pvt. Vehicle – Include mileage, license number of vehicle. The reimbursement claim will be limited to an amount equivalent to air passage; documentation of comparable commercial airfare cost must be attached to the T590. The allowable in-state mileage rate is computed according to the latest rate set by the Board of Examiner’s. Travel Services will need to have on file a copy of valid driver’s license and Certificate of Insurance.

Travel by Air

- ◆ Should be most economical and practical cost. Only coach fare is reimbursable.

Public Transportation

- ◆ Taxi, bus fare, or shuttle for official University Business.
- ◆ Without receipt, should not exceed \$10.

Telephone Calls

- ◆ All documented business calls are allowed.
- ◆ One personal telephone “safe arrival” call by the traveling employee, limited to 10 minutes.

Miscellaneous Items

- ◆ Break out from other expenses and include in receipts. See BSU Policy Section 8.

Car Rental – Mandatory Contract with Enterprise Car Rental

- ◆ Needs to be approved in advance with a brief explanation and justification for use, receipt required for reimbursement.
- ◆ Public conveyance should be used unless it is unsafe or unavailable.
- ◆ When it is the most economical transportation available.
- ◆ When used by group travelers and it is more economical than using public transportation.
- ◆ Reservations need to be made at least 24 hours in advance to ensure vehicle availability. On-line booking using Enterprise's web site WWW.ENTERPRISE.COM is the preferred method, but

reservations may also be made by calling 1-800-RENT A CAR (1-800-736-8222). Select Option 3, and provide the BSU account number (47ID012), PIN is **IDS**.

ENTERPRISE CAR RENTAL MANDATORY STATE CONTRACT

Effective October 1, 2004, the State of Idaho has entered into a rental car contract with Enterprise Car Rental (SBPO1201). This contract is the culmination of an effort between the states of Oregon, Washington, and Idaho to leverage volume to garner some great rental rates. The contract is for domestic travel only. The rates include all insurance, thus travelers should be instructed to decline any supplemental insurance coverage when completing the rental application.

Unlike previous automobile rental price agreements, this contract is a **MANDATORY** use contract. If Enterprise is unable to meet the needs of your agency travelers (unavailability of vehicles or location issues, for example), you should contact other car rental companies using prudent business purchasing practices. The State's previous rental contractors, Dollar, Hertz, Budget, and Avis have indicated a willingness to honor previous price agreement conditions and rates. Situations where Enterprise is unable to meet your traveler's needs must be reported via email to my attention for contractor compliance purposes.

Agencies need to have an Agency ID number when making a reservation to ensure the proper contract rates and terms are provided. The **agency ID for BSU is 47ID012, PIN is IDS.** If the reservation is made without the Agency ID number, regular retail rates, insurance coverage and terms will apply.

State government (BSU) ID is required when picking up the rental vehicle in order for the contract rates and terms to apply.

Reservations need to be made at least 24 hours in advance to ensure vehicle availability. On-line booking using Enterprise's web site WWW.ENTERPRISE.COM is the preferred method, but reservations may also be made by calling 1-800-RENT A CAR (1-800-736-8222). Select Option 3, and provide the BSU account number (47ID012), PIN is IDS.

Payment methods include use of the State's Purchasing Card (MasterCard), Diners Club card, personal credit card or cash.

If your department has questions or would like to meet with the Enterprise Idaho Corporate Account office, please call (208) 658-0866. Peggy Davis (426-1539) and Terri Spinazza (426-2168) can also help with your questions.

STATE OF IDAHO

**NATIONAL ACCOUNT: IDAHO / OREGON / WASHINGTON
(IDS*BOISE STATE UNIVERSITY)**

ID#: 47ID012.

(FOR SPECIAL RATE ALWAYS REFERENCE ID#)

(October 2, 2006-August 1, 2008)

VEHICLE CLASS	DAILY	WEEKLY	HOURLY
COMPACT (NEON / FOCUS OR SIMILAR)	\$29.00	\$172.00	\$8.00
STANDARD (GRAND AM / STRATUS OR SIMILAR)	\$30.00	\$177.00	\$8.00
FULL-SIZE (TAURUS / GRAND PRIX OR SIMILAR)	\$32.00	\$193.00	\$8.00
FULL-SIZE TRUCK (F150/CHEVY/DODGE)	\$56.00	\$327.00	\$14.00
MINI VAN (CARAVAN / FREESTAR OR SIMILAR)	\$56.00	\$327.00	\$14.00
SPORT UTILITY 5 PASSENGER (BLAZER / JIMMY OR SIMILAR)	\$56.00	\$327.00	\$14.00
LARGE SUV 7-8 PASSENGER (TAHOE / EXPEDITION OR SIMILAR)	\$106.00	\$628.00	\$21.00

- * CONTRACT USE IS **NOT** MANDATORY FOR LEWISTON, COEUR D'ALENE OR SANDPOINT, IDAHO
- * RATES GOOD TO ALL US LOCATIONS, EXCEPT IN NEW YORK OR ALASKA
- * RATES INCLUDE UNLIMITED MILEAGE.
- * STATE OF IDAHO AGENCIES ARE TAX EXEMPT WHEN RENTING IN THE STATE OF IDAHO.
- * RATES INCLUDE CDW & \$500,000 SLP (NO SPLIT)
- * NO ONE-WAY DROP CHARGE BETWEEN BOISE AREA BRANCHES.
- * STANDARD ONE-WAY FEES (0-100 N/C, 101-500 MILES \$.50 PER MILE, 501 OR MORE MILES \$.25 PER MILE).
- * 18-YEAR OLD DRIVERS ARE PERMITTED WITHOUT SURCHARGE ON STATE BUSINESS ONLY.
- * PAYMENT OPTIONS: IDAHO P-CARD OR MAJOR CREDIT CARD.
- * STATE GOVERNMENT ID REQUIRED ON ALL RENTALS FOR RATES AND TERMS TO APPLY.

RESERVATIONS:

- **BOOK ON-LINE AT WWW.ENTERPRISE.COM**
- **TYPE IN THE BSU CORPORATE ID #47ID012, HIT ENTER**
- **TYPE THE PIN CODE IDS**
- **CALL BRANCH DIRECT—FIND ALL BRANCH LOCATIONS AT WWW.ENTERPRISE.COM**
- **CALL 1-800-VIP-ERAC. (1-800-847-3722)**

For questions on your *Corporate Class Rental Program* please call the Idaho Corporate Account office at (208) 658-0866, Terri Spinazza, BSU Purchasing 6-1268 or Peggy Davis, BSU Travel Services 6-1539.

OIT Business Services Instructions:

White copy of T590 form

1. When travel form arrives to OIT, check to be sure all signatures have been obtained, and make a copy of the Travel Request or the Travel Voucher and all supporting documentation.
2. E-mail "Travel Memo" to employee. Document found in Shared folder.
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3. Post the estimated amounts on the T590 to the Travel Expense Log.
4. Make a note on the Travel Request white copy (with all copies attached) of the date the information is sent to Accounts Payable and initial.
5. Send the original Travel Request form with all original documentation to Travel Services, MS 1248.
6. File the copies in the Travel folder, in numerical order.
7. If using an LPO, a copy of the LPO needs to be attached to the Travel Request when it is sent to Travel Services. When you receive the invoice from the Vendor, make copies of the invoice and LPO for the Vendor file. Send the original invoice and original LPO to travel services.

Green Copy of T590 form

8. After travel is complete and employee turns in the T590 with Section 2 completed (green copy), review to make sure allowable reimbursement amounts and totals are correct and adhere to policies. Check per diem rate per travel location. Be sure the amounts on the receipts match the amount on the T590, deducting personal expenses.
9. Lodging receipt must show zero balance.
10. Update the Travel Expense Log by posting the final expense amount and noting the date the T590 was submitted to Accounts Payable.
11. Make a copy of the T590 travel form and all receipts and file in the Travel folder.
12. On the back of the travel packet (Goldenrod copy) write Return to: Your Name, OIT Business Service, MS-1412. This will help insure the voucher is returned to you.
13. Initial and date when forwarded to Accounts Payable on the T590 form.
14. Send the Travel Request to the Travel Examiner in Accounts Payable, MS 1248.
15. E-Mail traveler to inform them the form has been sent to Travel Services and payment will be direct deposit. Travel Services will e-mail notification of deposit to traveler.

Pink Copy of T590 form

16. When final pink copy is returned, enter voucher number and date paid on Travel expense log. Enter payment changes made by Travel Services.
17. Copy and Paste expenses from Travel Expense Log to correct Department ID Expense Log, **except for expenses paid by P-Card.**
18. Attach pink copy to previous documentation of T590 located in file drawer.