

Frequently Asked Questions for Travel:

1. *I have to go on University Travel, how do I start?*

All URI employees and non employees (grant and non-grant) that go on University travel outside of the State of RI need to prepare a TAR. You should become familiar with the URI Travel Policies and Procedures that are found on the Controller's Website. <http://www.uri.edu/controller/accounting.shtml>

2. *What signatures are needed on the Travel Authorization Request (TAR)?*

The TAR should include the travelers' signature, authorized signers signature, dean/director of the department and Vice President. For Grants (Fund 500), the TAR must be approved by Grant and Contract Accounting, for Fund 401 by URI Foundation.

3. *Who is the travel agent that I need to work with to secure my air/train/hotel/car and how do I contact them?*

Donovan Travel. Their website is www.donovantravel.com and phone numbers are (401)769-1720 and toll free (800)252-2660.

4. *I will be going to a conference where the conference has secured discounted room rates at the hotel. What should I do?*

Provide Donovan travel with the hotel information and rate. Donovan will be able to let you know if they can meet or beat that rate. If they cannot they should tell you in an email, you will then attached that email to the TEV.

5. *I need to rent a car when I go on travel, how do I proceed?*

You must prepare a rental car justification form (found on the Controller's website) and submit with your TAR. If approved, when you contact Donovan Travel indicate you also need a rental car.

6. *How do I get an advance for travel?*

Since the hotel and air/rental car are paid using the URI Travel Card advances for travel are not allowed. Registration for conferences will be prepaid. You may request to the Controller why an advance is needed. Attach a memo to the TAR indicating why an advance for travel is needed. If you need us to prepay your conference, attach an invoice voucher with the conference registration form (2 copies are needed) to the TAR and we will prepay the conference fee.

7. *What is the meal per diem for State Travel? Can I use the Federal Per Diem if I think this reimbursement rate is not enough?*

Breakfast \$4, Lunch \$6, Dinner \$14. If you are traveling on State monies you can not use the federal per diem rate.

8. *What is the meal per diem for Federal/Grant Sponsored Travel?*

The General Services Administration of the U. S. Government establishes the meals and incidental expense (M & IE) per diem rates. The rates may be obtained on the World Wide Web through the following addresses:

<http://www.finadmin.unh.edu/controller/travel.html> [US General Services Administration](#)

9. *How long after the trip should I be preparing the TEV?*

Within 10 days of returning from travel a TEV must be submitted to the General Accounting Office even if there are no reimbursements to be made. Failure to submit the TEV on time will prevent further travel approvals.

10. *What receipts are needed for the TEV?*

Meals are paid through per diems and receipts are not required. Hotel receipts, airline and train stubs and car rental receipts are all required even if they were prepaid by the travel agent. Taxi cab charges, parking charges and other travel expenses not covered under the per diem all require receipts.

11. *How do I cancel a TAR that has been encumbered?*

After a trip is authorized and encumbered you may decide for a number of reasons not to attend. In this instance, the only way we can un-encumber the trip is by the traveler submitting a cancelled TAR or TEV to General Accounting to notify of the cancelled trip.

12. *I have credits with the airlines for cancelled flights, who keeps track of these credits?*

The traveler is required to keep track of all credits for cancelled flights.

13. *I will be going on international travel and the travel agent indicated that they can not pay for the hotel using the URI travel card. What do I do?*

You can pay for the international hotel charges using a personal credit card and get reimbursed. You may request an advance on the trip for the estimated cost of the hotel charges as long as this request is given to the travel clerks at least 10 days prior to taking the trip. No other advances or open TAR's should be outstanding by the traveler when the advance is requested.

14. *For in-state travel is a TAR required?*

No TAR is required for in-state travel. A mileage reimbursement form is required to be filled out within 10 days of returning. If extensive in state travel is done, a mileage reimbursement form is required per month.

15. *Can I stay overnight at a hotel in the state for a conference?*

No

16. *The travel agent quoted me a rate for airfare substantially more than I can get using the Internet. What should I do?*

Using the same itinerary (dates, times) if the travel agent's rate is higher than the rate that you can get for the airfare and the quotes are within 24 hours of each

other, we may reimburse you for the lower rate. The traveler must pay for the lower fare themselves and seek reimbursement through their TEV. The quotes from Donovan must be written (email is fine) and submitted with the TEV. (Note: In this case, I would go back to the travel agent and ask them to try to meet or beat the internet rate.) An approved TAR must be in place at the time of the quotes.

17. What is the current mileage reimbursement rate?

This is determined by the State Controller on January 1st of every year. Please review the Controller's website for updates in the reimbursement rate.

18. I am arranging for travel to an international country, do I have to use a US owned airline for my travel arrangements?

See travel procedures regarding foreign air travel, you must use a US Flag Carrier. The "Fly American Act" is located in the Controller's Website.

19. I am going to New York for a meeting and taking a train. Do I still need to go through Donovan for a quote?

If there are no hotels, air or rental cars that would be needed, you don't need to go through Donovan to secure the train reservation. Donovan will charge an administrative charge of \$30 to book the train tickets. Train tickets are generally non-negotiable and prices are fixed. However, if you make the train reservations on your own, you will have to fund the cost and seek reimbursement through your TEV. Remember an approved TAR is required prior to booking any travel arrangements. Also, remember to retain your train ticket receipts for reimbursement.