

Frequently Asked Questions for Travel:

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

All URI employees and students (grant and non-grant) that go on University travel outside of the State of RI need to prepare a TAR regardless of how or who will pay the expenses. If any expenses will be paid using a P-Card, please indicate “paid by p-card and fund # next to the expense line. You should become familiar with the URI Travel Policies and Procedures that are found on the Controller’s Website. <http://www.uri.edu/controller/travel.html>

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

The TAR should include the travelers’ signature and the traveler’s immediate supervisor. 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 travel arrangements and how do I contact them?*

Short’s Travel. Their website is www.shortstravel.com/uri and phone number is (866)498-7436.

4. *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 Short’s Travel indicate you also need a rental car.

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

Since the airfare and rental cars are paid using the URI Travel Card, advances for travel are not needed. Registration for conferences should be prepaid with your URI issued personal P-Card or the traveler can prepay using their personal funds and seek reimbursement with an original receipt on their TEV. Effective 1/1/09 we can no longer use our ghost card as payment for hotel charges. The hotel charges may be prepaid using the URI issued personal P-Card or the traveler’s personal funds and seek reimbursement with an original detailed hotel receipt on their TEV. In the case where this may be a hardship on the traveler, an advance may be requested by the traveler for the estimated amount of the hotel using the TAR. Please indicate the contact person and phone number for whoever will be picking up the advance. If the traveler has an outstanding advance or open TEV, advance requests will be disallowed.

6. *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?*

Only overnight travel will be eligible for meal reimbursement on State funded travel. As of November 1, 2009 a flat rate of \$30.00 applies on the first day of travel if the scheduled departure time is prior to 12 noon, or \$15.00 if the scheduled departure time is after 12 noon (\$30.00 per day for the remaining days of travel).

On the return trip, a flat rate of \$15.00 applies if the arrival time is prior to 12 noon, \$30.00 if the arrival time is after 12 noon. If you are traveling on State funds you can not use the federal per diem rate.

7. *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://aoprals.state.gov/content.asp?content_id=184&menu_id=78

8. *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. Include all expenses and notate what was paid, if anything, on a P-Card and what fund was used. Attach all receipts (hotel detailed invoice, conference brochure, car rental receipt, and airline boarding pass) including what was paid on the P-Card. Failure to submit the TEV on time will prevent further travel approvals and advances.

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

Meals are paid through per diems and receipts are not required unless traveling on Foundation funds. Itemized hotel and car rental receipts; airline and train stubs are all required. Taxi cab, parking and other travel charges also require receipts.

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

As long as there have not been any expenses incurred, the traveler should submit a copy of the TAR to General Accounting indicating that the trip has been cancelled. An email to the travel clerk is also acceptable.

11. *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. Effective 1/1/09 the traveler should be able to review all credits on their account www.shortstravel.com/uri.

12. *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.

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

No

14. *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 Short's 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 (www.uri.edu/controller/travel.html) 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 if paying on Research Funds. 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 Short's for a quote?

No, but please remember, an approved TAR is required prior to booking any travel arrangements. Also, remember to retain your train ticket receipts for reimbursement.