

IT Travel Guide

		Policy	Procedure	Note
Initiate Travel	Request	<ul style="list-style-type: none"> Supervisor receives pre-approval for travel by VPIT Direct Supervisor informs traveler of trip approval Apply for Travel Card (<i>takes up to 10 business days for approval</i>) Create a travel budget before initiating travel Submit anticipated travel budget to direct supervisor 	<ul style="list-style-type: none"> Apply for Travel Card Create Concur Profile (first time users) Download Concur Travel app for ease of uploading travel receipts Create a Travel Budget Get approval from direct supervisor and IASC Book with Travel Card 	<ul style="list-style-type: none"> Download Concur Travel app Plan ahead and consider all necessary expenses 20% Tip for restaurants and Uber/Taxi ARE considered expenses
	Pre-Travel	Lodging	<ul style="list-style-type: none"> Traveler is responsible for booking lodging ASAP. Lodging room rate must not exceed \$275 prior to tax without approval. Complete Tax Waiver Exemption Certificate to present to lodging establishment. Traveler is permitted to stay with family or friends during travel. 	<ul style="list-style-type: none"> Traveler books lodging. Lodging & parking estimates should be included with <i>Request for Approval of Travel</i>. Complete & submit Tax Waiver Exemption Certificate to lodging establishment.
Transportation		<ul style="list-style-type: none"> Traveler is responsible for informing IASC about their transportation needs. Airfare and Enterprise should be booked through Concur at best possible rate. Parking – Traveler is responsible for choosing the most reasonable option. 	<ul style="list-style-type: none"> IASC can assist traveler with transportation arrangements when booked through Concur provided the traveler has informed IASC of their detailed transportation needs. 	<ul style="list-style-type: none"> If the most affordable rate cannot be used by traveler due to special needs, prior approval from VPIT is required. If the traveler chooses to use their own vehicle, the shortest route will be reimbursed. Covered parking needs prior approval. Valet Parking only when no other option available. <i>Tips</i> to Valet are considered part of the cost of Parking. <i>Tips</i> to Taxi drivers are part of the cost of Taxi. <i>*No more than a 20% Tip is accepted</i>
Registration		<ul style="list-style-type: none"> Traveler is responsible for registering for the event ASAP. An invoice for proof of registration is required. Details and agenda regarding the event are required. Pre conference events require separate approval. 	<ul style="list-style-type: none"> Traveler registers for event and provides an invoice to IASC with confirmation registration. Include details about the event, such as the agenda, FAQ, etc. REQUIRED 	<ul style="list-style-type: none"> If traveler has special needs, request for approval with justification for VPIT is required. If the traveler forgoes meals provided during the event due to dietary restrictions, justification & approval of the replacement meal purchase is required.
Travel Complete	Travel Expense Claim	<ul style="list-style-type: none"> Traveler must upload all itemized receipts to Concur App. A max of \$55.00 per day will be reimbursed for meals for overnight travel. If the full length of a trip is less than 24 hours, meals and incidentals expenses will not be reimbursed <i>unless</i> the travel includes an overnight stay. Tip reimbursement cannot exceed 20%. Only reasonable business related expenses will be reimbursed. Claims are to be submitted within 30 days of travel. 	<ul style="list-style-type: none"> Traveler must upload all itemized receipts to Concur App in order to be reimbursed. If the tip is over 20%, the reimbursement will only be for 20% regardless of any additional monies spent. 	<ul style="list-style-type: none"> Only actuals expenses are reimbursed, including up to a maximum \$7 per day incidentals <ul style="list-style-type: none"> Incidentals as defined by Appendix C are <i>only</i> tips to: Bell hops, Baggage Carriers, Porters, Hotel Housekeepers, Stewards, Stewardess, Ship Personnel and Hotel Servants in foreign countries. There is no per diem. Anything non-business related or unreasonable should be paid on a separate credit card or tab. Keep business and non-business related expenses separate. No alcoholic beverages will be reimbursed.