

**COPPIN STATE UNIVERSITY
CONTROLLER'S OFFICE**

To: The Coppin Family

From: Verona Williams
Accounts Payable Manager

Re: **Travel notes -FY 2010**

Effective Date: July 01, 2009 *revised* January 01, 2010

All individual travel request forms (Employee Travel Request form GADX-3) must have the final approval of the Vice President for Administration and Finance *before* your travel start date. An approved Travel Request form is the supporting documentation that an employee was on official, University business while traveling.

The Employee Travel Request can be completed online and may be found on the website below. *Please do not staple the Travel Request form to any other document.*

When an employee's approved Travel Request form is already on file in the Accounts Payable (AP) Department, faculty and staff will be reimbursed for travel expenses based on a properly prepared expense account statement (State of Maryland Expense Account form GADX-5) which is signed by the employee and his/her immediate supervisor. A purchase order is not required to reimburse the employee-traveler for out-of-pocket *travel* expenses.

Meal rate: \$42.⁰⁰ per day- Breakfast: 8.⁰⁰ Lunch: 10.⁰⁰ Dinner: 24.⁰⁰

Meal rates include taxes and tip. Meal receipts are not required from employees when utilizing standard per diem rates (or lower allowances as may be required by budget constraints). Additional reimbursement is not appropriate if a meal has been pre-paid as part of a conference, hotel free breakfast plan or the like. Alcoholic beverages are not reimbursable.

If exceptional circumstances necessitate a high cost meal, reimbursement may be approved "up to actual reasonable cost with detailed receipt," pursuant to limits imposed by the unit, available funds and as determined by the approving authority (the approving authority for travel may reference the State of Maryland high cost city rates, as a guideline of "reasonable" high cost meal expenditures). Allowances in excess of per diem are exceptions and should not be routinely approved. The traveler and approving authority for the trip are responsible for assuring the appropriateness of meal expenditures in excess of per diem and are subject to audit scrutiny.

Mileage rates:

January 01, 2010 through June 30, 2010:

The reimbursable mileage rate is *50 cents per mile* when employees use their private vehicle.

July 01, 2009 through December 31, 2009:

The reimbursable mileage rate is *55 cents per mile* when employees use their private vehicle.

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When using their private vehicle on University business and leaving directly from their homes, employees must record their regular, daily, commute mileage (from your home to CSU, round trip) on their expense account statement as 'Total Commute Miles'. The 'Total Commute Miles' will be deducted from the 'Total Miles' to determine the 'Reimbursable Miles'.

Rental car coverage: When the use of a rental car is necessary for an employee to conduct University business (normally not used for trips originating in the local area), the purchase of Collision Damage Waiver (CDW), Loss Damage Waiver (LDW) or Personal Effects Insurance (PEI) coverage is not reimbursable. The State has elected to provide this coverage. Vehicles rented to the State (University) are covered for liability under the Maryland Tort Claim Act. As with all claims, the department is responsible for the first \$1,000 of damages.

Receipts: *Original, itemized* receipts are required as supporting documentation for all reimbursable expenses except the traveler's per diem meals and mileage. Retail sales tax will not be reimbursed on expense account items. Properly authorized expense account statements should be submitted to the AP Department within sixty (60) days of the travel/ expense date.

If receipts cannot be obtained (re: small charges), or are lost, signed affidavits will be required.

When submitting receipts that list your personal credit card number, for security, please blackout the credit card number only.

Hotel invoices: The State of Maryland will pay only the room rate charges and applicable room taxes directly to hotels for lodging. All incidental expenses must be settled with the hotel when you check out. Keep in mind that incidentals such as business telephone and parking expenses may be claimed on your expense account statement for reimbursement.

Foreign travel: The traveler should record the rate of currency exchange in effect at the time of travel and *clearly show the rate used to calculate reimbursement on the expense account statement*. International travel meal reimbursement will continue to be reimbursed at or lower than the Department of State meal reimbursement schedule. Allowances in excess of the Department of State schedule are exceptions and should not be routinely approved. Travelers must obtain original receipts for expenses not covered through per diem (i.e., actual itemized hotel and car rental invoices, taxi, etc).

For all Regular and Contractual payroll employees who have direct deposit: Expense account reimbursements will be deposited to the same bank account as your paycheck.

Did you know that employees can monitor the reimbursement process and see payment data by accessing the Comptroller's One Stop Vendor Payment Inquiry System? The web link is: <http://compnet.comp.state.md.us/gad/default.asp>

Should you have any questions, please call AP extensions 3675 or 3685

(From the University System of Maryland Travel Services)

This memo, the 'State of Maryland Travel Request GADX3' and the 'State of Maryland Expense Account GADX5' forms may be found on the Controller's Office CSU website at <http://www.coppin.edu/Controller/Forms.aspx>