

COPPIN STATE UNIVERSITY

To: Coppin Campus Community

From: Controller's Office/Accounts Payable

Re: Travel Notes Fiscal Year 2022

Effective Date: January 01, 2022

All in-state & out- of-state travel *must be pre-approved*. Out-of-state is defined as traveling to destinations outside the boundaries of Maryland and Washington, D.C. areas. 'Individual Request for Travel' forms 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 in travel status.

All travel is to be documented. Travel Request forms can be found on the CSU Controller's Office/Accounts Payable website noted below and completed online. When an employee's approved Travel Request form is already on file in the Accounts Payable (AP) department, faculty and staff are reimbursed for travel expenses based on a properly prepared expense account statement and receipts if required. The expense statement must be signed by the employee and his/her immediate supervisor.

[DBM website](#)

Reimbursable Meal Rate: *(See FY22 meal rates below)*

Meal rates include taxes and tip. Meal receipts are not required from employees when utilizing standard per diem rates. **Additional reimbursement is not appropriate if a meal has been pre-paid as part of a conference, or the hotel offers free breakfast.**

Remember:

- **Porter fees and hotel tips, the reimbursable rates are \$1.00 per bag.**
- **Alcoholic beverages are not reimbursable.**
- **Transportation tips: Tips for taxi, Uber, Lyft, and shuttle are limited to 15% of the total fare amount.**

Standard Per Diem Rates for FY22 - \$56.00 per day as follows:

- Breakfast: \$13.00
- Lunch: \$15.00
- Dinner: \$28.00

Mileage Rate for Use of Personal Vehicle:

New mileage rates are effective January 1, 2022 through December 31, 2022.

The reimbursable mileage rate is \$0.58.5 cents per mile when employees use their privately owned vehicle.

When using your private vehicle for University business and leaving directly from your home, you must include your regular daily commute mileage (from your home to CSU, round trip) on the expense account statement as the 'Total Commute Miles'. The 'Total Commute Miles' are deducted from the 'Total Miles' to determine the 'Reimbursable Miles'.

Rental car insurance 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 is not reimbursable on expense account items. **Properly authorized expense account statements must be submitted to the Accounts Payable Department within sixty (60) days of the travel/ expense date.**

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

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.*

Regular and Contractual payroll employees who have direct deposit: Expense account reimbursements are deposited to the same bank account as your paycheck. Employees can monitor the reimbursement process and see payment data by accessing the Comptroller's One Stop Vendor Payment Inquiry System. Below is the link to this website.

https://dbm.maryland.gov/Documents/FleetManagementServices/fleet_mgmt_manual.pdf

Any Questions? Please feel free to call the Accounts Payable Department on extensions 3685 or 3686.

(Coppin State University Travel Policy is aligned with University System of Maryland Travel Services Policy)

This memo, the 'State of Maryland Travel Request GAD-X3' and the 'State of Maryland Expense Account GAD-X5' forms may be found on the CSU Controller's Office/Accounts Payable website: A - Z Index > Controller's Office> Forms and Other Downloads> or <https://www.coppin.edu/controller/forms>

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