INTERNATIONAL TRAVEL

Foreign travel is defined as travel to, between, or within countries “outside” the United States and its territories and possessions, including Canada and Mexico. All foreign travel will be reimbursed using Federal Foreign Travel Reimbursement Rates.

See the ISU Travel website for OCONUS rates.

FIELD TRIPS

Reimbursement of expenses for Field Trips must comply with the University travel guidelines.

www2.indstate.edu/controller/travel.htm

RECEIPTS

Save all your receipts! You will have to turn in original receipts when being reimbursed for your travel. This includes taxi fare, shuttles, tolls, and parking receipts.

Credit card and/or bank statements are not allowed as receipts.

AFTER YOU RETURN

File your Travel Reimbursement Request as soon as possible upon your return. Your reimbursement is to be submitted to the Travel Department Office within 30 days from the last day of travel. After 60 days, your reimbursement will be considered One Time Only Pay through payroll and will be taxable.

QUICK LINKS

Travel Account Specialist
Teresa Sale, ext. 3541
Teresa.Sale@indstate.edu

Travel Account Specialist
Janice Karn, ext. 3542
Janice.Karn@indstate.edu

Enterprise Car Rental
Catherine Procarione, ext. 3525
Catherine.Procarione@indstate.edu

Orbitz for Business
www.orbitzforbusiness.net
Customer Service: 877-672-4891

ALTOUR (The Travel Authority)
Full Service: 800-428-6186
After Hours: 866-203-5793
Fax: 317-573-0679
https://app2.outtask.com
TRAVEL AUTHORIZATION
All University travel must be approved in advance from the appropriate authorizing department. A Travel Authorization form must be filled out for any travel to or from the University. All travel must be pre-approved on this form whether or not reimbursement for travel expenses will be requested. In most cases, prior authorization is required at least 3 weeks in advance of travel. This includes individuals visiting ISU (candidates, honoraria, consultants, etc.) Only one traveler per Travel Authorization form is allowed.

REGISTRATION FEES
You may choose to pre-pay your registration one or two ways. You can use your Procurement Card or you can do a Check Request. Any additional personal options such as tours and entertainment must be paid for separately by personal check.
For further assistance with your Procurement Card, contact Donna Scarbrough, Office of the Controller, 812-237-3519.

PRIVATELY OWNED VEHICLES
Use of a private vehicle on University business will be reimbursed based on the current Federal mileage rate. See Travel Department website for applicable rates.

AIRFARE
Airfare for ISU business should be arranged with one of our partnering agencies. The University has two programs available:
Orbitz for Business or ALTOUR (The Travel Authority)
*Travel Packages - The purchase of travel packages is not allowed. According to IRS regulations regarding business travel and ISU policy, travel packages are difficult to audit since each element of travel (air, car and hotel) cannot be distinguished and audited accurately. First class travel is not allowed.

DRIVE vs. FLY RULE
The mileage reimbursement cannot exceed the cost of a comparable 30-day advance purchase airfare rate. The traveler who chooses to drive rather than fly long distances is allowed to claim lodging and subsistence one day before and one day after the event. Proof of overnight lodging is required for subsistence.

LODGING
You now have the option to book your hotel reservation and direct bill the cost to ISU through Hotels.com by accessing the website through the travel website. www.booksmartravel.com/isu
This program is not required, but it is a great way to save you paying for a hotel stay out of pocket.
You may also book your hotel reservation on a personal credit card. These charges maybe reimbursed after completed travel only.
The following are reimbursable:
- Internet
- Hotel parking

The following are NOT reimbursable:
- tips
- room service
- mini bar
- rentals (vcr, bikes, etc.)
- movies
- porters
- telegrams

SUBSISTENCE
Subsistence includes meals and all other miscellaneous incidental expenses. Subsistence is reimbursed based on the location of the lodging. You can find the per diem rate by going to the Travel website, CONUS rate page. First and last day of travel is always partial rate, hotel receipt must accompany reimbursement request.

When reimbursement for subsistence is claimed, the traveler needs to indicate number of meals provided. If the registration states that meals are included, then those meals will have to be counted on the Travel Reimbursement Request Form. The following food options do not count as meals:
- Continental Breakfast
- Finger Foods, hors d’oeuvres
- Receptions
- Box lunches

ENTERPRISE RENT-A-CAR
For University vehicle needs, we have partnered with Enterprise Rent-A-Car. In order to rent a vehicle, all drivers must be 25 years old and take the Defensive Driving Course. In order to rent a 12 passenger van, the driver must take the driving test. Contact Sherry O’Neal in Risk Management, ext. 7946 or go to the website for more information. www.indstate.edu/riskman/driving.htm

*You must have a valid Travel Authorization number to direct bill a rental vehicle.

For questions about Enterprise rental, contact Catherine Procarione, ext. 3525.