

Travel Tips - Physics & Astronomy Dept.

**EFFECTIVE 9-1-2012, PLEASE USE THE NEW TRAVEL AUTHORIZATION FORM (See attached).**

- All travel authorizations must be submitted as least **10 days in advance** of departure date- complete with all appropriate signatures. In addition, if travel advance is needed, please complete the travel advance form 10 days prior to the date advance is needed.

Please submit travel forms to the following staff:

- Travel expenses charge to sponsored grants: Please submit travel authorization and expense statement to Anh Vo.
- Travel expenses charge to state funds: Please submit travel authorization and expense statement to Felicia Watts.
- All estimated travel forms must include meal per diem breakdowns. The federal per diem breakdowns can be found at <http://www.gsa.gov/portal/category/21287>.

PLEASE KEEP IN MIND THE FOLLOWING WHEN YOU COMPLETE YOUR TRAVEL AUTHORIZATION AND/OR EXPENSE STATEMENT.

- If you drive your personal vehicle you are not eligible for reimbursement of fuel costs, only mileage.
- **All receipts must be taped to a sheet of paper- DO NOT STAPLE RECEIPTS** to Expense Statement.
- All travel costs must show proof of payment (e.g., credit card statement, bank statement, receipts with zero balance). **\*\* Statements must show the name of traveler and the last four digits of credit card.** All other personal information can be blacked out.
- All **foreign travel** must attached a copy of the currency conversion rate unless a bank or credit card statement is submitted showing the expense in USD. You must use the rate on the date that you paid for your expense ( If the date falls on the weekend, you can you use the date before or after). **Handwritten conversion rate will not be accepted.**  
<http://www.oanda.com/currency/converter/>
- When completing your travel authorization form, please ensure that you count the number of days and so that your estimates are accurate. For example, Lodging estimate - \$ 400- traveling for 5 days, 4 night stay- equals \$ 100/night not including taxes.
- Use one travel authorization form for each city you plan to visit whereby you will be on official GSU business.
- If there are no estimated costs for your trip, you must still complete a travel authorization form and secure all appropriate signatures for departmental record keeping purposes prior to your departure.

- Travel advance forms and travel expense statement forms remain unchanged and will continue to be submitted as usual. \*\* Travel Advance Requests for students can be submitted 10 days prior to the date of departure.
- For those traveling to **Chile**, \*\* NOTE: You must provide a stamped paid receipt & transaction receipt for your travel expenses. Both the receipt for the initial cash exchange and a printed currency conversion rate for the date you obtain your cash. \*\*\* Keep in mind that if you change your method of payment from cash to credit card, you must then provide a **separate** receipt and proof of payment for items paid for by the new pay method. For ex. You arrive in Chile and get your first batch of cash converted into foreign currency at the airport. But you choose to pay for your lodging with your personal credit card. You will need to submit two different receipts- one for the initial currency exchange and receipt and another for the lodging whereby you paid via your credit card.