

## **Dakota State University Travel Information for Employees**

Travel information, guidelines, and forms are available by going to MyDSU > Faculty/Staff Resources > Business Office > Travel. Please review the information prior to travel or contact your department office assistant. A few of the items are noted below.

When traveling, the most economical means of travel must be used.

A signed Travel Request form is always required for out of state/country travel, regardless if you are reimbursed or not. This must be completed prior to making arrangements.

### **Transportation**

A state car may be used if available, each department has a contact person to reserve a car for you or you can contact the Physical Plant for assistance. If a state car is requested but not available, you may claim high mileage for using your personal car. You will need to provide your license plate number anytime your personal vehicle is used.

If rental car was used, justification is required stating why renting a car was more economical.

If an airline was used, receipt and travel itinerary is required for reimbursement. Receipts are also required for any reimbursements for cab fare, shuttle, taxi, bus, baggage, and parking. Airline tickets may be purchased with a PO through your department's SDezBuy user.

### **Meals**

You will need to provide the date and time left for your trip as that will determine your meal reimbursements. You will be paid per diem for meals, so you are not required to save meal receipts. If you choose to claim less than what is allowed, please indicate O/C (Only Claiming) on travel detail. Meal reimbursements with no overnight stay are taxable income on your W2 per IRS regulations.

### **Lodging**

Please review the allowable lodging rates on the portal. A paid receipt from the hotel is required for all reimbursements.

### **Other**

Travel advances are available to employees for any out of pocket related expenses. Advances can be submitted 3 weeks prior to travel, but no later than 1 week to allow time to process. Advances for hotel and meals are given at 80% of the estimated cost. Advances for flight and registration fees are given at 100% of the cost. After the trip, travel advances must be paid back within 21 days.

You will be required to provide the destination, reason for the trip and agenda if available.

Reimbursements should be submitted within 60 days of the last day traveled. If submitted after the 60 days you must include the Delayed Travel Reimbursement Request form explaining the reason for delay and must be signed by claimant and the University President.

If questions about traveling or reimbursements, contact Amy Townsend: 256-5733 or [accountspayable@dsu.edu](mailto:accountspayable@dsu.edu)