



NORTHWESTERN STATE

Business Affairs

TO: NSU Employees
FROM: Rodney Wilson, Chief Financial Officer
RE: NSU Travel Guidelines, Clarifications, and Mileage Changes
Date: July 8, 2024

In an effort for added consistency regarding the application of Northwestern State University's travel policy, the following instructions are to be followed regardless of the funding source (NSU, NSU Foundation, DUF, other).

1. Supervisors may require their employees to utilize the university motor pool and are encouraged to approve the most economical and efficient travel method.
2. The employee mileage reimbursement rate shall be \$0.70 per mile in accordance with the GSA standard mileage rate.
3. NSU Employees shall be limited to a maximum of 200 miles of reimbursement per trip (currently \$134).
4. When trips exceed 200 miles, the employee shall utilize the university motor pool and / or rent a vehicle from Enterprise (State Contract). Employees (with supervisor approval) may voluntarily elect to accept the 200-mile limit on personal vehicle reimbursement if they desire to take their personal vehicle on a trip that exceeds 200 miles.
5. When traveling and a rental vehicle is utilized, the type of vehicle authorized to rent will be determined by party size / number of passengers. Travel party size of 1-2 shall utilize an economy, compact, intermediate, or standard vehicle; when a third person is traveling, a full-size sedan may be utilized; when 4 or more persons are traveling a mini-van or small SUV may be utilized.
6. Any employee traveling must complete a Request for Authorized Travel (RAT) prior to the travel occurring.
7. The employee's supervisor is responsible for ensuring that adequate funds are available prior to signing and approving travel.
8. During official visits by prospective students or prospective employees, a RAT is only necessary if an existing employee is traveling outside of their official domicile. The mileage rate for students nor prospective employees' reimbursement shall not exceed the IRS standard mileage rate.
 - a. Example when a RAT is **not** needed: A student from DeRidder High School Travels to NSU main campus and is reimbursed mileage.
 - b. Example when a RAT is needed: A student from Montana is visiting and travels to NSU. The NSU employee drives to the airport in Alexandria to pick up the visitor.
9. When in travel status for 12-hours or more, meals shall be paid in accordance with GSA per-diem rates found at: <https://www.gsa.gov/travel/plan-book/per-diem-rates>
10. Tips for athletic group meals should not exceed 20% and requires proof of payment. Proof of payment includes being machine-printed on the receipt or bank backup showing the actual charge. A handwritten tip on a receipt alone is not sufficient support.

Travel Documentation Necessary

Submit all documents to the travel office.

A Request for Authorized Travel and a Travel Expense Account Form is required for all travel.

Personal Reimbursement Requirements

Mileage

- Odometer Reading/Map
- Conference flyer/agenda/invite if conference travel

Meals

- Conference flyer/agenda/invite if conference travel
- GSA Print for Rates Requested

Parking/Tolls

- Original Receipts

Non-T-Card Hotel

- Proof of Conference Hotel Rate or GSA Rate Requested
- Room Roster (If Student Group Travel)

Non-T-Card Registration

- Paid Registration Receipt
- If student group travel a list of all registrations purchased with CWIDs must be included

T-Card Requirements (Must also upload to Works)

Flight

- Paid invoice from Christopherson Business Travel
- Conference flyer/agenda/invite if conference travel

Hotel

- Zero balance hotel folio
- Conference flyer/agenda/invite if conference travel
- Proof of negotiated conference rate or GSA Print for rates requested
- Room Roster (If student group travel)

Registration

- Paid Registration Receipt
- Conference flyer/agenda/invite
- If student group travel a list of all registrations purchased with CWIDs must be included

Rental Vehicle

- Zero balance Receipt from Enterprise (Rental Agreement Summary is not a receipt)
- If a vehicle over standard/intermediate size is requested a list of passengers must be provided

Rental Fuel

- Original Receipts

Advance Requirements

Within 15 days of the trip ending, the following documents should be submitted to Business Affairs/Travel:

- Original Travel Roster (signed by students if cash disbursed)
- Original receipts
- Travel Expense Account Form