



# EPSCoR Traveling Guidelines/Checklist Non-UI Employee

## Prior to Trip

- Check** with your department/employer to find out if travel approval is needed, and what travel protocols you are obligated to follow while traveling
- Review** the General Travel Guidelines section of this guide to avoid any travel expenses becoming your personal responsibility
- Understand** that the state or federal funding available to support EPSCoR trips requires us to follow the guidelines listed below

## General Travel Guidelines

- General:**
  - All expenses must be necessary to conduct EPSCoR business and must be the most economical option. Be prepared to provide comparisons when requested to document that the most economical options were selected.
  - Original receipts will be required so be sure to collect throughout your trip. Internet receipts will be accepted as originals.
  - Travel expenses are funded when they are EPSCoR business related, documented properly, most economical, grant allowable, and are within the event dates (one day prior and one day after allowed to travel to/from the event).
  - Be sure to provide comments and documentation for all nonstandard expenses
  - Be sure to list personal days, if taken during the trip
- Food You Purchased and Provided to Attendees at an EPSCoR Business Meeting:**
  - Provide original itemized receipts
  - Provide a list of attendees (MUST have at least five attendees)
  - Include the EPSCoR business purpose
  - Provide an agenda for the meeting (MUST be at least 3hrs for refreshments, or 6hrs for meals)
  - Reimbursement will be limited to the State of Idaho meal per diem rate per attendee
- Airfare:**
  - Provide original itemized receipt that reflects date, amount, method of payment, ticket number, vendor name, destination and dates of travel
  - Reimbursement is limited to the lowest-priced airfare available
  - Upgrades or first-class tickets will NOT be reimbursed
  - Up to one baggage fee each way will be reimbursed
  - Travel Insurance on domestic air travel will not be reimbursed
  - MUST follow the Fly America Act if traveling internationally. Please contact Tami if you are traveling internationally to discuss.
- Lodging:**
  - State employees should ask for the government rate and when staying within Idaho, ask for State of Idaho tax exempt status
  - Provide a detailed itemized receipt with a \$0 balance
  - Incidental expenses will NOT be reimbursed
  - Lodging the night before the start of a trip will be allowed as long as it is necessary for an early morning flight as long as the lodging is more than 50 miles from your workstation. No per diem will be allowed during this time.
  - If the room rate is more than a single occupant either:



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<ul style="list-style-type: none"><li>▪ Provide a comparison showing single occupancy rate vs rate charged. Only the single occupancy rate will be reimbursed.</li><li>OR</li><li>▪ List the other EPSCoR funded occupants sharing the room</li></ul> <p><input type="checkbox"/> <b>Personal Vehicle Mileage:</b></p> <ul style="list-style-type: none"><li>○ Private vehicle reimbursement rate is 70 cents per mile</li><li>○ Mileage will be reimbursed according to Mapquest routes. Be sure to provide your workstation address and ending location address.</li><li>○ Provide original parking receipts</li></ul> <p><input type="checkbox"/> <b>Rental Car:</b></p> <ul style="list-style-type: none"><li>○ Provide original itemized receipts</li><li>○ Only up to a midsize car rate will be allowed, unless the traveler has a documented business reason for a higher-class automobile</li><li>○ Provide original gas receipts and note the gas was for the rental car</li><li>○ Provide original parking receipts</li></ul> <p><input type="checkbox"/> <b>Conference Registration:</b></p> <ul style="list-style-type: none"><li>○ Provide the original conference registration receipt</li><li>○ Provide a conference agenda</li><li>○ Per diem funding will not be provided for any meals that are included in the registration fee or provided at the conference</li></ul> <p><input type="checkbox"/> <b>Public Transportation:</b></p> <ul style="list-style-type: none"><li>○ Provide original receipts</li></ul> <p><input type="checkbox"/> <b>Per Diem:</b></p> <ul style="list-style-type: none"><li>○ You are eligible for per diem for meals that were not provided based on departure date/time and return date/time</li><li>○ The in-state per diem rate is \$55/day and out-of-state per diem rate will be figured based on federal regulations</li><li>○ The per diem rate also covers incidentals such as service tips</li></ul> <p><input type="checkbox"/> <b>Other:</b> internet, etc.</p> <ul style="list-style-type: none"><li>○ All original receipts are needed.</li></ul>
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<p><b>After you return from your trip</b></p> <p><input type="checkbox"/> <b>Fill out</b> the <a href="#">Idaho EPSCoR Travel Reimbursement Form</a></p> <p><input type="checkbox"/> <b>Attach</b> ALL <u>original</u> receipts</p> <p><input type="checkbox"/> <b>Submit</b> ALL paperwork within 15 days of returning from your trip to:</p> <ul style="list-style-type: none"><li>○ Dalynne Veeder (<a href="mailto:dveeder@uidaho.edu">dveeder@uidaho.edu</a>) MS 3029 875 Perimeter Dr. Moscow, ID. 83843</li></ul> <p><input type="checkbox"/> <b>Expect</b> your travel claim to be processed within 2-3 weeks of the EPSCoR Office receiving your Travel Reimbursement Form</p> <p><input type="checkbox"/> <b>Be sure to promptly provide</b> additional needed information, when asked, so not to delay processing</p>
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***Questions?***

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***Don't forget to visit us at:***

[www.idahoepscor.org](http://www.idahoepscor.org)