Travel Requirements

The State of Idaho REQUIRES a pre-approval for travel for insurance purposes. Travel pre-approvals need to be submitted and approved *prior to* departure. Submission after travel will cause a significant delay in reimbursement and could result in the reimbursement being considered paid under a nonaccountable plan, and will be treated as supplemental wages. This will make the reimbursement subject to income, social security, Medicare and FUTA taxes through payroll.

The names of everyone traveling on behalf of the University must be submitted prior to travel.

- **Faculty/student workers** can use Chrome River for travel reimbursement.
    - Chrome River can be found in MyISU under **Travel & Expense**.
    - [How to Assign a Delegate](#)
- **Non-employee Students** need fill out a Student/Non-Employee Travel Authorization.

All receipts MUST be kept and submitted within 60 days of return date. These include:

- Event registration
- Event agenda, schedule, or conference-at-a-glance document
- Hotel
- Parking
- **Air fare**, which must show fare details, name on ticket, and itinerary.
    - Do not pick your own seats for air travel unless there is a specific reason why (i.e. disability or if it was the only seat available with screenshot for proof). The University does not reimburse for preferred zone seating.
    - All checked luggage is at traveler's expense and to be paid at the time of check in. Reimbursement will be paid for one checked item.
- **Gas** (if using own card)
- **Meals not covered by the event** (per diem is subject to account charged).
- **The name of any traveler(s) who shared expenses for the trip.**

The Travel Worksheet below is all the information required for travel pre-approval.

Final reimbursement will be submitted once *all* of the required documentation are received after the trip. **60 Days after the <u>return date</u> the state will no longer allow ISU to reimburse for any expenses.**

Reimbursement is distributed by Accounts Payable, *not* Payroll.
- To sign up for Direct Deposit through Accounts Payable:
  - Sign in to MyISU.
  - Click on Employee Self Service Center.
  - Click on Direct Deposit Information.
  - Accounts Payable Deposit is at the bottom of the page; click Add New.
  - Select the checking account you would like the direct deposit, which can be the same as payroll direct deposit.

Travel Worksheet

Name: _____ Index: _____

I am: [ ] Faculty   [ ] Student Worker   [ ] Student   How to Assign a Delegate

Contact Phone: _____ Email: _____

Business Purpose: _____

Trip Start Date: _____   Departure Time: _____

Trip End Date: _____   Return Time: _____

Departure City: [ ] Pocatello   [ ] Other: _____

Destination City: _____

Lodging (See Lodging Addendum Below): $_____

Hotel Name: _____

Address: _____

Transportation Type (See Transportation Addendum Below):

[ ] Motorpool   [ ] Enterprise   [ ] Salt Lake Express   [ ] Personal

Vehicle* Mileage* (**FOR PERSONAL VEHICLE ONLY**): _____

Additional Transportation (i.e. from hotel to event):

[ ] RideShare   [ ] Taxi   [ ] Public Transport   Mileage: _____

Airfare Fee: $ _____

Registration Fee: $ _____

Meals Covered by Event: Per Diem Allowed: Yes   No

	M	T	W	R	F	S	Su
Breakfast							
Lunch							
Dinner							

All Names Traveling on this Index or Additional Information:

_____

_____

_____

Transportation Addendum

Information required for Motorpool Reservation

(Separate from Chrome River and goes through Motorpool)

Index: _____

Driver(s) Name (Operator Privilege Required): _____

_____

Destination: _____

Trip Start Date: _____   Departure Time: _____

Trip End Date: _____   Return Time: _____

Type of Vehicle: _____   Number of Vehicles: _____

Reason (if larger than Standard): _____

Information required for Enterprise Reservation

(Faculty/Student Worker Only and done independentaly or through Bree)

Index: _____

Driver(s) Name (Must be over 21): _____

Driver's License Number: _____   State: _____

Destination: _____

Trip Start Date: _____   Pick-Up Time: _____

Trip End Date: _____   Return Time: _____

Type of Vehicle: _____   Number of Vehicles: _____

Reason (if larger than Standard): _____

Lodging Addendum

Information required for Hotel Reservations

(Faculty/Student Worker Only)

Hotel Website: _____   Phone: _____

Number of Rooms Needed (List Occupants Below): _____

Check-In Date: _____   Check-Out Date: _____

Reservation Name (In charge of Receipts) : _____

Alternate Reservation Name: _____

Names of Occupants (1st Room): _____

_____

Names of Occupants (2nd Room): _____

_____

Names of Occupants (3rd Room): _____

_____

Names of Occupants (4th Room): _____

_____

Names of Occupants (5th Room): _____

_____

Names of Occupants (6th Room): _____

_____