

Travel Tips

Do this first:

Submit a travel authorization form. Once it is approved, save it as you will need to submit it later with your expense report.

If flying:

Normal commuting miles must be deducted when calculating the business miles if the employee departs and/or returns to their residence and travel is not occurring on a weekend or holiday.

Rental Car:

- VSU will reimburse employees for rental car expense and any gasoline expense associated with the rental car. TraC0092 0 6aCieimb78.9092T0 G()TJET@.0000092 0 612 72 reWB/F1

Hotels

You will not be reimbursed for this until after your trip. Just get a receipt and you do get reimbursed for taxes so be sure and total that up for each day.

Printed copy of expense report is no longer required.

Electronic Receipts The attachment feature in PeopleSoft can now be used to attached all supporting documentation to an expense report

Transactions for certain expense <\$25 No Longer Require Receipts For the following travel expenses that are typically under \$25, we will no longer require that a receipt be submitted.

- Gasoline purchased for rental vehicles
- Parking
- Highway Tolls
- Mass Transit tickets
- Taxi Fares
- Airport Vans

Updated January 8, 2024