



Pre-Approval

Pre-Approval is required for all overnight travel prior to the departure of the trip. The Business Travel Office suggests requesting a travel authorization in Stratus at least Thirty (30) days in advance of your trip departure to allow time to research travel arrangements, explore payment options and for university approvals. There is no limitation on how far in advance a travel authorization may be completed.

Travel Authorization - Support Documentation

All travel authorizations must have supported documentation regarding the purpose of the trip. Documentation must layout the event, dates, and location. Examples of acceptable documentation could be a support brochure, agenda of events, invitation, image of a website, or an itinerary of planned research. This is the only document that Business Travel requires to be attached to your travel authorization. Travelers should refer to their specific department or college level if any additional documents are required. See example below. Remember some events include meals and therefore, travelers should not request per diem for reimbursement.



Alliance 2024

Join us in Phoenix, Arizona

As the premier annual member-driven Higher Ed conference with attendees from around the world, Alliance '24 is the place for Higher Ed professionals to share knowledge, collaborate, network with peers and become inspired regardless of product or platform.

Three days of dedicated education and networking at the Phoenix Convention Center. With over 250 sessions, you can expect superb content from our many member institutions and partners, along with increased vendor inclusion to give you even more opportunities to learn and compare options for your institution.

Our focus on continuing professional education (CPE) credits and in-depth workshops will provide you with even more opportunities to expand your knowledge. And, the Solution Center will be your destination to engage with multiple vendors, experience product demos first-hand, and discuss various service offerings. Join us at Alliance '24 to ignite innovation and thrive together in Phoenix, Arizona.



Inspiring Keynotes

We hope they leave you eager to make positive changes by working hard, never giving up, and being ambitious. They'll be sharing their stories and personal insights because as we know, it is often easier said than done.



Reinventing Experiences

Featuring a new focus area structure for sessions designed to ignite engagement and provide a more streamlined experience for attendees, we are offering targeted sessions, networking opportunities, and resources specific to each area. This allows attendees to navigate the conference more easily and tailor their experience to their individual needs and interests.



Fun, Friends & Food

Between our Welcome Reception and Closing Night Event you will have lots of opportunities to talk to colleagues, ask presenters questions, inquire with vendors about potential solutions, and network with people from other institutions.



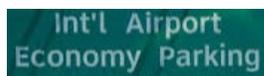
Travel Planning

Travelers using university funds to travel on official business are expected to exercise the same care incurring expenses as would a prudent person traveling for personal reasons. Travel for business should be conducted at a minimum cost for achieving the success of the mission. Travelers shall request reservations as far in advance as possible and utilize the lowest logical fares/rates available. Travelers are expected to make advance bookings, take advantage of discount rates (i.e., early bird specials) and choose the least expensive option/ most direct routes. Upgrades (i.e., first class) or purchase of travel, car, or airfare insurance is not allowable. Travelers requiring specific accommodations that do not meet these criteria must reach out to the Business Travel Office who will work with HR to obtain approval PRIOR to the trip occurring.



Payment Methods

Consult with your department and the Business Travel Office before paying for any travel related expenses to discuss ways to reduce out of pocket travel expenses. Your department maybe be able to pay for registration fees on a Visa procurement card. The Business Travel Office can pay for hotel accommodations and major transportation on the Group Diners Mastercard. Travelers may have a situation in which a vendor will agree to invoice the University for travel related expenses such as registration, training fees, lodging, or transportation expenses.



Airport Parking

The current maximum allowable amount for airport parking is \$12 per day. The amount was determined by the State of Maryland after averaging the total amount of Long Term/Economy parking rates from the surrounding airports in the Washington-Baltimore area. If a traveler parks in daily, hourly, or an unapproved parking facility the traveler will only be reimbursed up to the approved amount of \$12.00 per day.





Receipts

Itemized receipts are required for all travel expenses including conference/event registration, lodging, airfare, rail ticket, car rental, ground transportation, parking, tolls, rental vehicle fuel, and any meal reimbursed beyond the allowable USM per diem amount. A credit card or bank statement does not satisfy the receipt requirement. Receipts are used to verify that the travel services purchased were used for the approved traveler, dates, and location for which official travel was approved. Receipts also document the actual cost and payment of each expense.

Below is an example of an acceptable itemized meal receipt.

Itemized Receipt

Business Name	→	Cosmos Hill 1325 Broadway Boulder Co 80302 303-447-1133x
Date	→	Ticket # 66 DINE IN Order Placed 10-11-2017 04:35 PM
Items Purchased	→	24 inch Create Your Own Pizza Sauce Mozzarella \$21.75
Price of Each Item	→	Side of Spicy Ranch \$0.50 Side of Spicy Ranch \$0.50 Side of Spicy Ranch \$0.50 Side of Spicy Ranch \$0.50 Side of Spicy Ranch \$0.50
Total Amount of Bill	→	Grand Total: \$31.43
Method of Payment	→	Issuer: Visa Card #: **** Type: PreAuthCapCard Approval: 011941

Hotel confirmations do not qualify as a receipt. All travelers upon check out from the hotel or any type of lodging must have an itemized receipt to claim reimbursement. An itemized hotel receipt will provide the dates of service, sales tax, room or county occupancy tax, room charges, parking, and any additional incidentals. Travelers may use third party travel sites such as Airbnb, Expedia, Priceline, Booking.com etc., however, the documentation on the booking through these travel sites usually does not provide all the information that is required for reimbursement. Therefore, in addition to the receipt or confirmation provided from the third party the traveler is still required to obtain an itemized receipt from the hotel or lodging facility which reflects the arrival and departure date even if the statement balance is zero dollars. **The importance of the itemized receipt is to make sure only allowable charges are submitted to the State for reimbursement.**



Hyatt Place Denver Downtown
 440 14th Street
 Denver, CO 80202
 Tel: 303-893-2900
 Fax: 303-893-4037
 denverdowntown.place.hyatt.com

INVOICE



Confirmation No. 4002467601
 Group Name

Room No. 0923
 Arrival 09-16-23
 Departure 09-22-23
 Folio Window 1
 Folio No. 279471

Date	Description	Charges	Credits
09-16-23	Hotel Credit	-50.00	
09-16-23	Accommodation	209.00	
09-16-23	State Tax	8.36	
09-16-23	Lodger's Tax	22.47	
09-16-23	Tourism Tax	2.09	
09-17-23	Accommodation	209.00	
09-17-23	State Tax	8.36	
09-17-23	Lodger's Tax	22.47	
09-17-23	Tourism Tax	2.09	
09-18-23	Accommodation	209.00	
09-18-23	State Tax	8.36	
09-18-23	Lodger's Tax	22.47	
09-18-23	Tourism Tax	2.09	
09-19-23	Accommodation	209.00	
09-19-23	State Tax	8.36	
09-19-23	Lodger's Tax	22.47	
09-19-23	Tourism Tax	2.09	
09-20-23	Accommodation	209.00	
09-20-23	State Tax	8.36	
09-20-23	Lodger's Tax	22.47	
09-20-23	Tourism Tax	2.09	
09-21-23	Accommodation	209.00	
09-21-23	State Tax	8.36	
09-21-23	Lodger's Tax	22.47	
09-21-23	Tourism Tax	2.09	
09-22-23	Master Card	XXXXXXXXXXXX5804 XX/XX	1,401.52
Total		1,401.52	1,401.52



NOTE: Rates are subject to change each fiscal year.

All meal rates are inclusive of taxes and tips. Reimbursement may not be made for the cost of alcoholic beverages. The below regulations are a typical workday Monday through Friday 8:00 am to 5:00pm.

The cost of breakfast is reimbursable when an employee in travel status leaves home or their regular work location on official business 2 hours or more before the beginning time of the employee's workday.

The cost of dinner is reimbursable when an employee in travel status arrives home or to their regular work location 2 hours or more after the employee's ending time of the employee's workday.

In cases when an employee meets both above conditions and is in travel status for the entire day, but not overnight the employee's lunch is also reimbursable.

If the registration fee for a conference, convention, seminar, or training meeting includes the cost of meals, travelers may not request additional per diem or reimbursement for the included meal. For example, if lunch is provided and included as part of the registration fee, travelers cannot also claim per diem for lunch on that day.

<https://www.towson.edu/financialservices/travel/planning.html>

Current Per Diem Rates

MEAL	STANDARD	HIGH-COST
Breakfast	\$15.00	\$15.00
Lunch	\$18.00	\$20.00
Dinner	\$30.00	\$33.00



Personal Vehicle Usage and Mileage Rates

NOTE: Rates are subject to change each fiscal year.

It is important to note that an employee's daily commute miles from home to their regular work location are not reimbursable per State regulations. Therefore, commute miles must be deducted from the total miles claimed for each trip with the following exceptions: the trip starts and ends at the regular work location; the trip starts or ends on a non-duty day.

See the Travel Planning & Resource page for the current mileage rate.

<https://www.towson.edu/financialservices/travel/planning.html>

Current Mileage Rate

65.5 cents per mile

Use Google maps to calculate commute and trip miles.





Gratuities

Must be reasonable. **Tips must not exceed 20% of the subtotal on any travel expense except for the following services:**

Baggage handling - \$1.00 per bag on day of arrival (checking in) and departure (checking out)

Maid Service - \$1.00 per day

Documents & Attachments



The preferred method of attaching itemized receipts or documentation is by attaching a PDF. Please avoid attaching .msg files (Saved Outlook emails) JPEG, JPG, GIF, PNG, and color prints when possible.

Exceptions

**PRIOR
APPROVAL
REQUIRED**

Travelers requiring specific accommodations or any modification to travel plans that are outside of the University System of Maryland (USM) and State policy must reach out to the Business Travel Office who will work with HR to obtain approval **PRIOR to the trip occurring.**

Business Travel Training Opportunities & Contact Information



Email: travel@towson.edu

Business Travel Support Line: 410-704-5421

Travel Support Station Appointment: 410-704-5421

Individual or Departmental Training Requests: 410-704-5421



IN-PERSON

<https://towson-edu.zoom.us/>

<https://towson.webex.com/>



Thank You