

Travel News – Spring 2005

Accounts Payable

To: All Travel and Administrative Coordinators, Faculty, Department Chairs, Directors, Deans and President. Please forward this newsletter to all employees who travel on state business.

The Accounts Payable Travel Newsletter will now be issued on a quarterly basis. Please feel free to contact Accounts Payable at 594-3778 for answers to your travel related questions.

Make It Neat !!

All travel claims and T-2s are scanned into our Markview system, making the legibility of documents more important than ever. When reviewing claims, it is much easier to read typed claims than handwritten forms. In order to expedite the processing of your travel claims, we request travel coordinators type the information on the Travel Expense Claim and T2's using the Excel version of the forms. This will increase legibility and reduce calls to your department for clarification. In addition, always include the name and phone number of your department's travel coordinator who can be contacted if there are any questions about the claim.

Travel Expense Claim-Excel version.

http://bfa.sdsu.edu/ap/TRAVEL_EXPENSE1.xls

T2-Excel version

<http://bfa.sdsu.edu/ap/t2.xls>

When submitting small receipts for reimbursement, tape them onto an 8 X 11 sheet of paper. This will help prevent the loss of original receipts, as well as speeding up the scanning and payment process.

New Travel Coordinator

Anita Clark has joined our Accounts Payable team as Travel Coordinator. Anita will be happy to help with your travel questions and can be reached at extension 43778.

New Mileage Rate

Transportation by Automobile

Where claimant is authorized to operate a privately owned automobile, the following rates will be allowed:

1. Standard Rate. The standard business mileage reimbursement rate has been increased to 40.5 cents per mile.
2. Rate of Travelers with Physical disabilities. Employees who must operate a motor vehicle on official University business and who, because of a physical disability, must operate only specially equipped or modified vehicles may claim up to 44 cents per with mile with certification as follows: "I certify that the actual cost of operating my vehicle is equal to or greater than the rate claimed."

Supervisors who approve claims pursuant to this subsection have the responsibility of determining the need for the use of such vehicles

Where use of a privately owned automobile is authorized for travel to or from a common carrier terminal and the automobile is not parked at the terminal during the period of absence, a rate of 40.5 cents per mile (round trip) may be claimed only while the employee is an occupant of the vehicle for the distance between the terminal and the employee's residence or headquarters whichever is less, except if the employee commences or terminates travel before or after the regularly scheduled work day or on a regularly scheduled day off, mileage may be computed from the employee's residence. Claim in excess of 40.5 cents per mile must have the certification required by Section 114A2.