

## Travel Policy

(please read this important document in full)

Please buy the airline ticket early. Allow at least **3~4 weeks** to ensure you can get a flight into/out of Laramie\*<sup>A</sup>. Tuesday tends to be a date where cheaper fares may be found. Please come to the airport at least 1 hour early.

The policy on travel is that the traveler pays for everything upfront\*<sup>B</sup>, keeping all receipts and getting reimbursed later. Generally, you need receipts for:

- airline round-trip ticket;
- hotel;
- taxis, train, or bus ticket (*2 trips: airport to the hotel and back to the airport*); If your destination is a city, consider booking a shuttle service before leaving (<http://www.supershuttle.com/> or 1-800-258-3826)
- abstract submission fee (*if applicable*);
- conference registration fee (*if applicable*);
- field supplies (*if applicable*);
- other justifiable fees incurred;

**You do not need receipts for meals** which will be compensated at a rate set by UW based on your travel destination. If the conference is covering meals, the U will not pay per-diem but will pay for the days when you travel from Laramie to the meeting site (and back). If the conference is covering breakfast & lunch only, the per-diem rate is ~ half of the full-day rate. Once you're back, fill out this form:

<http://faculty.gg.uwyo.edu/yzhang/files/TravelReimburForm.doc>

Since I did not ask a high per-diem rate from funding agencies (I usually ask 40 USD), please use this:

Are You Claiming The Maximum PER DIEM Rate?	NO
If Less Than Maximum, What Rate Per Day?	40 USD (or lower if meals are covered)

Along with this form, turn in all receipts to Genee in the accounting office and tell her which project you're working on so she'll charge it appropriately. You'll receive a check from the University 3~5 weeks later. This check will cover all your expenses including meals.

**For those of you attending SLB training courses, the training fee is a special case.** Since it is substantial, you can talk to Genee **2 weeks** before you leave and tell her which project you're working on, so she can process a UW check which you can hand over to the instructor of the class. As it takes time to arrange things, please plan ahead (otherwise you'll have to pay & get reimbursed later).

**A special insurance card is needed for International Travel while on UW business:**

Please email Genee below info:

- Name of traveler
- Dates leaving and returning to the US
- UW business purpose of trip
- Countries you will be visiting

Please ask Genee to process an insurance card for you. Be sure you take this card with you while traveling outside US. You do not have to pay for this special insurance. UW covers it.

*A\*Alternatively, there is a shuttle service between Laramie & Denver International Airport (DIA):*

*<http://www.greenrideco.com/airport.html> ( when there is a bad snow storm, the freeway may be closed. When the storm is really bad, they may also close the airport). Or, if more than 1 person goes to a meeting, we'll likely drive in a group to DIA.*

*B\* Alternatively, you can use a University P card to cover certain charges. Please talk to GG accountant (Diane or Genee) about how to use a P card. The regulation on it is a bit complicated --- there is a regular one for certain things, and there is a special one which you can take with you on the trip ( for the special one, you need to take a P card training class). The accountant is the best person to talk to – they know all the rules.*

### **Important information from Diane**

In our attempts to train new staff on how to process your accounts payable items such as p-cards, payment requests, travel reimbursements, IDR's and FPO's , just to name a few, I thought I would pass along some "Do's and Don'ts" periodically which will help us and you in the long term. Please note these are rules, regulations and suggestions that we are getting back from the Accounts Payable and Procurement Services Departments that we are passing along to you.

Let's start with one of my favorites – **itemize.....itemize.....itemize**. Whenever you purchase something, whether it is by using your p-card or with your own funds, on-line or in person, you must provide an itemized receipt showing what items were purchased. This includes all alcohol purchases while hosting dinners, etc... Just a receipt generated from your credit card will more than likely be returned un-reimbursed.

Second of all, the University is considered tax-exempt within the state of Wyoming. At all times you should inform the vendor of this before a purchase is initiated and if they request our tax exemption form, I have attached one for you to print off (see link beneath) and take with you that also has the sales tax license number listed on it (05-0-00249). You should complete, in Section 3, the name of the seller and their address before giving them the form if they require it. Please note, that when your p-cards are being audited by Accounts Payable, they are indicating back to us that the **card holder** must pay back any state taxes that they find on receipts. To avoid this from happening, please make sure before you order anything on-line or buy something in person that the vendor understands that there should not be any sales tax assessed. **Lodging taxes are considered different and will be honored.**

**The above rules are not applicable to outside-of-the-state taxes (e.g., buying airplane tickets online from a travel site).**

University of Wyoming Tax Exemption Certificate:

<http://faculty.gg.uwyo.edu/yzhang/files/UWTaxExemptCertificate.pdf>