PSU Travel Support Form Check List

*Please note: T*he *traveler has a responsibility* for providing *all* information requested below in a timely fashion, e.g., within one week of completing the travel. Administrative support staff *cannot* process your travel reimbursement without your providing the required information. Failure to provide this information will lead to your reimbursement being delayed until all information is provided. The traveler's immediate supervisor will be informed in repeated situations where the necessary travel information is not being provided to administrative support staff in an organized and timely fashion. Remember we are stewarding funds from outside sources including taxpayers, students, parents, sponsors and donors and have a responsibility to defend business use of these funds.

☐ 1. Traveler's Name and PSU ID (User ID - employees only).
☐ 2. Purpose of trip (No abbreviations allowed for organizations, meetings, etc.). Be specific on "Description of Travel" by listing precise travel dates for all locations, event names and city locations of each event/visit. If presenting, provide the name of presentation (who, what, where, why & when).
☐ 3. Indicate itinerary, i.e., From: State College To: Dulles To: San Francisco.
☐ 4. Indicate Departure and Return Dates and Times.
☐ 5. If international travel, include a copy of TSN registration.
     https://global.psu.edu/content/penn-state-travel-safety-network-tsn
☐ 6. Make sure Pcard/personal credit card purchases are in the correct column to assure the Pcard charge is imported into the report.
☐ 7. List bag check fee separately from airfare as expense type: Other.
☐ 8. Out-of-Country per diem: please attach worksheet.
     Personal time? Actual expenses (FO preapproval needed) vs per diem reimbursement
     Domestic http://www.gsa.gov/portal/content/104877 OR Foreign
     http://www.defensetravel.dod.mil/site/perdiemCalc.cfm
☐ 9. Privately-owned auto miles, please see link for current mileage rate:
     http://abs.psu.edu/travelrates/.
☐ 10. Car Rental - National & Enterprise are preferred. If other, comparison required. Provide original receipts. Insurance included with contract on National and Enterprise, decline extra coverage. Click on car rental links from the Travel Services website. National https://www.nationalcar.com/index.do?action=/hotDealsTemplate&msg=ZL_BigTen_PennState_offer and Enterprise
     http://www.enterprise.com/car_rental/deeplinkmap.do?bid=002&cust=XZ40034
☐ 11. Lodging – provide original, itemized receipts. List only room rate + tax/night.
     If no lodging receipts indicate why. Did traveler share hotel room and/or roommate paid or overnight stay at private residence?
☐ 12. Meals – attach per diem meal sheet (based on city where traveler slept) and calculate individual meals. Check off meals provided by conference or host. Travel system (ERS) will calculate meals based on hotel city.
☐ 13. Ground Transportation – provide original receipt for taxi, long distance bus fare, etc.
☐ 14. Other: List other expenses, i.e., "business" telephone calls, internet service, copies, etc., --- provide original receipts. Expenses without receipts are considered under $5/day misc. expense maximum.
☐ 15. Indicate Department Number, Fund Number, Fund Name, Project Number (Cost Center).
☐ 16. Receipts smaller than 8 1/2" × 11" must be attached to an 8 ½" × 11" sheet of paper. More than one receipt can be put on a sheet of paper. Please avoid taping on printed area of receipt for better scanning into the ERS system. Also please do not provide single sided documents/forms as they need to be scanned into ERS.

*For reference, meal and lodging per diem: Domestic http://www.gsa.gov/portal/content/104877 OR Foreign http://www.defensetravel.dod.mil/site/perdiemCalc.cfm

Travel Services Website: http://www.travel.psu.edu/