

## All Travel HAS to have Trip

## Approval and Request from

## DocuSign Attached.

- Mileage :
  - Must be approved driver with Insurance on file with Insurance Clerk (Erika Dunn)
  - Must include map to mileage
- Per Diem
  - Must include GSA Per Diem rate for Meals/Incidentals
  - Quarters based on travel
  - Do NOT get per diem for one day (non-overnight) travel
  - Do NOT get meals provided within 55 mile radius of normal work site
- Parking Fees
  - Per day fee from airport
  - Parking reimbursed at Long Term rate
- Taxi
  - Can get taxi/uber estimates online
- Baggage Fees
  - Airline baggage fee policy
- Fuel
  - Should include estimate of per mile/mileage
- Rental Car
  - Car Rental – Requires supervisor approval and justification why a taxi/ride share cannot be used
  - Must have a credit card in their name – Personal card unless they have a tribal card
  - Reserved in Egencia, but cannot be paid for in advance
- Travel Request Vendor Payment
- Lodging/Registration/Hotel/Airfare
  - Should include Egencia/confirmation with amount
  - Airfare – Within \$150 of lowest price/ticket
  - Lodging - \$200 limit per day – IF staying at conference hotel, we can justify more per day