

Accounts Payable and Travel Frequently Asked Questions

Note:

As of now, APSU travel policies remain unchanged. However, please be aware that individual departments may have additional internal policies that apply.

Are travel authorizations required?

Travel authorizations are required for all **out-of-state** travel. While not required for in-state-travel, they are encouraged in order to encumber funds or if your specific department requires one.

For frequent trips, a **blanket travel authorization** may be used; however, a dollar amount must be specified to encumber those funds.

What is the deadline for submitting travel authorizations?

Travel authorizations should be submitted **at least two weeks prior** to your departure date. It is advisable to **overestimate** your anticipated travel costs to avoid submitting additional authorizations later for overages when filing your travel claim.

When should I submit my travel claim?

Travel claims should be submitted **within 30 days** of your return date.

Do I still need a travel authorization and travel claim if I'm using the Corporate Card?

Yes. Both a travel authorization (out of state travel, student travel, in state if required by your department) and a travel claim are still required.

You must attach all supporting documentation when reconciling your Corporate Card transactions.

Can I request a cash advance for travel expenses?

Yes, but **only for per diem** expenses.

Per diem is calculated at **75% for the first and last day** of travel, and **100% for each full day** in between.

Is per diem allowed if I use the Corporate Card?

It is recommended that you:

- Pay for meals **personally** and request reimbursement for per diem **after your trip**, or
- Request a **cash advance** for per diem only **prior to traveling**.

If you choose to use the Corporate Card for meals, meal expenses **must not exceed** the per diem rate for your travel location.

When can my hotel expense exceed the allowed rate?

Hotel rates may exceed the allowed limit if you are staying at an **official conference hotel**.

You must attach documentation (such as a brochure or event information) that clearly shows the hotel rate associated with the conference.

Any amount over the standard rate **must be pre-approved in writing** and included with both your travel authorization and claim.

Can I be reimbursed for tips?

Tips may be reimbursed as part of **daily incidentals** when **per diem is not used**.

If you are claiming per diem, **tips are included** in that amount and **cannot be claimed separately**.

Who approves international (out-of-country) travel?

Approval is required from:

- Your **immediate supervisor**
- The individual responsible for the **FOAP** in your department
- The **Provost**

What is the reimbursement rate for meals during international travel?

International meals are reimbursed based on **actual expenses with receipts**.

If receipts are not provided, reimbursement follows the **CONUS** (Continental U.S.) rate for out-of-state travel:

- **\$69.00** for the first and last day
 - **\$92.00** for each full day in between
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I need to pay several invoices for the same vendor. Can I put them all on one payment authorization?

No. You are required to submit one invoice per payment authorization in Govs Suite.

How do I book a room at the DoubleTree by Hilton Clarksville Riverview?

You must use your APSU Corporate Card or an APSU check for payment. If you attempt to pay any other way, you will be denied the APSU rate, which is currently \$110.00 per night. Parking in the new parking garage beside the hotel will be complimentary.

You must book your reservation using the link below:

Booking Link:

<https://www.hilton.com/en/book/reservation/deeplink/?ctyhocn=CKVDTDT&corporateCode=0003509561&flexibleDates=true>

Student Travel and Candidate/Guest/Prospect Instructions

1. Student Travel – Without a Cash Advance

- a. Prepare a **paper Travel Authorization**
[Insert hyperlink to Travel Authorization form]
 - b. Attach all relevant supporting documentation for the student's travel.
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2. Student Travel – With a Cash Advance

- a. Prepare a **paper Travel Authorization**
[Insert hyperlink to Travel Authorization form]
 - b. Attach all relevant supporting documentation for the student's travel.
 - c. Students may receive up to **100% of their estimated out-of-pocket expenses** as a cash advance, or a lesser amount as approved by the department.
 - d. Submit a **Student Payment Request** via **Govs Suite: Procurement → Requisition Forms**
 - Attach the **paper Travel Authorization**
 - Attach the **paper Travel Claim** with all backup documentation
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3. After Travel – Student

- a. **If no reimbursement is needed (all expenses prepaid):**
 - i. Prepare a **paper Travel Claim**
[Insert hyperlink to Travel Claim form]
 - ii. Attach all relevant backup documentation.
 - iii. Email the completed claim to **Travel**.
 - b. **If reimbursement is needed:**
 - i. Submit a **New Vendor Request** to Procurement to link the student to Govs Suite
[Insert hyperlink to Vendor Request form]
 - ii. Prepare a **paper Travel Claim**
[Insert hyperlink to Travel Claim form]
 - Attach all relevant backup and receipts
 - iii. Submit a **Student Payment Request** via **Govs Suite: Procurement → Requisition Forms**
 - Attach the **paper Travel Authorization**
 - Attach the **paper Travel Claim** with all supporting documentation
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4. Group Travel (Student Groups)

- a. The **employee responsible** for the group must submit a **Travel Authorization in their name**.
 - Include a **list of student travelers**
 - Include all **projected group expenses**
 - b. Up to **100% of out-of-pocket expenses** may be advanced when students are involved.
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5. Candidate / Prospect / Guest Travel Reimbursements

- Travel reimbursements for candidates, prospects, or guests should be submitted using a **paper Travel Claim**.
[Insert hyperlink to Excel Travel Claim form]
- Please email forms to garnerg@apsu.edu AND weikela@apsu.edu