Revised July 1, 2019

# Travel Reimbursement Plan
## the School of Humanities & Social Sciences

Within any academic year (July 1 through June 30), both tenured and tenured track faculty *may* be reimbursed for travel expenses associated with travel to present at conferences up to a total of **$1,200** for domestic travel, $1,800 for international travel, pending available funding**.**

**Process:**

1. Prior to travel, you must inform the college of your intentions and request approval.

    a. **No later than 1 week prior to travel**, complete a Concur travel request https://travel.tcnj.edu/concur/.  Please be sure to change the dept id on the request to 1133.

    b. After you submit your request, the Dean will review and determine the amount of the approval.  If your request is for more than the amount for which you are granted, Anne Marie will send back the request to you via Concur with instruction on how to lower the amount of your request to the Dean's approved amount.  You **MUST** resubmit after making the edits or your request will not be processed.

2. After travel, you will need to submit your completed expense report.

    a. Log into Concur and under Manage Requests find your initial request and all the way over to the right click on the Expense button.

    b. "**Submit**" your report.

    c. **You** will receive subsequent emails as the request goes through the system.

**A few reminders of policies:**

Meals will be reimbursed at the GSA Per Diem rate for the particular travel destination. Refer to GSA Travel Resources for both domestic and international rates. The GSA Per Diem for meal allowances includes incidentals such as tips and applicable sales tax. The payment of GSA per diem does not require the submission of supporting receipts.

Meals included as part of the registration fee or in the cost of lodging will not be reimbursed even if the employee chooses not to accept the included meal.  Said meal or meals cannot be claimed under the per diem daily allowance; they must be deducted from expenses. Concur will prompt you to acknowledge these meals.

For day trips lasting longer than seven hours, meals will be reimbursed at 75% of the GSA per diem rate for the particular travel destination. Meal costs will not be reimbursed for day trips under 7 hours (standard work day).

Car Rental: If a car rental is deemed necessary, a justification must be submitted with the Travel Request Form. The College will pay for or reimburse for the rental of up to a full-sized vehicle. Larger vehicles may be rented if there are four or more individuals traveling together, if the traveler is transporting sizeable equipment or if there are other valid College related business needs. Itemized receipts must be submitted with the Travel Expense Report for reimbursement.

Employees are required to purchase the comprehensive insurance offered by the car rental company. The College will not pay for or reimburse the cost of additional equipment or service add-ons such as navigation or satellite radio. The College will not reimburse the cost of any motor vehicle violations.
Fines for all motor vehicle violations shall be the obligation of the operator of the vehicle.

Fuel charges will be reimbursed at actual cost and itemized receipts must be submitted with the Travel Expense Report for reimbursement.

**Important: Even if it is in the travel system, if the approvals are not received prior to traveling the provost/president will not approve the reimbursement.   The system will email you constantly with updates.  Please pay attention to these as sometimes there are edits needed and will not be approved without the edits being completed.**

**Do not hit Online Booking unless you are using Anthony Travel, your request will sit in the que for Anthony and will not move forward.  If you are using an online travel service other than Anthony click on External Travel Booking.**

Please remember Anne Marie is always available to assist faculty with their travel questions and walking them through Concur.  Please don't hesitate to ask for help before the trip – it is easier to fix before then when you return.