

**Please read before completing and submitting the travel forms.**

- ➔ You only need to input data into the light blue highlighted fields. There are automated fields throughout this workbook.
- ➔ To see comments for various fields, mouse over a red triangle.
- ➔ Steps in requesting travel:

Complete the **Travel Authorization Form** prior to the start of the trip. The Authorization must be approved at the Final Travel Approval step by the Travel Auditor before the trip starts. ***It is the responsibility of the authorizing department to ensure that funds are available for the trip. Travelers will not be reimbursed if funds are not available.***

Please see the *Checklist* tab for details about completing this form, authorized expenses and other helpful hints.

If receiving a cash advance for student subsistence, please complete the form on tab "***Student List***" prior to travel and submit with Travel Authorization Form. Return a ***Student Subsistence Form*** for each student with the Travel Reimbursement Form as supporting documentation for the Travel Advance. ***Please note:*** Cash Advances for student meals should be given to the students and supported by this form upon return (one per student). **The money should not be used by the faculty member to pay for the meals on behalf of the student.**

Complete the **Travel Reimbursement Form** promptly at the completion of the trip. Save the file with a new name (i.e. Reimbursement Request) by adding a comment and attaching this file to the original request. Be sure to submit document and receipts to the travel auditor to ensure the reimbursement can be processed. If you are not requesting a reimbursement, add a comment to explain and send to [wssuttravel@wssu.edu](mailto:wssuttravel@wssu.edu) so the request can be closed.

- ➔ Please email [wssuttravel@wssu.edu](mailto:wssuttravel@wssu.edu) if you need help filling out this form.

# Winston Salem State University

## Travel Authorization Checklist

Revised (8/15/2023)

### Traveler Information

Include the traveler's WSSU Banner ID#, full name, and permanent mailing address (no campus addresses).

Provide the destination of travel, business purpose of travel, departure and return dates and fund code/s (source of funds). The departure and return times should be included in the format 12:00 PM. Please allow time for travel to and from airport if air travel is involved. Choose In-state, Out-of-State, Out-of-Country or Board/Nonemployee/Student from the drop down list in the **Travel Type** field.

Enter the estimated miles you will drive using your personal vehicle

If lodging exceeds per diem rate, please justify.

### Traveler's, Fund Manager, Students' and Supervisor's Signature/Approval

Requests placed by someone other than the traveler is not authorized unless the traveler is a nonemployee. In this case, the traveler must sign the printed Travel Authorization Form after it is completed electronically. Scan and upload the signed document as a file attachment to the travel request. Travel authorizations submitted by others will not be processed and will be returned.

The supervisor's approval indicates that they approve the person to be away from the campus.

Students must sign acknowledging they received the subsistence amounts. The form shall be submitted with the Reimbursement Form.

### Other Helpful Hints for Completing a Request for Travel

If submitting a revised authorization, rename the file Authorization\_Revision #1, Authorization\_Revision #2, etc. and send to the Travel inbox (wssutavel@wssu.edu).

The estimated turn-around time for reimbursement processing is 7 business days.

Access the full North Carolina Office of State Budget and Management Policy Manual at <https://www.osbm.nc.gov/budget/budget-manual#5TravelPolicies-827>



**WINSTON-SALEM**  
STATE UNIVERSITY

# Travel Authorization Form

Revised 01/02/2024

Forms must be completed and submitted electronically with no missing information.

Travel is reimbursed in accordance with WSSU travel guidelines, submission of the Travel Reimbursement Request, and original receipts.

Travel for: ☐ WSSU Employees ☐ WSSU Student ☐ Candidate ☐ Honorarium

Name of Traveler \_\_\_\_\_ WSSU Banner ID # \_\_\_\_\_

Department \_\_\_\_\_ Prepared by \_\_\_\_\_ Ext \_\_\_\_\_

Destination \_\_\_\_\_ Travel Type \_\_\_\_\_

Dates of Travel \_\_\_\_\_ Departure Date \_\_\_\_\_ Return Date \_\_\_\_\_

Purpose of University Travel

☐ Student Recruiting ☐ Professional Development ☐ Field Trip ☐ Misc Travel (e.g., team, athletic recruitment, candidate, honorarium)

## Expenditure Items

### Fund Code 1

### Fund Code 2

If more than one fund code is to be used, explain what the allocation is between the funds.

Mark an (✓) on all that will be claimed under WSSU Travel Regulations and Procedures Manual.

### Estimated Cost or Maximum Allowable

### Travel Office Only Account Code

☐ **Transportation** ☐ Personal Vehicle \_\_\_\_\_ miles x \$ 0.670  
☐ Bus/Van \_\_\_\_\_ miles x \$ \_\_\_\_\_ rate  
☐ Car Rental \$ \_\_\_\_\_ rate x \_\_\_\_\_ per day

\$ \_\_\_\_\_

1) 931120

☐ Airfare + baggage \$ \_\_\_\_\_ total charge

\$ \_\_\_\_\_

2) 931110

Airfare Information  
(Airline name) \_\_\_\_\_

☐ **Lodging** # of nights \_\_\_\_\_ # of rooms \_\_\_\_\_ cost per night \$ \_\_\_\_\_

\$ \_\_\_\_\_

3) 931140

Lodging Cost Exception  
(Hotel name) \_\_\_\_\_

(Must attach hotel reservations)

☐ **Registration Fee** \_\_\_\_\_

\$ \_\_\_\_\_

4) 931190

(Must attach registration form)

☐ Meals (per diem) \_\_\_\_\_ days x \$ 46.50 per day

\$ \_\_\_\_\_

5) 931150

Cash Advance for Student Meals \$  # of days  # of students

\$ \_\_\_\_\_

6) G13800

☐ **Gratuity/Telephone** \_\_\_\_\_

\$ \_\_\_\_\_

7) 931160

☐ **Other (i.e. Bus, Taxi, Parking, Tolls)** \_\_\_\_\_

\$ \_\_\_\_\_

8) 931130

**Estimated Total Cost of Trip** \$ \_\_\_\_\_

Cash advance is for student meals only

Total Requested Cash Advance \$ \_\_\_\_\_

## Authorization

I certify that my travel is necessary and directly related to University business. I agree that if requesting reimbursement, I will (1) sign and complete a Travel Reimbursement Request Form, and (2) present lodging, transportation and all other original receipts which will be required within 30 days of my return. **CASH ADVANCE AGREEMENT**-I agree any travel advance made by the University is a LOAN, and I am personally responsible for any money advanced to me. If I fail to repay any unused amount of the cash advance or complete a reimbursement form, I agree that the University may notify the Payroll Office to deduct the amount from my paycheck.

Traveler Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Principle Investigator Signature \_\_\_\_\_

Date \_\_\_\_\_

Title III Director Signature \_\_\_\_\_

Date \_\_\_\_\_

Contracts & Grants Signature \_\_\_\_\_

Date \_\_\_\_\_

Winston Salem State University  
Travel Reimbursement Checklist

Revised (8/15/2023)

Traveler Information

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Provide the destination of travel, business purpose of travel, departure and return dates and fund code/s (source of funds). The departure and return times should be included in the format 12:00 PM. Please allow time for travel to and from airport if air travel is involved. Choose In-state, Out-of-State, Out-of-Country or Board/Nonemployee/Student from the drop down list in the *Travel Type* field.

Actual Expenditures for Entire Trip

*NOTE: Original, itemized receipts are required for all expenses incurred, regardless of payment method.*

The only exception to this IRS requirement is for employee meals where the traveler is claiming per diem amounts.

Dates of Travel & City Visited

- ☐ Please include the date of travel for each day the person is in travel status. Additional days are available on page two.  
☐ Please include each city visited for each day the person is in travel status. If completing this form for a non-employee, please list the city name where travel originated.

Transportation

**Airfare** List the total cost of airfare in the box under day 1. It is not necessary to break down airfare costs by day.

**Parking/Tolls** List all applicable costs of parking and tolls in the day the expense occurred.

**Taxi/Bus** List all applicable costs of taxi and bus in the day the expense occurred. Any tips for taxi or bus drivers should also be included in this amount.

**Train** List the total cost of train transportation in the box under day 1. It is not necessary to break down train costs by day.

**Rental Car/Gasoline** List the total cost of rental car in the box under day 1. It is not necessary to break down this cost by day. Gasoline expenses should be listed on the day the expense occurred. All employees renting a vehicle while conducting official State business are listed on the day the expense occurred. All employees renting a vehicle while conducting official State business are covered under the State's auto liability policy, so rental vehicle insurance is not reimbursable by the University.

**Total Miles Driven** List the total number of miles driven in the day the miles driven occurred. An explanation or justification of miles driven should be attached to the travel reimbursement (MapQuest, Google Maps, or other online mapping sites are sufficient). The departure location should be WSSU or approved duty station.

**Mileage Rate** This field is calculated automatically by multiplying the miles driven by the applicable, appropriate mileage rate (listed on the rates tab of this document).

Subsistence

**Hotel (Room Rate)** Attach receipts for lodging and enter the amount requested for reimbursement.

**Bkfast, Lunch, Dinner** Include the per diem meal amount under each day for which the traveler's departure/return times allow for meal reimbursement (see rates tab).  
Breakfast is allowed when the traveler departs the duty station prior to 6am and extends the workday by 2 hours. Lunch is allowed when the traveler departs the duty station prior to noon or returns after 2pm. Dinner is allowed when departing prior to 5pm or returning after 8pm and extends the work workday by 3 hours. Meals on one-day trips are not allowed.

Other

**Registration Fee** List the total registration fee (including membership fees required to register for conference) in the box under day 1. It is not necessary to break down this expenses by day.

**Gratuity** List all applicable gratuity expenses under the day the expense occurred. Include a written explanation of all gratuities. Appropriate gratuities are reimbursable, however, a Travel Auditor will use his/her discretion in approving all gratuities. Gratuities for taxi or bus drivers should be included in the taxi/bus transportation section. Meal gratuities are included in per diem meal allowances.

**Other (room tax, etc.)** List all applicable room taxes, internet charges, business phone call charges with business purpose of call under the day the expense occurred. Personal phone calls may be reimbursed at one call per each two days of travel status in one week. In-state calls are limited to \$3.00 and out-of-state calls are limited to \$5.00 reimbursable amounts.

Subtotals and Daily Totals

- ☐ Each subtotal and daily total block is automatically populated from the entries in the above blocks. Do not alter these blocks, as they populate the boxes in the reimbursement totals section of the form. The total trip cost incorporates any entries into blocks on the entire form.

All fields must be completed and submitted electronically. Incomplete or manually altered forms will not be accepted.						
WSSU Banner ID #				Date Submitted		
Traveler's Name				Contact Extension		
Mailing Address						
City, State, Zip						
Destination:			Purpose:			
Departure Date			Departure Time		Travel Type	
Return Date			Return Time		Mileage Reimbursement Rate	
Dates of Travel						
Each City Visited						
Airfare						
Train						
Rental Car/Gas						
Total Miles Driven						
x Mileage Rate =						
Bus, Taxi, Parking, Tolls						
Lodging						
Breakfast						
Lunch						
Dinner (In/Out State)						
Registration Fee						
Gratuity/Telephone						
						Daily Totals
Air Transportation	931110					
Ground Transportation	931120					
Other Trans. (Bus, Taxi, Parking, Tolls)	931130					
Lodging	931140					
Meals	931150					
Gratuity/Telephone	931160					
Registration	931190					
Plus - Cash Advance Funds Returned	G13800					
Less - Cash Advance						
Reimbursement Total						
Traveler Signature						
			Date			
Supervisor Signature						
			Date			
Principle Investigator Signature						
			Date			
Title III Director Signature						
			Date			
Contracts & Grants Signature						
			Date			
Expenditures	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12
Dates of Travel						
Each City Visited						
Airfare						
Train/Bus						
Rental Car/Gas						
Total Miles Driven						
x Mileage Rate =						
Bus, Taxi, Parking, Tolls						
SUBTOTAL TRANS.						
Lodging						
Breakfast						
Lunch						
Dinner						
SUBTOTAL SUBSIS.						
Registration Fee						
Gratuity/Telephone						
SUBTOTAL OTHER						
DAILY TOTALS						

Expenditures	Day 13	Day 14	Day 15	Day 16	Day 17	Day 18
<i>Dates of Travel</i>						
<i>Each City Visited</i>						
Airfare						
Train/Bus						
Rental Car/Gas						
Total Miles Driven						
x Mileage Rate =						
Bus, Taxi, Parking, Tolls						
<b>SUBTOTAL TRANS.</b>						
Lodging						
Breakfast						
Lunch						
Dinner						
<b>SUBTOTAL SUBSIS.</b>						
Registration Fee						
Gratuity/Telephone						
<b>SUBTOTAL OTHER</b>						
<b>DAILY TOTALS</b>						

**Winston Salem State University**  
**Travel Account Codes and Rates**

Revised (01/02/2024)

	<b>In State</b>	<b>Out of State</b>	<b>Out of Country</b>	<b>Board/ Non-Emp/ Student</b>
Transportation - Air	931110	931210	931310	931410
Transportation - Ground	931120	931220	931320	931410
Transportation - Other	931130	931230	931330	931410
Subsistence - Lodging	931140	931240	931340	931440
Subsistence - Meals	931150	931250	931350	931440
Other (Tips, Telephone, Tax)	931160	931260	931360	931440
Registration Fees	931190	931290	931390	931440

**Per Diem Rates, Effective July 1, 2023**

	<b>In State</b>	<b>Out of State</b>	<b>Out of Country</b>	<b>Board/ Non-Emp/ Student</b>
Breakfast	\$10.10	\$10.10	varies	varies
Lunch	\$13.30	\$13.30	varies	varies
Dinner	\$23.10	\$26.30	varies	varies
Hotel	\$89.10	\$105.20	varies	varies

**Mileage Reimbursement Rates, Effective January 1, 2023**

\$0.670	Personal vehicle for state business
\$0.250	Board Member

**Please Type in Banner ID, student name and amount requested for each student and present list with Authorization Form.**

Banner ID	Student Name	Amount
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Banner ID	Student Name	Amount
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Banner ID	Student Name	Amount
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**WINSTON-SALEM**  
STATE UNIVERSITY

## Subsistence Allowance - Acknowledgment of Receipt Form

I attest that I received the budgeted subsistence allowance of \$\_\_\_\_\_ for my meals while

traveling with \_\_\_\_\_ during the following dates \_\_\_\_\_.

(Faculty/ Staff Name)

\_\_\_\_\_  
Faculty /Staff Signature

\_\_\_\_\_  
Student Signature