Travel Instructions for USM, CSTH Related Business

In-State Travel Information:

All travel within the State for USM related business must be approved by your Supervisor prior to travel (irrespective of whether the college is underwriting the cost of the trip). At the beginning of each fiscal year, faculty will submit to the Department they are in, a Travel Advance Request/Approval Form which will be e-mailed to you or can be found on the Purchasing and Payables Department website. On the form - for "Dates trip to be taken", the academic year should be filled in, and check the in-state box. The “Destination” line for USM related travel, should say (General in-state and out-of-state travel for USM, CSTH). The faculty member should sign as the traveler.

Out-of-State Travel Information:

All travel outside of Maine for attending conferences, college or department representation, or other professional development must be approved prior to travel (irrespective of whether the college is underwriting all or part of the travel costs). All travel requests for dept. or matching funds should be submitted on the Internal CSTH “Professional Development/Travel Request Form” found on the CSTH College website under CSTH Faculty and Staff Resources section, to their department administrative support person for approval by the Supervisor, and the original mailed to Pam Hartford by the Dept. Admin., for Dean’s Office approval. Please submit this form as soon as possible, so the funds can be distributed appropriately.

Not eligible for travel:

Full-time faculty with primary appointments outside the College and/or are not state funded for their salary and part-time faculty usually will not be approved for the Faculty Development Funds. If there are compelling reasons the Dean will reconsider requests for possible appropriation of monies.

Funding requests for travel criteria:

Funding requests for full-time faculty members should be for events as listed –

1. Foster the development or direction of College programs,
2. Meet the changing needs of the health care environment,
3. Facilitate a faculty member’s reassignment to accommodate a shift in the curriculum’s focus or a gap in the courses (to meet the needs of the course offerings),
4. Bring faculty together as an educational community,
5. Foster a faculty member’s area of scholarship,
6. Support a faculty member’s presentation of his/her scholarship, or
7. Foster a faculty member’s expertise in their discipline.

Requests which are not related to the professional development of the faculty member, will not be approved out of these funds.

USM, CSTH Travel Policy, Arrangements and Reimbursements Information:

PRIOR TO PAYING TRAVEL EXPENSES:

After your travel request has been approved, and you know the amount to be reimbursed, you can process your own travel arrangements with your personal credit card, and save original receipts to submit with the Travel Expense Voucher after you return. However, it is important to note that when you use your own personal credit card, you are responsible for paying any fees or additional charges on your statements, if you do not pay off these expenses - due to paying for the expenses months earlier than the travel date, or by not submitting your TEV for reimbursement from USM in order to receive reimbursement from USM in time to pay these expenses off before
your monthly statement due date. Requests and receipts for travel reimbursement can also be made through your department's administrative support person. The required paperwork “Travel Expense Voucher” is on-line in the Purchasing and Payables Department website. Please use the current version. All travel expenses should be submitted for reimbursement within 5 business days after your return, especially at year end.

Please fill out and sign a travel request form to be approved by your Supervisor, and Deans Office approval when matching funds are requested, before you make any payments. In no case should the approving signature be the same as that of the traveler. You can find an airfare estimate for the form by looking on-line under travel websites such as Travelocity.com or Orbitz.com (but do not book it on-line at this time). This is just for an estimated price.

FYI: USM will only reimburse up to $48.00 per day for breakfast, lunch and dinner (alcohol is not reimbursable and if charged, should be paid separately or deducted from your receipt). Higher meal rates by location for meals must be requested on a Travel Advance/Request Form and approved prior to the trip. Please request per diem at $46. Per day for meals on the CSTD Travel request form. Gratuities allowance (tips) are only reimbursed at 15%. Travel mileage is currently 44 cents per mile. Please ask for assistance on finding the higher meal rates if needed, found on the Purchasing and Payables dept. website, under travel information, per diem section.

If asking for an advance on travel costs (up to $300.) a Travel Request/Advance Form (NOT the CONHP Internal Travel Request Form) MUST BE received by Purchasing in Gorham (submitted to Pam Hartford for approval of the Deans Office) 2 weeks prior to the date the trip is to be taken.

BOOKING AND PAYING TRAVEL EXPENSES BEFORE TRIP:

Some travel expenses for approved trips can be prepaid via a Purchasing Card. After approval, when you are ready for arrangements to be paid by USM CSTD funds, please call or e-mail your department administrator to check that they will be available to process the paperwork and book on-line. If not available, then please contact Pam Hartford at 780-4137 to problem solve, or wait until they return.

Registration fees can be paid with your personal credit card, or through a USM, VISA purchasing card (yours if you have one, or your department Administrator’s purchasing card). You can register on-line with your Administrator, or fill out a registration form to be processed on-line, or faxed to the Conference’s registration fax number. If you pay for the registration fee personally, you must submit an ORIGINAL receipt document for reimbursement with the TEV, showing the receipt was paid with your credit card (last four digits). Cancelled checks are not accepted for reimbursement.

TRAVEL EXPENSE VOUCHER REIMBURSEMENT AFTER TRIP:

Hotel bills, which include other expenses such as telephone, meals and parking, should be itemized separately by date in the appropriate columns. Meals should be itemized under the meals columns; Parking under the auto column, and Telephone should be entered in the misc. column by date. Note: The rate of meals submitted on the form needs to be entered in the box at the top right, in order for the meal totals to calculate. Only one method of paying meals can be used. Record lodging by date with room taxes included, but separate meals/room service on hotel bills into the meals columns. Mileage should be separated by date also. The line below the mileage total in the mileage column needs to be filled in by you, with the same total mileage amount above, for the mileage to calculate in the reimbursement total.

The expenses that are pre-paid by USM, CSTD should be entered in the gray column (Paid by the University), and also in the white columns (under the category). These amounts will cancel each other out on the spreadsheet in the amount due traveler total. The gray column amounts are included in the total cost of trip box. The TEV should be completed on line or printed out, completed, signed and submitted to your Dept. Admin., whom will mail the original TEV to Pam Hartford to process and for record keeping in the Deans Office.

An original, itemized receipt is required for all expenses, unless claiming per diem for meals. There is a “lost/missing receipt form” and a “lost/missing MEAL receipt form” that should be signed and submitted with your travel expense form for any receipts that are missing or restaurant receipts that are not itemized. If there are expenses for more than one person on the receipt, please put the names of the people on the form, and the purpose of the meal being reimbursed to you.