

# Travel Costs Accounting

During the ongoing COVID-19 global pandemic, please read and understand Purdue travel policy before considering or making any travel arrangements:

<https://protect.purdue.edu/updates/fall-2021-travel-guidelines/>

## **TRANSPORTATION (GROUND AND AIR)**

**Airfare** - Receipt should indicate traveler's name, airline name, full itinerary, tax/VAT (as needed), total fare, date of payment, indication that payment was made (and by what means: cash, credit card, check). If paid by card, the last four digits of the card number must be shown on the receipt.

**Note: Drive vs Fly for Domestic Travel only** - *The allowable mileage reimbursement is a maximum of \$400 when the traveler chooses to drive their personal vehicle to a business travel destination where a flight would typically be required. Generally, it is cheaper to fly than drive if traveling more than 800 miles. If multiple people are riding in one vehicle, and it is determined to be less expensive than flights for those travelers, full mileage will be reimbursed.*

**Cost Comparisons** - Cost comparisons are still required for Foreign Travel that includes personal travel time and destinations. Please contact Kelly Marburger at [marburge@purdue.edu](mailto:marburge@purdue.edu) or at 765-494-6582 at least 4 weeks prior to your departure.

**Train** - Original receipt should indicate traveler's name, train company name, full itinerary, tax/VAT (as needed), total fare, date of payment, indication that payment was made (and by what means: cash, credit card, check).

**Taxi Fare** - Original receipt should indicate date of payment, start and end points, total fare, indication that payment was made (and by what means: cash, credit card, check). If some of this information is not on the receipt (e.g. start and end points), your accounting report should include it.

**Bus/Shuttle/Metro Fare** - Original receipt should indicate date of payment, total fare, indication that payment was made (and by what means: cash, credit card, check). If some of this information is not on the receipt (e.g. start and end points), your accounting report should include it.

**Private Vehicle Mileage** - Include addresses of start and end points. Use [GSA mileage rates](#) for the year.

**Example:** Private care use from home (100 Elm Street, Springfield, ST) to YYY airport (555 Airport Lane, Capitol, ST), roundtrip: 100 mi x \$0.56/mi x 2 trips = \$116

**Parking Rates** - Original receipt should indicate date of payment, name of parking lot company, number of days, price per day, tax/VAT (as needed), total cost, indication that payment was made (and by what means: cash, credit card, check).

## **LODGING**

Original receipts for this should include date of payment, name of hotel/company, location of lodging, dates of lodging, price per night, taxes/VAT per night, other itemized fees/taxes, total cost, indication that payment was made (and by what means: cash, credit card, check).

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## **MEALS AND INCIDENTALS (M&IE, "PER DIEM")**

In lieu of itemized receipts for all food purchases, we recommend claiming M&IE for your trip. For trips within the US, use the [GSA daily M&IE rates](#) for the specific year, month, state, and city/county. For trips outside the US, use the [US Department of State daily M&IE rates](#) for the specific year, month, country, and city/region.

**Currency exchange rates:** Currency exchange rates will be calculated in one of the two following ways: 1) traveler can submit proof of exchange rate (a receipt with date of exchange, US dollar amount exchanged, exchange rate, and amount received in local currency); or 2) in lieu of such receipts, we use the daily exchange rate as established on Oanda.com currency converter.

## **FOR FURTHER INFORMATION:**

<https://www.purdue.edu/procurement/travel/regulations/index.php>

<https://www.purdue.edu/procurement/travel/regulations/reimbursement.php>