

# Grand Valley State University

## Travel and Expense Quick Guide

Updated October 2024

T&E Dept: [travel@gvsu.edu](mailto:travel@gvsu.edu)

**Personal Vehicle Mileage:** 67¢ per mile from campus or home, whichever is less. (Effective 1-1-2024)

**Rental Cars:** Lowest cost vehicle to meet University needs. Fuel and insurance cannot be added to rental bill.

**Airfare:** Lowest cost flight plus one bag allowed. No seat fees, extra baggage fees, bundles.

**Taxi/Ride Share/Tolls/Parking/Tips:** No receipt required if under \$75.

**Per Diem Effective October 1, 2024 - September 30, 2025**

	Breakfast	Lunch	Dinner	Full day
Standard	\$18	\$20	\$31	\$69
US High Cost Cities	\$22	\$23	\$36	\$81
Int'l High Cost Countries	\$15	\$26	\$41	\$82

*Note: Reimbursement for individual meals without an overnight stay will be taxable income and reported to payroll to add to your W-2.*

**Group Meals:** If meal is for faculty/staff only; itemized receipt, all attendees, and AO approval is required.

**Group Meals:** If 1+ guest or student: itemized receipt and attendee list required.

**Alcohol:** Appropriate VP approval, itemized receipt and Alcohol Designation worktag is required.

**Lodging:** Itemized invoice attached within workday. Itemize all charges. May add taxes together for one line entry. May need to manually modify dollar amounts to adjust for deposits made. Itemize personal charges and mark those as personal.

**Exceptions that require Vice President or Appointing Officer approval:**

- Missing receipts
- Meals (including tip) that exceed per diem
- Staff meals – AO approval and attendees as well as Business Reason required
- Alcohol

**Travel Advances:** Done in Workday using 'Create Spend Authorization' (SA). Ensure you use the SA to create your Expense report upon return. Ensure you request at least 5 days in advance, that you are set up for Direct Deposit, and the request is a minimum of \$100. These must be reconciled and excess funds returned within 15 days of return.

**Returning funds:** Call Business and Finance at 1-2233 for Credit Card payments. Send checks or money orders to 2015 JHZ Attn: Travel & Expense Desk. In both scenarios, you will need the Workday document number and worktags the return funds are to be applied to.

**Relocation Expenses:** Must be completed on a Paper T&E form, with original itemized receipts, and a copy of the approved offer letter with relocation noted. These will be reviewed as quickly as possible by Business & Finance then forwarded to Payroll who will apply the reimbursement and tax it appropriately on the next payroll.

Refer to the Travel and Expense Policy and Procedures for further information.