

## Modern Languages and Literatures Faculty Travel procedure:

- You may pick up travel forms in Elizabeth's office or download them on the MLL website.
- For Domestic travel, please complete the MLL department **Pre-Travel Authorization Form**.
- For International Travel, you must *also* complete **Foreign Travel Form**.
- If you purchase your own airfare reimbursement requests are due within a month of your return.
- If you place a reservation with a University of Miami Authorized Agency and your airfare will be direct paid via "ghost card" and travel documentation and reimbursement requests are due within 10 days of your return. Please see below for further details on UM /Travel Advance.
- Please submit your reimbursement request to Elizabeth. She will need the following to ensure compliance with the Department, University, and College guidelines when preparing the Business Expense Reimbursement Form [BERF] for your signature;
  - a. Conference Program, Letter of Invitation, and/or translations *if written in language other than English*.
  - b. Boarding passes for departure and return or written explanation of loss of said item.
  - c. Original itemized receipts and business purpose for all expenses incurred.
- Travel reimbursement requests where airfare or lodging is not requested must include an explanation of how the expense was paid.
- A traveler who requests reimbursement for an expense for which an original receipt was either unobtainable or lost should include a written statement to this effect with the BERF. The individual approving the expenditures on the account(s) being charged must also sign the statement.

### University of Miami/ Travel Advance

- Please contact a University of Miami Approved Travel Agency to book your airfare.
- After you place your reservation, have the agent; email your itinerary to [edezarov@miami.edu](mailto:edezarov@miami.edu). Elizabeth will direct charge your airfare to the department via a Travel Advance form also known as "ghost card."

#### **Authorized Travel Agencies:**

<b>STA Travel</b> 1306 Stanford Drive 100 Whitten Center Coral Gables, FL 33146 Phone 284-1044 Fax 284-1046	<b>Lorraine Travel Bureau, Inc.</b> 377 Alhambra Circle Coral Gables, FL 33134 Phone 445-7624 Fax 441-9444
<b>Four Seasons Travel Services, Inc.</b> Brickell Bay View Center 80 SW 8th Street, Suite 2170 Miami, FL 33130 Phone 577-9800 Fax 577-0926	<b>Travel Source, Inc.</b> 1500 South Dixie Highway Suite 250 Coral Gables, FL 33146 Phone 663-3515 Fax 665-4798

## UM Travel Policy Updated 3/05/2007

Please review the UM Travel Policy, at [http://www6.miami.edu/UMH/CDA/UMH\\_Main/0,1770,11270-3,00.html](http://www6.miami.edu/UMH/CDA/UMH_Main/0,1770,11270-3,00.html).

### MLL Department Travel Allotment for 2007-08 is limited to \$1,500 for travel related to presenting papers at conferences

Faculty members are required to submit requests for reimbursement within a month of the actual expenditure.

Reminder: *University policy* requires the processing of a travel BERF within ten [10] days after travel when the ghost card is used to purchase airfare.

### CAS Dean's Travel Funds for International Conferences

Annually, the Dean's office announces a call for proposals for funding up to \$1,500 for travel to International conferences. Requests are submitted to your Senior Associate Dean and should include the following; proof of acceptance of the presentation, information about the conference and sponsoring organization, and a brief budget. Last year the deadlines for submitting requests were November 1st and April 1st.

### Explanation of Business Purpose

All reimbursements require an explanation of the business purpose of the trip/expense and must include the original itemized receipt(s), name(s) of persons entertained, their relation to the University or other affiliation, dates, and business topics discussed. When multiple expenses are involved, a brief summary of expenditures listing the amount and purpose (nature) of expenses is required.

### Boarding Passes are required

*University policy* requires original boarding passes as part of your travel substantiation documentation. Boarding Passes are always required. If a boarding pass is lost or missing, the traveler must include a statement of explanation.

### Conference Program

The full conference program should be submitted along with the letter of invitation and/or acceptance of your paper, i.e. the schedule for all days attending; not only the day presenting. In addition, the College of Arts and Sciences requires that you provide an English translation of letters of invitation and/or conference programs.

### Per Diem

*University policy* requires a reduction in the per diem by day based on meals provided by the conference or included in lodging. "The traveler must also reduce the per diem meal allowance claim when meals are provided by the hotel or as part of the conference/seminar. The domestic per diem must be reduced by \$10 for breakfast, \$15 for lunch and \$25 for dinner. The foreign per diem meal allowance varies by destination and therefore must be reduced 15% for breakfast, 35% for lunch and 50% for dinner."

**Foreign per diem rates are found at the State Department web-site, <http://www.state.gov/m/a/als/prdm/c20434.htm>.**

The State Dept updates per diem rates monthly and has a separate web site for each year. Be sure to access the year and month relevant to travel, i.e. if travel was June 15-20, 2007, choose the link for 6/1/07. "The "Maximum M&IE" rate from column B in the tables is the allowable meal plan per diem. Please note that when a traveler uses the per diem rate for foreign travel, it includes incidental expenses." Include a printout of the page with the State Dept Rate with the BERF.

Note: Canada is considered domestic travel; use the domestic per diem rate of \$50 per day.

### Foreign Currency Conversion

Please provide a copy of the credit card statement showing the charge in US dollars in addition to the original receipt in foreign currency. Otherwise, conversion rates can be obtained at <http://www.oanda.com/convert/classic>. Calculate the conversion based on the day the expense was incurred and include a print out of the conversion.

### Receipts

Itemized original receipts are required for all reimbursement requests. Credit card statements or merchant's method of payment receipts alone are not acceptable as backup documentation.

### Rental Car

"Select a compact or mid-size car without the empty fuel option. Cars should be returned with a full tank of gas to avoid unnecessary surcharges for fuel. (Note: Florida Rentals made with Avis under the University's access to State rates do not require full tank returns since there is a mileage charge covering fuel expense.)" If not included, "purchase auto collision (CDW) and liability insurance. This is required on rented vehicles." Do **not** purchase personal liability or personal injury insurance. "Notify the car rental company and the University's Risk Management Office if you are involved in an accident with the rented vehicle. Deduct the personal portion from the rental bill when personal travel is combined with that of authorized business."

**Faculty Club charges** must also include the business purpose for each meal and the names and affiliations of the individuals who dined. Note, that at the bottom of the charge ticket, there is a place to document the business purpose for the meal as well as the names and affiliations of the people in attendance.