

Department of Modern Languages and Literatures
Faculty Travel Information:

- You may pick up travel forms in Elizabeth's office or download the forms on the MLL webpage.
- For **Domestic travel**, please complete the College of Arts & Sciences **Pre-Travel Authorization Form**.
- For **International Travel**, you must *also* complete the Department of Risk Management **Foreign Travel Form**.
- Please submit your reimbursement request to Elizabeth. She will need the following to insure compliance with the Department, University, and College guidelines when preparing the eBERF:
 - a. Conference Program, Agenda, Letter of Invitation (and translations *if written in language other than English*.)
 - b. Original itemized receipts and business purpose for all expenses incurred.
- Travel reimbursement requests where airfare or lodging is not requested must include an explanation.
- 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.

University of Miami *NEW* Travel Card program:

This program replaces UM Travel Advance Ghost card.

The Travel Card program is available to all University of Miami employees who travel on University business. It was designed to provide University employees with a convenient method to pay for business expenses while traveling without using their own money upfront. If you are interested in opening a travel card in your name, please see Elizabeth for more information or you may review the information online at:

<http://www.miami.edu/finance/index.php/travelcard/>

MLL Department Travel Allotment for 2011-12 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.

College of Arts & Sciences International Conference travel awards

The College will continue to provide funding in faculty support for international travel. Faculty members may request up to \$1,200 for travel to make presentations at conferences outside of North America from June 1, 2011 through May 31, 2012. Please keep in mind that there is a set amount of funding for this and while the College would like to support every faculty member the resources are limited so we are asking Chairs to be selective. Funds may be requested throughout the fiscal year. Requests should include title of the presentation, information about the conference and sponsoring organization, endorsement from your chair, and a brief budget. Approved funds may be used to supplement funding provided by your department. In order to make these funds available to the greatest number of faculty, more than one request per person will not be considered. Please submit requests to Daniel L. Pals, Senior Associate Dean for Faculty Affairs and College Diversity.

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.

Conference Program

The conference program and/or agenda must 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 and you must provide an English translation of these documents if the original is written in language other than English.

Per Diem

Domestic per diem rate is \$50/per day. *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 US Department of State web site:

http://aoprals.state.gov/web920/per_diem.asp

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, 2010, choose the link for 6/1/10. “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 eBERF.

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/currency/converter/>

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.

For more information, please go to:

University of Miami Travel Management

http://www.miami.edu/finance/index.php/travel_management/

Please review the UM Travel Policy

http://www6.miami.edu/UMH/CDA/UMH_Main/0,1770,65315-1;11270-3,00.html