

Airfare

- Book through Anthony Travel [Penn State University | Anthony Travel](#)
- Travel comparison needed from Anthony Travel (at time of booking) if:
 - Not flying from State College (SCE)
 - Trip includes any personal time
 - Booking through any other vendor
- International? Alert the 'Travel Safety Network' (TSN) [Travel Registry \(psu.edu\)](#)
- Federal grant travel requires the use of an American carrier – no exceptions.

Reimbursement Method

	Domestic	International
Per Diem	<ul style="list-style-type: none"> • Meals • Incidentals 	<ul style="list-style-type: none"> • Meals • Incidentals • Lodging
Actuals	All Other Exp.	All Other Exp.

Meals

- Claim Per Diem.
- No Group Meals – if on travel status with other PSU employees and all dine together, everyone is to claim per diem individually.

Key Policies

TR01 - International Travel Requirements
[International Travel Requirements | Penn State Policies \(psu.edu\)](#)

TR02 - Penn State Travel Policy
[Penn State Travel Policy | Penn State Policies \(psu.edu\)](#)

FN10 - Other Business Expenses and Activities
[Other Business Expenses and Activities | Penn State Policies \(psu.edu\)](#)

Mileage

- If round trip is greater than 750 miles – flight comparison needed at time of decision.

Hotel/Lodging

- Can't use a PCard with the following:
 - VRBO
 - Booking.com

Taxi

- Generally, only allowed for round trip from airport to hotel.
- Can use Uber/Lyft.
- If tip is not included on receipt and paid in cash – can't reimburse.

SAP Reports

Reports must be submitted **within 60 calendar days** of travel

Spell out in report header the business purpose:

- **WHO**
- **WHAT**
- **WHEN**
- **WHERE**
- **WHY**

Example: Todd Smith attended and presented at the AERA (American Educational Research Association) conference held in Chicago on April 10-15, 2023. This travel is an expected expense on grant 105934. The presentation was titled "Wells in Rural Pennsylvania" and was co presented by Don Falls.

If **conference** – attach conference agenda with speaker highlighted.

If **other business purpose** – attach meeting invite, email communication, flyer etc.

Conference

- Can combine a membership and conference registration only if cost is equal to or less than cost of a non-member registration.
- Must purchase membership and registration at the same time.
- It can only be a one-year membership

Graduate Travel

- Graduate students are only reimbursed up to amount of funding received.
- If splitting hotel cost, all travelers' names must be on the hotel bill and expenses broken down.
- Attach funding award letter to the SAP report.

Receipts

- Receipts are to be submitted for all items unless claiming per diem, mileage or tolls
- Receipts should be detailed and itemized
- [Acceptable Receipts | Office of the Corporate Controller \(psu.edu\)](#)

Need help? Key contacts:

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