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.

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

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

Hotel/Lodging
- Can’t use a PCard with the following:
  - Airbnb
  - 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.

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)

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.

Reimbursement Method

<table>
<thead>
<tr>
<th></th>
<th>Domestic</th>
<th>International</th>
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<tbody>
<tr>
<td>Per Diem</td>
<td>• Meals</td>
<td>• Meals</td>
</tr>
<tr>
<td></td>
<td>• Incidental</td>
<td>• Incidental</td>
</tr>
<tr>
<td>Actuals</td>
<td>All Other Exp.</td>
<td>All Other Exp.</td>
</tr>
</tbody>
</table>

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)

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.

Need help? Key contacts:
EPCSE (27508) - Chassidy Flood cnf3@psu.edu
EPS (27506) - Michelle Irwin mki5171@psu.edu
C&I (27505) - Sarah Wang bfw5140@psu.edu
LPS (27509) - Michelle Irwin mki5171@psu.edu