

TRAVEL SAFETY TIPS

- Always carry personal identification and UNLV business cards
- Plan to arrive at the airport at least two hours prior to departure
- Do not leave luggage unattended
- Never agree to carry anything on board or in your luggage for someone else

TRAVEL EXPENSE LOG Carry this helpful tool to insure proper reimbursement of personal funds. Attach to an envelope, make notes and keep receipts together. This will make your AA's job a little easier when preparing the travel document for reimbursement. [Travel Log.xls](#)

IMPORTANT PHONE NUMBERS:

Master Card Emergency Assistance
800-346-3779

Enterprise Motor Pool Rental Cars call 1-800-RENTACAR to call the local office
702-735-2124 discount code NA5443
www.enterprise.com

Nevada State Motor Pool in Reno
775-688-1325 collect calls are accepted.
www.motorpool.state.nv.us

HEALTH SERVICES WORLDWIDE 24 HOURS A DAY

When traveling for business you can feel confident that you are in safe hands if an emergency arises. MEDEX provides medical and travel-related assistance services. If you have a serious medical emergency, seek emergency help first, and then call MEDEX for assistance.

Insurance Provider: The ST Paul Group

Company Name: The Board of Regents
I.D.# 314751
Phone Number: (877) 215-1084

TRAVEL TEAM MEMBERS

May be reached at: 702-895-1156

Don't forget to use your expense log to help keep track of reimbursable expenses. Have a safe trip.



UNLV

UNIVERSITY OF NEVADA, LAS VEGAS

4505 MARYLAND PARKWAY
LAS VEGAS, NV 89154
Phone (702-895-1156)
Fax (702-895-1519)
MAIL STOP 1053

This information is subject to change, last
Update 01/2008

UNLV

UNIVERSITY OF NEVADA, LAS VEGAS

THE ENGAGED RESEARCH UNIVERSITY

POCKET GUIDE FOR USE

WHILE IN TRAVEL STATUS



Visit the Travel Home Page at
<http://disbursements.unlv.edu/Trvlman/travel.htm>

UNIVERSITY OF NEVADA, LAS VEGAS

PURPOSE OF BROCHURE

Ready reference information for use while in Travel Status, for full details of the UNLV Travel Policy go to the A/P web site at <http://disbursements.unlv.edu/TrvIman/travel.htm>

GENERAL RULE

Travel Documents are due to Accounts Payable within 15 days after the end of your trip

ADVANCE REQUEST

Remember, if you have received a Travel advance, per NRS 281.173, the advance constitutes a lien on accrued wages. Therefore it is important upon return to submit your completed TD to A/P within 15 days after the completion of the trip. Another advance may not be made if a previous advance has not been settled. **DO NOT USE PETTY CASH FUNDS.**

AIR TRAVEL

Make sure to retain the airline itinerary including flight dates, times and method of payment for the airfare to insure prompt and proper reimbursement. P-cards may be used to make Airfare charges. Upgrades will be at the traveler's expense. It is recommended that all changes be coordinated through the travel agencies. 24 hour service is provided by these agencies.

Kozal Travel Connection (800)255-1004 Daytime
 24-Hour Assistance (800)800-4243
 Prestige Travel (800)553-0204 Daytime
 24-Hour Assistance (888)881-5274
 WorldTek/LVI Travel (702)341-8486 Daytime
 24-Hour Assistance (800)243-1723

TAXIS, BUS, SHUTTLE, PARKING FEES Original receipt showing date and amount paid. It is assumed that the method of payment is cash. **Per leg of trip each day cost of \$25.00 or less does not require receipts.**

CONTRACTED CAR RENTAL AGENCIES

For in state rental contact the Enterprise motor pool discount #NA5443 or go online to www.enterprise.com. Out of state rentals use one of the agencies listed below.

- ✓ Enterprise 800-499-8370 Acct # NA54621
- ✓ Hertz Corp. 800-654-3131 Acct # CPD88103
- ✓ National 800-227-7368 Acct # 5004143

The car rental contracts provide liability coverage in most cases. Additional insurance is neither necessary nor required, when then charge is secured by Diners and most credit cards. If accepted this charge will not be reimbursed. Check state web site for updates to contracts at: <http://purchasing.state.nv.us/rental.htm>

PERSONAL VEHICLE An employee using a private vehicle for **UNLV's convenience** shall be reimbursed **50.5 cents per mile**. When a private vehicle is used for **employee convenience**, the reimbursement rate shall be **25.25 cents per mile**. Don't forget to keep a mileage log with odometer reading from point to point. Fuel will not be reimbursed. Should an accident occur, the liability belongs to the registered owner of the vehicle. Rates are in effect as of 1/1/08.

LODGING Effective 7/1/07, the university will reimburse lodging according to the U.S. General Services Administration's published list of per diem rates set by the federal government and available on line at <http://www.gsa.gov>, plus applicable taxes. Upon check out please make sure to obtain a final detailed folio stating the method of payment. P-cards may be used to make lodging reservations. Also see <http://www.fedrooms.com> to help locate hotels that grantee rates according to the per diem limits.

MEAL PER DIEMS

Valid for employees, students, volunteers and candidates when in travel status. Meal per diems will not be reimbursed where an adequate meal is provided at a conference or during commercial travel. The meal per diem rate includes meals, beverages, tips, and taxes.

Breakfast 12:01am-10:00am
 Lunch 10:01am-3:00pm
 Dinner 3:01pm-Midnight

	The M&IE rates differ by travel location. View the <u>per diem rate</u> for your primary destination to determine which M&IE rates apply.					
M&IE Total	\$39	\$44	\$49	\$54	\$59	\$64
Breakfast	7	8	9	10	11	12
Lunch	11	12	13	15	16	18
Dinner	18	21	24	26	29	31
Incidentals	3	3	3	3	3	3

Use this chart determine which rate applies according to the destination city/country; and the time chart to determine which meal per diem you are eligible for.. More information on Per Diem rates may be located on the GSA website at <http://www.gsa.gov>.

OTHER ALLOWABLE EXPENSES Fuel for rental vehicles, equipment rentals, supplies, books offered at conferences, internet service, business calls (no limit) and personal phone calls which may not exceed \$10.00 per day.

NON REIMBURSABLE ITEMS Room Service, Restaurant Charges, Safe Rental, Personal Items, Movies, Non Meal Tips (other than hosted meals), Refreshment/Mini bar Items.

TIPS for hosted meals are reimbursable up to 20% of the total meal cost. **Common Mistakes:** Tips for Personal meals, Taxis, Shuttle, and Limo's etc. are not reimbursable.

REQUIRED RECEIPTS Original receipts showing date of purchase, vendors name, amount paid, description of purchase and method of payment. If receipts are lost while in travel status, simply write or make note of the expense with the required information, upon return use the affidavit of lost receipt located on the travel web site and certify it with your signature. The affidavit is not acceptable for Airfare, Lodging and Car Rental these receipts may be obtained from most agencies on line or upon request.

FOREIGN TRAVEL Lodging and per diem rates change monthly. Check the link on our web site or contact the Travel Team with questions.