Fall Semester 2017
Travel Information for University Supervisors

Our office requires travel expenses to be **handed in monthly**. Make sure that one round trip starts and ends on the same expense form. Please do not continue a trip to another page. Trip **start and end times are mandatory** for each trip. *(If expense form is not submitted within 60 days of event, the reimbursement becomes taxable for federal, state, FICE and Medicare; and withholding must be taken.)*

**IMPORTANT:** In your folder you will find travel request forms for the entire semester. Please print your name at the top and sign on the “Employee Signature” and “Date” lines. Return immediately so your travel to orientation will be covered.

**RATES**

- **Mileage**
  
  .535 cents per mile
  
  *(.465 cents per mile-current BSU faculty)*

- **Meals**
  
  - **Breakfast**
    
    $9.00
    
    *(allowed when your trip begins before 6:00 am)*
  
  - **Lunch**
    
    $11.00
    
    *(allowed when you are 35 or more miles one way from home)*
  
  - **Dinner**
    
    $16.00
    
    *(allowed when your trip ends after 7:00 pm)*

The breakfast meal is allowed when your trip begins before 6:00 a.m.

The dinner meal is allowed when your trip ends after 7:00 p.m.

The noon meal is allowed when the employee is 35 or more miles from his/her work station providing that the assignment extends through the normal lunch period.