

TRAVEL INFO

- Special expense request is required for all recruiting meals. The form can be found on the Business Services website. Be sure to include the receipt with the detail of what was purchased, not just the Credit Card summary.
- International travel. We are still under a world-wide travel alert. If you are traveling internationally in September, please e-mail the travel desk for the supplemental form.
- All travel requests must be filed prior to trip date.
- There is going to be a staffing change in the travel department effective the middle of September. If there is no answer at extension 2850, please call extension 2902 (Marilyn) for travel questions.
- Rental car policies and procedures remain the same. Approved travel request must be received by the travel office before authorization of a rental car.
- Employee business expenses must be submitted within 60 days of when the expense was incurred. If the expense is submitted after the 60 day window, the reimbursement is categorized as supplemental income and becomes taxable at the supplemental withholding rate.
- Please use our website when you have questions about allowable business expenses. The general information including the current reimbursement limits are posted there and should be your most reliable information. PATH: Business Services/University Travel/General Information about traveling for BSU.

