Videos for travel training are available here:

Travel Specialist (Level 10)

The Travel Specialist should be customer service oriented and an expert in regards to university travel. They should be knowledgeable in regards to Travel Policy 515 and all travel procedures.

The Travel Specialist is responsible for any questions, problems, or clarifications needed by the traveler, Business Services, or the Travel Office.

The Travel Specialist should be the contact for all travelers and travel initiators within their college. Travelers and initiators should work directly with the Travel Specialist for complete and accurate travel authorizations (TA) and travel reimbursements (TR).

The Travel Specialist is responsible for ensuring the complete accuracy of all TA/TRs with special attention given to the following:

1. Itinerary dates are correct (itinerary dates should reflect true dates of travel and comments/explanations made for receipts that fall outside those dates). Itinerary dates need to include personal days and be clearly documented in the comments.
2. Departure/Destination should be accurate and complete. If there are multiple destinations, all destinations should be listed.
3. Mileage logs should be accurate and include dates, departure, destination, and miles traveled. The total on the log must equal the amount on the TR. If there isn’t a log, any mileage discrepancy between the departure and destination must be explained. [Link to sample mileage log.]
4. Expenses should be listed in the correct categories. “Other” should only be used when the expense type is not listed elsewhere on the form. Some examples may include tips, wi-fi, and laundry.
5. All receipts should be attached, readable, and equal the totals listed on the TR. Any discrepancy should be noted in the comments.

Comment fields or attachments need to be used to clarify any possible questions in regards to the Travel.

The more information provided on the TR results in quicker approvals, faster reimbursement and less questions in the event of an audit.

https://travel.usu.edu/travel_responsibilities
ADDISONAL MILEAGE REIMBURSEMENT RULES

- Commute is defined as those miles from your place of residence to your work location.
- Under IRS regulations, commuting expenses are not reimbursable to an employee.
- Your work location is constant regardless of weekend or evening travel.
- If you have an office location away from your home, that will be considered your primary office and will be used as a basis for mileage reimbursements even if you work from home some days.
- Your mileage log and/or google maps should include all stops along the way. We will check your miles for accuracy. If we don’t know what additional stops you made, we will ask you to reduce your miles.
- If you take a route other than the shortest one, please provide justification as to why a longer route was taken. A justifiable business purpose must be given.
- For personal mileage reimbursement on an open TA, documentation of mileage must be submitted which should include dates, miles traveled, and destination cities. Please follow this link for an example of a mileage log.

https://travel.usu.edu/travel_procedures
TRAVEL TRIVIA

Common Pitfalls in Travel and How to Avoid Them
WHAT IS THE ROUNDTrip MILEAGE BETWEEN USU AND THE SLC AIRPORT ACCORDING TO GOOGLE MAPS?

A) 166 miles
B) 180 miles
C) 189 miles
D) 174 miles
DEPARTURE CITY: LOGAN - DESTINATION CITY: SLC
REQUESTING 200 MILES. WHAT DOCUMENTATION IS NEEDED?

A) Explanation for additional mileage
B) Mileage Log
C) Detailed Map
D) Either A or C
DEPARTURE DATE: 12/22/11  RETURN: 12/31/11  RECEIPT IS DATED 01/01/2012 - THE ITINERARY DATES SHOULD BE - ?

A) Expanded to include 01/01/2012
B) An explanation given in comments for receipt outside of itinerary dates
C) Narrowed
D) Either A or B
MILEAGE LOG/MAP TOTALS 175.3 MILES. HOW MANY MILES SHOULD BE REIMBURSED?

A) 175
B) 180
C) 176
D) I have no idea
AS OF 08/12/19 - HOW MANY TA'S HAVE BEEN PROCESSED IN SERVICENOW?

A) 11,780
B) 252,114
C) 115
D) 5,426
**THIS CAN BE USED AS AN ITEMIZED RECEIPT?**

<table>
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<th>DATE</th>
<th>DESCRIPTION</th>
<th>DEBITS</th>
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**True**  **False**
ON AN OPEN TA, THE TA ITINERARY DATES ARE 07/01/18 - 06/30/19. WHAT SHOULD THE TR ITINERARY DATES BE CHANGED TO?

A) 05/01/19 – 05/31/19
B) 04/01/19 – 05/31/19
C) Stay the same
D) 04/27/19 – 05/30/19
A TRAVELER ELECTS TO DRIVE HIS PERSONAL CAR TO CALIFORNIA. HE SHOULD BE REIMBURSED:

A) Actual mileage
B) Auto@Airfare with an explanation in the comments
C) Auto@Airfare with a price comparison
D) All of the above are correct
WHAT IS THIS RECEIPT FOR:

A) Ride Share
B) Shuttle
C) Bus
D) Taxi
WHAT IS THE NORTHERNMOST CITY IN THE UNITED STATES?

A) Fairbanks, Alaska
B) Barrow, Alaska
C) Anchorage, Alaska
D) Ketchikan, Alaska
A) Yes, with an explanation/additional documentation

B) No, the names don’t match

C) I don’t know

D) The traveler needs to get a different receipt
A TRAVELER LEAVES LOGAN AND HAS MULTIPLE DESTINATIONS BEFORE RETURNING. HOW MANY TA'S SHOULD BE SUBMITTED?

A) As many TA’s as destinations
B) As many TA’s as there are funding sources
C) As many TA’s as TR’s
D) One
A companion travel form is required when:

A) This form is never required
B) Expenses for the traveler’s companion are not being reimbursed
C) Expenses are being reimbursed for the traveler’s companion
D) I have never heard of this form
A TRAVELER HAS AGREED TO BE REIMBURSED A LOWER PER DIEM RATE OF $30. WHERE ON THE TR SHOULD THIS BE LISTED?

A) Individual Meals Per Diem

B) Individual Meals Actual with comments

C) Meals and Entertainment

D) Other
A SUBSTITUTE RECEIPT FORM IS REQUIRED IF THE RECEIPT IS?

A) Is not dated
B) Is missing
C) Is not itemized
D) All of the above
THERE ARE FIVE PEOPLE WHO WORK IN THE TRAVEL OFFICE.
THE INTERNATIONAL TRAVEL DAY PER DIEM REIMBURSEMENT RATE IS ALWAYS BASED ON:

A) The traveler’s destination city
B) The international per diem rate
C) The domestic per diem rate
D) It’s up to the department
TRAVELER A PAID FOR TRAVELER B'S LODGING. B PAID A WITH VENMO. WHAT DOCUMENTATION IS NEEDED TO REIMBURSE TRAVELER B?

A) The original lodging receipt
B) Traveler A’s TA #
C) An email from Traveler A stating how much Traveler B paid them
D) All of the above
WHICH OF THE FOLLOWING EXPENSES CAN BE REIMBURSED AS PART OF LODGING?

A) Pet Fees
B) Parking
C) Room Service
D) Both A & C
A TRAVELER PAID FOR HIS AIRFARE USING HIS SKYMILES. -
HE CAN BE REIMBURSED THE FULL COST OF THE
AIRFARE

True  False
THE TRAVEL OFFICE'S FAVORITE TREAT IS?

A) Dr. Pepper
B) Ice Cream
C) Twix
D) We enjoy all treats equally