



## DID YOU KNOW?

Please remember when turning in your UAS travel forms, that they are all signed and dated! Thank you!

## NEED A FORM AND DON'T SEE IT?

Let us know! Call Lavina in the Business Office at 796-6491 or e-mail at [lavina.jack@uas.alaska.edu](mailto:lavina.jack@uas.alaska.edu)

## Travel Tips and Reminders

### Personal combined with Business Travel

A comparison itinerary is required when personal time is taken with business travel. If after a comparison is done and there is additional cost, you must purchase the business only ticket. The traveler may purchase their own ticket for the personal itinerary. For equal OR less than; both itineraries must be attached to the Travel Card back up and is required to be turned in with the Travel Expense Report (TER), whether it shows the same amount or not. A time sheet is also required for all staff employees taking leave time during business travel (attached to the TER). Lodging and per diem is deducted for the days of personal leave.

### GSA Per Diem Rate

UAS travel uses the GSA recommended rates for lodging and per diem. Reimbursement of actual costs for lodging in excess of 1.5 times the authorized lodging rate is subject to disallowance and requires an explanation of price reasonableness of the charge or the business reason for incurring costs in excess of 1.5 times over the authorized rate; and requires approval of the Travel Administrator. In addition, when 1.5 rates are approved, travelers are encouraged to offset the higher cost for lodging by avoiding car rentals and/or accepting lower per-diem rates.

### Car Rentals

The first question that must be asked is, do I really need to rent a car? Many conferences provide free shuttle service to and from the conference location. In addition, taxi service on arrival day and departure will usually be more cost effective than car rental. If indeed a car rental is required the following guidelines can help reduce rental cost. The travel regulations require travelers to obtain the lowest and most economical rate offered to university or government agencies for the type of vehicle necessary to meet the business needs of the traveler.

- Shop around for the best rate, use online services.
- Advance purchase does affect cost.
- Ask for discount rates, Government Rates.
- Always return car with full tank or you will be charged.
- Be aware that additional charges may apply such as insurance, drop-off fees.
- Rent the proper class of car, standard midsize rentals meet most business requirements.

Costs incurred for full-size, luxury or premium rental vehicles are not reimbursable unless an acceptable statement or explanation, including business justification, is included with the expense report. If a rental vehicle will be used for both business and personal use, the traveler's reimbursement request should be adjusted for any incremental personal costs related to the extended term of the contract, mileage driven, insurance, or fuel charges incurred.

This picture is taken from <http://painttheplane.com>.

Paint the Plane was a contest to design artwork for an Alaska Airlines jet in honor of the 50th year of Alaska Statehood. Shown here is the winner, Hannah Hamberg and her winning design "We're All Pulling Together".

Check out more designs at [painttheplane.com](http://painttheplane.com)!



### **Sales Tax and Individual Travel Credit Cards**

For in-state travel, the university is exempt from local sales taxes for rental cars and bed taxes for hotel accommodations. Travelers should always request waiver of sales taxes within the State of Alaska, however some businesses will only honor the exemption if payment is made with a state warrant, university check or a university credit card.

Employees may apply for a JP Morgan Chase MasterCard to use for official

travel business and the credit card has 'University of Alaska' and 'Tax Exempt' embossed on the face of the card. No credit check is required but employees are personally responsible for maintaining the account current.

Employees may prefer to use a personal credit card earning rewards or air miles for official business but reducing the unnecessary expenditure of university travel funds on taxes is every employee's obligation. As an example of unnecessary expense, Anchorage

rental car companies charge two local sales taxes adding up to 18% and hotels charge a 12% bed tax.

Please assure in-state taxes are waived, if you have an individual university travel credit card, please use it or apply for one if you do not already have one. Applications and statement of responsibility forms are on the Business Services website or you may call Lavina Jack at 796-6491 for more information.

### **Government Rates and Discounts**

The University of Alaska is an entity of the State of Alaska. As such, university employees are entitled to government rates and discounts while traveling on university business; please ask for the rates and discounts.

### **Car Rental Insurance**

Travel Accident Insurance is generally provided for University of Alaska employees while in authorized university business travel status outside a 100 mile radius from home or regular place of business. No additional travel accident insurance will be reimbursed.

The cost of vehicle insurance, generally called "Loss Damage Waiver" (LDW), offered by car rental agencies should NOT be accepted and will not be paid for because the university is self-insured for vehicle damage. If accepted by traveler, UAS will not reimburse the traveler.