

MATRIX/MSU Travel & Expense Policies

What can be Reimbursed

We can compensate fully all travel undertaken for official MATRIX business, including the following:

- Economy-class travel at the best price available (air, train, bus, automobile). Business or executive class travel will be reimbursed only at economy-class rates. Whenever possible, travelers are expected to book flights far enough in advance to take advantage of price savings.
- We do pay a per diem. Per Diem varies with city and will be specified for particular projects and trips. **Original itemized** receipts are required if individual pays for group. Individuals must list names and affiliations of all group members and reason for group purchase. No alcohol purchases are allowed. Travelers are expected to pay for all personal incidentals.
- For those who are traveling a distance that requires a stay, MATRIX will cover hotel charges as well. Reasonable rates must be found for accommodations; no suites, luxury rooms or upgrades will be allowed. Hotel costs for a Saturday night will be reimbursed when staying the extra night results in airfare savings greater than the additional food and lodging cost.
- For meetings where MATRIX has established a room rate or reserved a block of rooms at a particular hotel with which it has special rate arrangements, travelers wishing to stay at other hotels will be reimbursed only up to the amount charged by the designated hotel.
- Travelers who choose not to stay at a hotel who stay instead with friends or family, for example, may not claim for other expenses that amount that would have gone toward their hotel accommodations.
- Mileage is reimbursed at \$.50 per mile when personal vehicle is used. Mileage will only be reimbursed up to the equivalence of air travel to same location. Airfare Equivalency Worksheet is available at <http://ctrl.msu.edu/download/forms/ex70c2.pdf>

Policy on Mixed-Purpose Trips

- When it is efficient to combine MATRIX business with the business of another organization or project in a single trip, MATRIX will pay its pro-rata share of the cost.
- If personal trips are attached to business trips, the traveler must pay all additional costs (travel, hotel, food, etc.) for the personal leg of the trip.

Reimbursement Procedures

- Travelers must submit expenses on MATRIX's reimbursement forms, which may be obtained from MATRIX upon request.
- **Original itemized** receipts are required for all items \$25 or greater, including airline or train ticket passenger receipts. Any unreceipted item under \$25 should be itemized on the form.
- Attach receipts to the reimbursement form and send to the address given on the form, or to the MATRIX Director of Administration's attention.
- All MSU employees must submit a Travel Authorization form (<http://ctrl.msu.edu/download/forms/TVLAuthorEmerg.xls>) **BEFORE** travel.