



**To** Faculty and Staff  
**From** Finance Office  
**Date** August 2025  
**RE** University requirements/information related to spending and reimbursements/reconciliations

The Finance Office would like to remind you of the following valuable information as we begin the fall semester.

Please refresh your knowledge of the following university policies **prior to spending**:

- **Purchasing Card Policy BS14** <https://policy.psu.edu/policies/bs14>
- **Procedure PC2009 Use of the Penn State Purchasing** <https://guru.psu.edu/procedures/PC2009>
- **TR02 Penn State Travel Policy** <https://policy.psu.edu/policies/tr02>

**Who What When Where Why and How details are required** (per university policies listed above) for all business purchases – travel, group meals, and goods & services.

## **TRAVEL**

Travel service for the University has been contracted to [Anthony Travel](#). Anthony Travel will provide full-service travel as well as ticketing for the Travel OnLion booking tool found in SAP Concur for University business travel.

### ***Travel Planning***

- University Travel Policy requires the least expensive mode of travel to be used that meets the business needs of the traveler.
- Use Anthony Travel or SAP Concur Travel OnLion for booking travel:
  - Airfare
  - Ground Transportation (personal mileage, automobile rental, trains)
  - Lodging
- Anthony Travel:
  - Phone – 814-258-6111 or 833-827-3331
  - Email – [pennstate@anthonytravel.com](mailto:pennstate@anthonytravel.com)
  - After Hours and Emergency – 888-660-3948
- Penn State Purchasing Card recommended to pay for all travel costs while on university business travel.

### ***Air Travel***

- Anthony Travel or SAP Travel OnLion is preferred for booking airline travel.
  - **Fare comparison is required from Anthony Travel or SAP Travel OnLion if:**
    - If any other travel agency/company is used & airfare exceeds \$1,000
    - If traveler flies from any airport other than their home airport
    - If business and personal travel is combined
    - Federal or federal pass-through funds are being charged
- **Burden of proof of lower fare is the responsibility of the traveler**
- Must be the lowest available commercial economy fare
- Note that the airline industry changes policies and requirements frequently
- [Airfare Booking Options and Services](#)

## Automobile Travel

- Use Penn State Fleet vehicles when possible <https://transportation.psu.edu/fleet>
- Rental vehicles are permitted if less costly than other travel means
  - **Use National or Enterprise due to Big Ten contract**
  - **If other nationally known reputable rental companies are used:**
    - Must provide written explanation of why the alternative rental car agency was used
    - Must provide printed price comparison and attached to report documentation
    - Required to purchase Collision Damage Waiver (CDW) and Supplemental Liability Insurance
    - Policy (TR02) includes insurance coverage details
- Personal vehicle reimbursed on direct mileage at current IRS standard mileage rate (**must use the SAP Concur mileage calculator**)
- Please remember due to Spotted Lanternfly requirements we prefer you to use a fleet vehicle as opposed to a personal vehicle. If you must use your personal vehicle, please make sure to check in with Karen Mozley-Bryan before your trip.
- **Anthony Travel** airfare comparison required if round trip mileage exceeds 750 miles.
- **Travel Reimbursement Checklist - CONUS** (CONtinental United States) Please complete this cover sheet to provide the business details of your travel and submit the completed form along with itemized receipts to [BellisarioFinance@psu.edu](mailto:BellisarioFinance@psu.edu). A finance team member will create the travel report on your behalf and you will receive an email to review and submit the SAP Concur report for approval.

## International Travel

**Global Safety Network Office - 427 Boucke Building Phone 814.863.8788 Email [globalsafety@psu.edu](mailto:globalsafety@psu.edu)**

- Also known as the Travel Safety Network (TSN)
- Part of Penn State's Global Programs. **Mandatory to register any international travel PRIOR to departure:**
  - Database and network of resources to support international engagement across the institution and enhance the safety and security of university travelers
  - Staff monitor events (political unrest, infectious outbreaks, natural disasters, etc.) that may impact travel
  - Enables Penn State to more quickly and efficiently provide travelers with emergency assistance (medical or security), in the event of an emergency or crisis overseas
- Staff Resources - <https://global.psu.edu/article/international-travel-and-travel-safety-network>

**Global Safety Network** (link for faculty completion of the international travel form - <https://gsn.psu.edu/user/profile> )

- Employees must enroll their university affiliated international travel **PRIOR** to the travel dates to be compliant with the University Export Compliance Policy (AD89)
- Completed travel enrollment information must be submitted no less than 30 days prior to travel or as soon as possible if the decision to travel is made less than 30 days prior to departure
- Data should be updated as the traveler's itinerary changes
- Enrollment and approval of all employee travel, in advance of the trip, is mandatory for the employee to be reimbursed for their travel expenses. If approval is not obtained before the trip occurs, a delay in travel reimbursement will occur until an approval is received.

## International Airfare

- OCONUS Travel-Domestic – Alaska, Hawaii, and all US Territories
- OCONUS Travel-Foreign – Outside the continental United States, including Canada
- Fly America Act – With very limited exceptions international travel (OCONUS Travel-Foreign) must use a United States flagship air carrier if paid on federal or federal pass-through funds (grants)
  - Lower cost is not an allowable exception
  - Traveler convenience is typically not an allowable exception

Travel Type	CONUS Rates	OCONUS Rates
Domestic travel includes these areas:	48 continental United States	Alaska, Hawaii, US Territories*
Foreign travel includes these areas:	None	All locations EXCEPT: Alaska, Hawaii, US Territories*
Reimbursement method:	Meals and incidentals - Per diem reimbursement All other expenses - Actual reimbursement	Meals, lodging, and incidentals - Per diem reimbursement All other expenses - Actual reimbursement (receipts required)

- [Travel Reimbursement Checklist - OCONUS](#) (Outside CONtinental United States) Please complete this cover sheet to provide the business details of your international travel and submit the completed form along with itemized receipts to [BellisarioFinance@psu.edu](mailto:BellisarioFinance@psu.edu). A finance team member will create the travel report on your behalf and you will receive an email to review and submit the SAP Concur report for approval.

**Miscellaneous Travel Information**

**Business and Personal Travel**

Reimbursement is paid for uninterrupted business travel by the most direct route



If travel is interrupted or deviated from the direct route for personal reasons, reimbursement may not exceed cost of the direct route



If travel duration is extended for personal reasons and the alternate rate is lower than the direct route rate for the comparable period, reimbursement will be paid at the lower rate

Business Travel Dates: August 5<sup>th</sup>-August 7<sup>th</sup> **VS** Business Travel Dates with Personal Travel: August 5<sup>th</sup>-August 11<sup>th</sup>

- Combined business and personal travel may reduce the overall trip cost
  - Permitted if the cost to the University is not more than the business portion alone.
- When the traveler leaves the business destination, the University will not reimburse any expenses at the personal destination.
- An extended stay resulting in an airfare discount is acceptable if the documented airfare savings offsets the original airfare cost.
- Airfare comparisons must be obtained through Anthony Travel at the same time as the reservation is booked.
  - Comparisons not obtained at the time of reservation will be calculated four weeks out and on the same days of travel. This could result in a significant cost difference and may reduce the traveler’s reimbursement.
  - Email [BellisarioFinance@psu.edu](mailto:BellisarioFinance@psu.edu) with any questions.

**Per Diem Rates**

- Per Diem rates consist of meal and incidental expenses
- The traveler receives 75% of the total Per Diem on the first and last day of travel
- Per Diem rates are based on the area(s) of travel
- International Per Diem rates also include lodging Per Diem, in addition to meal and incidentals
- In country Per Diem rates - <https://www.gsa.gov/travel>
- International Per Diem rates - [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp)

**Required Receipts**

- ALL travel related expense reimbursements require receipts. **The exceptions are:**
  - Individual meal receipts when claiming actuals in leu of per diem
  - Tolls
  - \$5.00 miscellaneous expense (detailed justification comment(s) are highly encouraged) – **CONUS travel only**

- Event Expense/Business Group Meal. **Itemized receipt and maximum 20% for tip.**
- **Lost Receipts Form** – needed if a receipt is lost or never obtained. **This should be the last resort after all other means have been exhausted.** This form could require approval from the area Budget Administrator, Budget Executive or Financial Officer.
  - <https://guru.psu.edu/forms/substantiation-for-lost-or-unobtainable-receipts>

**Lodging at a private residence** is reimbursed up to \$25.00 per day:

- Private residence **cannot be another Penn State employee.**
- Private residence **cannot be another home owned by traveler.**
- **Name and address are required for the residence.**

### ***Group Meals and Alcohol***

Group Meals must be submitted within 60 days. Itemized receipts are required for any meals being claimed for reimbursement/reconciliation as a business group meal. Please use the [Group Meal and Meeting Support Form](#) to provide the required information (location, attendees, business purpose).

- No alcohol may be charged without prior approval from the Dean
- Alcohol must be on a separate itemized receipt.

### ***Miscellaneous Purchasing Information***

Goods & Services purchase information should be submitted on a [Purchasing Card Support Form](#).

No purchases may be reimbursed when goods are available through university procurement systems, when in doubt, please contact [BellisarioFinance@psu.edu](mailto:BellisarioFinance@psu.edu).

Please do not use personal credit cards without prior approval, as you are not assured of reimbursement.

- If a personal card/cash is used and receipts are uploaded into SAP Concur, please use the Purchasing Card Support Form or the appropriate Travel Reimbursement Checklist (CONUS or OCONUS) to capture the details of your expense. You will need to send the completed form to [BellisarioFinance@psu.edu](mailto:BellisarioFinance@psu.edu) and let us know that receipts have been uploaded.

If Purchasing Card transactions are not settled in an appropriate timeframe:

- Financial Officer will follow up with the Cardholder to determine why charges are not settled.
- Financial Officer may settle the charge as a non-reimbursable transaction, which would result in a deduction from the Cardholder's paycheck in the amount of the transaction.
- Financial Officer may also proceed to take action based on misuse of the Purchasing Card per University Policy BS14 Penn State Purchasing Card.
- You are not assured of reimbursement for receipts submitted after 30 days of purchase of goods & services or after 60 days for travel & group meals/meetings.

All IT purchases must be purchased via our IT Department. Please contact [BellisarioIT@psu.edu](mailto:BellisarioIT@psu.edu) or call 814.865.1233 before purchasing any IT related hardware or software.

### **Sales Tax**

All purchases for the University are exempt from the Pennsylvania State Sales Tax, as well as [several other states](#).

- Penn State's Pennsylvania Tax Exempt number is 24-60000376 and can be found in the upper right-hand corner of the purchasing card and the vendor should not charge PA sales taxes on purchases made with the purchasing card.
- **The Cardholder must assure that PA sales tax is not charged to the University.**
- Whenever possible, employees should identify and highlight the University's tax-exempt status when communicating with vendors to avoid being incorrectly charged taxes.
- Tax-exempt certificates should be shared with vendors as needed.

NOTE: The University is NOT exempt from local and hotel occupancy taxes which are generally charged for lodging.

### **Events/Guest Speakers/Campus Visitors**

Please reach out to **Shannon Brace, Bellisario Events Coordinator (sub189@psu.edu)**.

- Shannon will assist you and your guest speaker/visitor to ensure the required forms are completed and collected and track the visits.
- All guest speakers, even classroom visitors, are required to have a Guest Speaker Agreement on file.

### **Non-Employees**

- When university funds (i.e. purchasing card) are used to pay for hotel and/or airfare on behalf of a non-employee, you must obtain a **Non-Employee Information Form (NEI Form)** [Non-Employee Information Form](#) from the non-employee.
  - The completed NEI Form must be submitted to [BellisarioFinance@psu.edu](mailto:BellisarioFinance@psu.edu) along with the Purchasing Card Support Form and respective itemized receipts for reconciliation in SAP Concur.

### **Non-Employee Travel**

- Must include [Non-Employee Travel Reimbursement Form](#)
  - Non-Employee must sign and date the form to acknowledge and accept the reimbursement amount
- [Non-Employee Information Form](#) (NEI) required for Non-US Citizens:
  - ***\*\*If the non-employee is not a United States citizen and is seeking reimbursement for travel expenses, you must obtain BOTH the NEI Form and the Non-Employee Travel Reimbursement Form*** from the non-employee and submit both forms along with their itemized receipts to [BellisarioFinance@psu.edu](mailto:BellisarioFinance@psu.edu).
  - Additional documentation needed for Non-US Citizens [Non-US Citizen Payment Guidelines](#)
  - Additional documentation must be valid
- All non-employees are subject to following the Penn State travel policy.

### **Student Travel**

If you have students traveling for college business and the college is reimbursing the students for related expenses, please reach out to [BellisarioFinance@psu.edu](mailto:BellisarioFinance@psu.edu) for assistance with the required travel forms.

***Please remember to email [BellisarioFinance@psu.edu](mailto:BellisarioFinance@psu.edu) with all your finance-related questions, including fleet reservations; your questions/requests will be directed to a finance or administrative team member.***