

GRAND VALLEY STATE
UNIVERSITY

Effective
July 1, 2009

TRAVEL & EXPENSE GUIDELINES

TRAVEL DESK

KIM SUBER - 1-2203

Personal Vehicle Mileage	55¢ per mile from campus or home, whichever is less. Effective 1-1-09.			
Rental Cars	Original bill required.			
Airfare	Original invoice or receipt required. Economy rate paid personally.			
Taxis, Limousine	No receipt required if less than \$75.			
Parking, Tolls (Parking at GVSU facilities not reimbursable to employees)	No receipt required if less than \$75.			
Standard Per Diem	Breakfast \$ 8.00	Lunch \$ 12.00	Dinner \$ 19.00	Full Day \$ 39.00
US - High Cost Cities - per GVSU list (pg. 2)	\$ 9.00	\$ 14.00	\$ 25.00	\$ 48.00
International - High Cost Countries - per GVSU list (pg. 2)	\$ 12.00	\$ 18.00	\$ 30.00	\$ 60.00
Note: Reimbursement for individual meals without an overnight stay will be taxable income as required by the IRS.				
Meals with guest	Original receipt required with guest name(s) and business purpose.			
Lodging	Original bill required showing all charges. Deduct personal charges such as phone and movies.			
Tips-bellboy, maid service, etc.	No receipt required.			
Travel Advances	\$100.00 minimum. Five (5) business days are required for processing a travel advance request. Reconciliation must be submitted within 15 days of travel.			
Out of pocket expenses	Original receipt required with business purpose.			

Travel & Expense Exceptions that require Vice President (Executive Officer) signature:

- 1) No original receipts.
- 2) Meals (including tip) that exceed per diem.
- 3) Staff meals – EO approval and documentation.
- 4) Alcohol

Send vouchers with exceptions to EO office. DO NOT send to Accounting Office first.

Do not forget: G Number
Account #
Reason for travel or expense
Your signature
Supervisor's signature
Executive Officer's signature (if required)

Mileage Chart

	137	Ann Arbor	123	
	70	Big Rapids	56	
	111	Cadillac	97	
	153	Chicago	167	
	14	CHS Building	--	
	163	Detroit	148	
From:	13	DeVos/EC	--	From:
	81	East Lansing	67	
	118	Flint	104	
	19	Grand Haven	31	
	128	Hillsdale	114	
Allendale	21	Holland Campus	35	Grand
Campus	64	Kalamazoo	50	Rapids
	24	Kent Co. Airport	10	
	77	Lansing	63	
	375	Marquette	389	
To:	167	Mt. Clemens	155	To:
	97	Mt. Pleasant	83	
	34	Muskegon	41	
	144	Pontiac	130	
	129	Saginaw	115	
	7	Standale	7	
	158	Traverse City	139	

U.S. HIGH COST CITIES
Grand Valley State University
Effective 7/1/2009

State	Primary Destination	
Alaska	All	
Arizona	Sedona	
California	Los Angeles	San Francisco
	Monterey	Santa Monica
	Napa	Santa Rosa
	San Diego	Yosemite National Park
Colorado	Aspen	Vail
Connecticut	Bridgeport / Danbury	New Haven
	Lakeville / Salisbury	New London / Groton
District of Columbia	District of Columbia	
Florida	Boca Raton	Palm Beach
	Delray Beach	Palm Beach Gardens
	Jupiter	Palm Beach Shores
	Key West	Singer Island
	Naples	West Palm Beach
Hawaii	All	
Illinois	Chicago	
Maryland	Annapolis	Ocean City
	Washington, DC Metro Area	
Massachusetts	Boston / Cambridge	Nantucket
	Martha's Vineyard	
Minnesota	Minneapolis / St. Paul	
Nevada	Carson City	Stateline
	Las Vegas	
New York	Amagansett	Manhattan & Boroughs
	Brooklyn	Medford
	(The) Bronx	Melville
	Centereach	Montauk
	Commack	Queens
	East Hampton	Riverhead
	Floral Park	Ronkonkoma
	Garden City	Roslyn
	Glen Cove	Smithtown
	Great Neck	Southampton
	Hauppauge	Staten Island
	Huntington Station	Stony Brook
	Islandia	

U.S. HIGH COST CITIES (Con't)
Grand Valley State University
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State	Primary Destination	
Pennsylvania	Philadelphia	
Rhode Island	Jamestown	Newport
	Middletown	
Utah	Park City	
Vermont	Stowe	
Virginia	Washington, DC Metro Area	
Washington	Seattle	
Wisconsin	Wisconsin Dells	

INTERNATIONAL HIGH COST COUNTRIES

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Armenia	Kuwait
Australia	Latvia
Austria	Lithuania
Belgium	Luxembourg
Bosnia-Herzegovina	Netherlands
Costa Rica	Norway
Croatia	Poland
Czech Republic	Russia
Dem. People's Republic of Korea	Saudi Arabia
Denmark	Singapore
Finland	Slovenia
France	Spain
Germany	Sweden
Greece	Switzerland
Hong Kong	Syria
Ireland	Turkey
Israel	Ukraine
Japan (except Yokota)	United Arab Emirates
Jerusalem	United Kingdom
Jordan	Vietnam