

**GRAND VALLEY STATE
UNIVERSITY
TRAVEL & EXPENSE GUIDELINES
Updated January 2021**

TRAVEL DESK

CLAIRE MITCHELL - 1-2203

Please do not highlight or circle information on receipts. If any notations are necessary, they should be made in the margins.

Personal Vehicle Mileage	56¢ per mile from campus or home, whichever is less. Effective 1-1-2021. (1/1/20-12/31/20 57.5¢ per mile)			
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.			
	Breakfast	Lunch	Dinner	Full Day
Standard Per Diem	\$ 13.00	\$ 14.00	\$ 23.00	\$ 50.00
US - High Cost Cities - per GVSU list (pg. 2)	\$ 16.00	\$ 17.00	\$ 28.00	\$ 61.00
International - High Cost Countries - per GVSU list (pg. 2)	\$ 13.00	\$ 22.00	\$ 35.00	\$ 70.00
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 or 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 reimbursement forms with exceptions to EO office prior to submitting to Accounting. DO NOT send to Accounting Office first.

Reimbursement Form Checklist

Note: Submitting hand written forms may delay payment.

- G Number
- Payment Delivery Method ([T&E Direct Deposit Form](#) must be on file)
- FOAP filled in for all expenses
- Travel/Expense Details section MUST include business purpose for your travel
- Your signature
- Supervisor's signature
- Executive Officer's signature (if required)
- Receipts (no highlighting/circling – use margins for notes)

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	15	
	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
Updated 5/2018

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
	New London / Groton	
District of Columbia	Washington DC	
Florida	Boca Raton	Palm Beach
	Delray Beach	Key West
	Jupiter	Naples
Hawaii	All	
Illinois	Chicago	
Maryland	Annapolis	Ocean City
	Washington DC Metro Area - Frederick	
Massachusetts	Boston / Cambridge	Nantucket
	Martha's Vineyard	
Minnesota	Minneapolis / St. Paul	
Nevada	Las Vegas	
New York	(The) Bronx	New York City
	Floral Park	Queens
	Garden City	Riverhead
	Great Neck	Ronkonkoma
	Melville	
Pennsylvania	Philadelphia	
Rhode Island	Jamestown	Newport
	Middletown	
Utah	Park City	
Vermont	Stowe	
Virginia	Washington DC Metro Area (Arlington, Alexandria, Centreville, Fairfax, Falls Church)	
Washington	Seattle	
Wisconsin	Wisconsin Dells	

INTERNATIONAL HIGH COST COUNTRIES
Grand Valley State University
Updated 1/2020

Australia	Lithuania
Austria	Luxembourg
Belize	Netherlands
Canada (Montreal, Toronto, Vancouver ONLY)	New Zealand
Chile	Norway
China (Beijing, Shanghai ONLY)	Oman
Costa Rica	Poland (Krakow ONLY)
Czech Republic (Prague ONLY)	Portugal (Lisbon, Oporto ONLY)
Denmark	Russia
Ecuador	Singapore
Finland	South Africa (Cape Town, Johannesburg, Pretoria ONLY)
France	South Korea (Seoul ONLY)
Germany	Spain (Barcelona, Madrid, Ourense ONLY)
Ghana	Sweden
Greece (Athens ONLY)	Switzerland
Hong Kong	Taiwan (Taipei ONLY)
Iceland	Tanzania (Arusha ONLY)
Ireland	Turkey (Istanbul ONLY)
Israel	Ukraine
Italy (Perugia, Rome ONLY)	United Arab Emirates
Japan (Beppu, Kyoto, Osaka, Tokyo ONLY)	United Kingdom (Cambridge, Kingston, Liverpool, London, Manchester, Oxford ONLY)
Jerusalem	Vietnam
Jordan	