

Chambers Travel Guidelines

All Chambers College travel must comply with the [University Travel Policy](#).

Required Documentation

- **Pre-approved travel authorization form**
- **Business purpose** (must explain who, what, when, where, and why)
- **Itemized receipts**
- If attending conference, conference itinerary should be included
- The form must be completed and approved prior to initiating any travel arrangements.
- A separate form is required for each trip. If a trip involves multiple travelers (such as student travel), consolidate all associated expenses on the same form.
- Reimbursement will be capped at the amount of the approved travel. Any exception requires documented justification and advance approval

Reminders When Traveling

- Do not charge meals, fuel, or alcohol to your PCard.
- Travel expenses (mileage, parking, lodging, etc.) within Monongalia County are not reimbursable. (Additional guidance available upon request.)
- International travel is permitted only on Foundation funding.
- Travel requests must be submitted:
 - At least 14 days before domestic travel
 - At least 21 days before international travel
- Reimbursable travel includes up to one day before and one day after university business.
- Personal expenses are not reimbursable and may not be charged to a PCard, including:
 - Extensions for personal travel

- Expenses for spouses or family members
 - Upgrades not allowable under University policy
- Business class airfare is permitted only if the flight exceeds 6 hours.
- Travelers must use the most economical and practical means available.
- Reimbursement requests may only be submitted after the trip concludes, and must include all applicable expenses (airfare, lodging, registration, mileage, meals, etc.).
- Employees have 30 days after trip completion to submit reimbursement requests.