Travel FAQ's and helpful information:

- Travel forms can be found: MYWESTFIELD>All Documents & Policies>Travel Information.

- Travel Reimbursement Forms must be received by Financial Accounting no later than 45 days after travel.

- Danielle Emerson will issue all E#'s. Once she receives your travel request from your Vice President or DHSA, the E# will be issued and emailed back to the traveler.

- Blanket Travel E#s are used for in-state, one day meetings only. Parking, tolls, mileage and registration are allowed expenses. Blanket Travel E#s are not allowed for travel with overnight stays, multiple days, or out-of-state travel.

- Egencia should be used to purchase flights and hotel rooms, unless the event has discounted rates at a conference hotel. Contact Danielle for Egencia account set-up.

- If you need to book travel arrangements on behalf of someone else in Egencia, please email or call Danielle to let her know. An email will be sent to that person, who will approve you to book on their behalf in Egencia.

- Enterprise and National car rentals done through Egencia will automatically be charged to Danielle's WSU p-card. Your E# is needed to book.
  ***Our corporate contract with Enterprise and National includes full liability insurance, so it is strongly recommended that employees book with Enterprise or National.
  Rentals done through other companies will need to be paid with a personal credit card at time of pick-up, and submitted for reimbursement after travel. When looking online the rates at other places (Hertz/Avis, etc.) may appear cheaper, but they do not include liability insurance.

- When using a personal vehicle for travel, you may submit for mileage reimbursement at the current rate. (70 cents/mile as of 1/1/2025)

- When using a rental vehicle for travel, submit your gas receipts for reimbursement, rather than mileage.

- Please remember to get your hotel receipt when checking out. It needs to show the room and tax amount paid. We cannot not accept a hotel receipt that just shows a $0 balance. The amount paid needs to be listed.

- If your travel includes any personal time, please call Danielle for assistance when starting your Request to Travel Form.

- If a traveler has their own pcard, it can't be used for meals during travel. Meals are per-diem and reimbursed after travel.

How do I calculate mileage for a trip?

Travel on a Non-Working Day

Mileage is calculated from home. Go to MapQuest or Google maps and print a direction page indicating the destination and the distance and attach to your reimbursement.

Travel on a Working Day

Mileage calculation varies (see scenarios below for a guide). Go to MapQuest or Google maps and print a direction page indicating the destination and the distance and attach to your reimbursement. Print both the Actual Travel and the Normal Commute (see below for a guide).

Home –> Destination –> Home
Actual Travel: Roundtrip Home to Destination
Normal Commute: Roundtrip Home to Work

Home –> Destination –> Work
Actual Travel: Home to Destination to Work
Normal Commute: Home to Work

Work –> Destination –> Work
Actual Travel: Roundtrip Work to Destination
Normal Commute: None (you completed the Normal Commute so nothing is deducted)

Work –> Destination –> Home
Actual Travel: Work to Destination to Home
Normal Commute: Work to Home

Calculation

Actual Travel Miles –   Normal Commute Miles = Net Miles
Net Miles x $0.70 =   Mileage Reimbursement

If travel is a combination of working days and non-working days or has multiple destinations, please feel free to contact Accounts Payable at 413-572-5256 for guidance.

Note: Don't forget to indicate on the Travel Reimbursement Form where you left from and where you returned to. This will assist in calculating the proper mileage reimbursement and cut down on processing time.

- **How do I request reimbursement for tolls if I have EZ Pass?**

Log on to your EZ Pass account, print and highlight the transactions during your travel, and submit with your Travel Reimbursement Form.

- **Can I book my travel prior to the issuance of my E#?**

No, travel arrangements should not be made until a fully executed Request to Travel has been submitted and an E# has been issued (especially on a University issued PCard).

• **Can I earn personal rewards/points for my travel expenses?**

No, it is a violation of the State Ethics Commission.

• **I am including personal travel with my business trip. What do I do?**

The primary purpose of the trip must be for business and the majority of the travel time must be for conducting University business in order to be eligible for reimbursement of round-trip transportation. When completing the Request to Travel, be sure to indicate the dates you will be conducting University business and the dates of personal travel. Attach to the Request to Travel two itineraries for round-trip transportation indicating the cost.

1. Actual dates of travel (including personal travel dates).

2. Business travel dates (same trip less the personal travel dates).

If the round-trip transportation itinerary including personal travel (1) is *less than or equal* to the round-trip transportation itinerary for business only travel (2), there is no cost to the employee.

If the round-trip transportation itinerary including personal travel (Itinerary 1) is *greater than* the roundtrip transportation itinerary for business only travel (Itinerary 2), the additional cost will not be reimbursed.

Please refer to the Combining Business and Personal Travel section of the Travel Policy or contact Danielle *before* making any travel arrangements.

• **Can I go to my conference a day early or stay a day after?**

Yes, you may travel one day prior to business activity or one day after under some circumstances, with Vice President or DHSA approval.

Please refer to the Non-Personal Travel Before and After Business Activity section of the Travel Policy or contact Danielle *before* making any travel arrangements.

- If you need assistance booking travel and would like to sit with Danielle, please call her to schedule at: 413-572-8035 or travel@westfield.ma.edu or demerson@westfield.ma.edu