

Frequently Asked Travel Questions

1. What is the difference between a Travel Authorization (TAR) and a Travel Expense Voucher (TEV)?

Travel Authorization (TAR) = is for PRE-APPROVAL of travel, and travel expenses. It is also used for prepayment of registration fees related to travel. (**Note: if requesting local area mileage or parking reimbursement only, a travel authorization (TAR) form DOES NOT need to be completed and you can jump straight to the TEV form).

Travel Expense Voucher (TEV) = Use this form for reimbursement of any approved travel related expenses for employees or students. Examples: mileage, lodging, meals, parking.

2. What should I do if I want to create a TEV from a TAR but it says “Pending @ Campus Business Office”?

Contact your campus travel coordinator and they will help you work through the problem.

Steps of online approval: 1) Pending @ Create = Needs to be submitted online by Preparer, 2) Pending @ Campus Business Office = Submitted online Prepare and now needs to be approved by Business Office, 3) Pending at TA Admin = Approved online by Business Office and now has been sent to the District Office

3. What should I do if I made a mistake or want to add something to my travel form but have I already submitted it online?

This is an easy fix☺. Contact your campus travel coordinator with the TAR/TEV number you would like make changes to and they will reject it back to you.

4. While creating the TEV, in Section 4 “Budget to Be Charged”, it won’t let me move forward, why?

Check to make sure that all your travel expenses being reimbursed, match the TOTAL CHARGE amount. Often times the travel expenses charged does not match the TOTAL CHARGE amount and that is why it will not let you move forward. Check to see if any expenses need to be deleted (such as pre-paid items), or if Charge Amounts need to be adjusted (such as changing the charge amount to include taxes).

5. I am going to a training at UW in Seattle, can I claim mileage to and from my home?

NO you do not qualify for mileage reimbursement because you are traveling from HOME to a location that is within the City of Seattle limits (where our Official Workstation is located), so it is considered your normal work commute. Although you can still receive reimbursement for parking.

However, you would qualify for mileage IF:

- The training would have been in the middle of the day and you had to leave work and go somewhere else for the training, it would then be an inconvenience for you because it would not be a normal work commute.
- OR if the training was outside the City of Seattle (such as Bellevue or Olympia).

6. I am leaving at 7:30am, do I still qualify for breakfast?

NO - the traveler does not meet the requirements for Breakfast because they are not traveling during the entire time block (B 7-9am, L 11am-1pm, D 5-7pm).

7. Meals:

A) The Conference says we get continental breakfast, does that count as a meal or can I still claim reimbursement for that meal?

Continental breakfast is NOT considered a meal so YES you can claim that meal for reimbursement.

B) I am confused by the conference agenda and am not sure meal is included, should I claim it or mark it as included on the TAR?

On the TAR we prefer people to overestimate on their expenses than underestimate. So in this case, I would recommend you claim the meal for reimbursement and then make changes if needed on the TEV. Make sure to note in the comment section that you are uncertain which meals are included in the conference registration so will make corrections on the TEV if needed.

8. Can I purchase airfare outside the state contract?

We always prefer you to use Scan East West for your Airfare needs. However, you may use an outside company as long as the quoted price from Scan East West is more expensive than through another company. If the cost outside of the contract is more expensive, we will only reimburse you for the quoted price from Scan East West. Additionally, you must attach the quote from Scan East West to your travel documentation

9. Can I take vacation during my trip?

Yes, your vacation dates need to be **clearly stated** on your Travel Authorization Request and you need to have approval from your immediate supervisor. Travel costs during your vacation dates are NOT reimbursable by the college. The school will only reimburse you for the costs to and from the conference.

South Seattle College Sub-object Codes: Travel

G - TRAVEL

GA	In-State Subsistence and Lodging
GB	In-State Air Transportation
GC	Private Automobile Mileage
GD	Other Travel Expenses
GF	Out-of-State Subsistence and Lodging
GG	Out-of-State Air Transportation
GN	Motor Pool Services

Helpful Travel Websites & Information:

- OFM Home Page <http://www.ofm.wa.gov>
- Per Diem Rates <http://www.gsa.gov/portal/category/100120>
- Foreign currency converter <http://www.oanda.com/converter/classic>
- Travel Regulations <http://www.ofm.wa.gov/policy/10.htm>
- Color Map <http://www.ofm.wa.gov/resources/travel/colormap1015.pdf>
- On-line TAR & TEV <https://apps.seattlecolleges.edu/Travel>
- South Travel Policies <http://www.southseattle.edu/southnet/travel.html>
- Training PowerPoint <http://www.southseattle.edu/southnet/travel.html>

- Enterprise Rent-A-Car
 - <https://www.enterprise.com/en/home.html>
 - The account to reserve Enterprise rental vehicles to get the state rate with their own funds is: **XZ45381** with the company name as **"SEA"**

- Scan East West Travel 206.623.2157
 - Travel Agent Barb: bnelson@scaneastwest.com
 - Alternate Travel Agent: Liz liz@scaneastwest.com

- Meal Per Diem Rates:
 - Breakfast 25%
 - Lunch 30%
 - Dinner 45%