

Travel Procedures & Expenses

Part-time Employee Instructors and Contract Instructors

1.0 General Information:

As an instructor with the GSUSA, you are eligible for reimbursement of long-distance travel expenses when performing approved GSUSA business. Local travel expenses are not eligible for reimbursement. Travel within 50 miles or less of your residence is considered local travel.

Reimbursement for lodging, meals, and incidental expenses are based on the Federal Government travel regulations. The Federal Government per diem rates and related information are found at www.gsa.gov. *As stated in the federal travel regulations, it is expected that travelers will use the most economical and reasonable means and scheduling available.*

A class is most likely to run as scheduled when enrollment number is 8. Once a class is confirmed to run as scheduled, you will receive a class confirmation email notice and a Travel Authorization Form if travel is required. *All GSUSA travel arrangements are to be made with World Travel Service (WTS), GSUSA's contract travel agency.*

2.0 Class Confirmation Notification

A confirmation notice that your assigned class will run will be emailed to you a minimum of two weeks prior to your class start date. A Travel Authorization Form will be included with the email if you are authorized to travel. If you are authorized to travel, promptly make your travel reservations through WTS, providing your cost center and section ID number information obtained from your *Travel Authorization Form for Adjunct Faculty*.

Please do not make travel or commuting plans that could prevent you from adhering to the stated class start and end times.

To make reservations, call WTS during its normal business hours (9:00 a.m. to 5:30 p.m. Eastern Time, Monday through Friday) at 202-728-4040 or 800-633-8822. Identify yourself as a Graduate School USA instructor and provide the following information:

- Travel dates and times.
- Cost center to be charged
- Class/Section ID Number, if applicable
- The Graduate School USA point of contact
- The reason for travel, that is, typically to teach a Graduate School USA class or, if applicable, to present at a conference or conduct consultation.

When your itinerary is electronically approved, WTS purchases the ticket and you will receive an email confirming approval.

3.0 Lodging

Teaching assignments that require overnight lodging are approved up to the government per diem (www.gsa.gov) rate for the training location. Lodging arrangements can be made through WTS but are not pre-paid by GSUSA. All lodging expenses must be secured and paid for using your personal credit card and are reimbursed through the submission of a Travel Reimbursement Form after completion of your travel (see item 9).

Club Quarters hotel and the Holiday Inn Washington Capitol has a long-standing relationship with Graduate School USA and are suggested destination for instructors lodging in DC.

- You can make reservations with Club Quarters at www.clubquarters.com or call 203-905-2100 for specifics on each facility. When booking a Club Quarters reservation online, use the password Staff Graduate School (not case sensitive; space between each word).
- You can make reservations with Holiday Inn Washington Capital at [https://www.holidayinn.com/redirect?path=hd&brandCode=HI&localeCode=en&hotelCode=wassm& PMID=99502056&corpNum=100220137&cn=no&viewfullsite=true](https://www.holidayinn.com/redirect?path=hd&brandCode=HI&localeCode=en&hotelCode=wassm&PMID=99502056&corpNum=100220137&cn=no&viewfullsite=true)

In addition, lodging accommodations can also be made outside of Club Quarters and Holiday Inn, as long as the government per diem rate is applied. If you are unable to obtain lodging at the government per diem rate, please notify your Curriculum Director and/or Training Management Representative to obtain approval for an increased lodging rate.

4.0 International Travel

International travel guidance will be updated and provided in the updated Faculty Handbook. If you are scheduled to teach a class internationally, please contact your Curriculum Director.

5.0 Local Travel, Short Distance vs. Common Carrier

Travel within 50 miles of your home is considered Local Travel and is not eligible for reimbursement of travel expenses or per-diem.

- Travel beyond 50 miles is eligible for reimbursement of travel expenses and **may** be eligible for per-diem if you are in a travel status for more than 12 hours.
- Travel beyond 50 miles and within 3 hours of driving time: It is expected that the instructor will travel via privately-owned vehicle (POV) or rental car
 - If driving time exceeds 3 hours, a cost comparison analysis should be done between the cost of a traveling via POV or rental car (including parking and tolls) versus the cost of a common carrier.
 - An instructor may choose to use a POV or rental car, even if it is more expensive than a common carrier, but will only be eligible for reimbursement for the least

expensive mode of travel. *The cost comparison analysis should be provided with your reimbursement.*

6.0 Airline and Train Travel Reservations

If your class requires travel by airline or train, you must use WTS for your airline or train reservations. The airline or train fare will be paid by GSUSA. As noted above, the itinerary must be approved in advance by the appropriate Graduate School USA official before WTS issues the ticket.

7.0 Rental Cars

Rental cars will be approved only when necessary to reach the destination for a class and public transportation is not available. Authorization to rent a car will be specified in your Travel Authorization Form. Additional insurance purchased from the car rental agency is not authorized and will not be reimbursed.

8.0 Most Economical and Reasonable Travel Cost Available

Consistent with the federal travel regulations, GSUSA instructors are expected to use the most economical and reasonable means and schedule available. Instructors are expected to be in per diem status no more than one day prior to the start of class or meeting and return the same day of the last class/meeting, as long as transportation is available for return that same day, depending on the location of travel.

Classes should not be shortened to accommodate preferred transportation arrangements. Travel at greater cost than coach, or the least expensive and practical means, at the discretion of the instructor will be borne by the instructor unless explicitly approved because of extraordinary circumstance, by the Curriculum Director. For example, if an instructor chooses to fly business or first class, or to use a POV at greater expense than the coach air/train fare, the instructor will only be entitled to reimbursement for the cost of the coach air or train fare.

Note: First class or business class airline or Acela train seats are not authorized. While some instructors may like to personally pay the additional charge to upgrade their travel seating, at present that is not permitted.

9.0 Reimbursement for Travel Expenses

Instructors must submit a completed *Travel Reimbursement Form* (attached) and applicable receipts within 5 days of completion travel to be reimbursed for travel expenses. Receipts are required for hotel expenses and any item that exceeds \$75. However, please note you must itemize all expenses (including those under \$75) on the Travel Reimbursement Form to receive full reimbursement.

Instructors cannot receive reimbursement of airline/hotel reward credit or bonus points if used for any travel expenses.

Instructors should submit the Travel Reimbursement Form and receipts electronically to the School's Accounting and Finance office at aptravel@graduateschool.edu with a copy to your Training

Management contact. You may also fax the documents to the School's Accounts Payable department at 202-479-4895. Instructors' travel expense reimbursements are not taxable.

Supplemental insurance purchased from a car rental agency is not an approved reimbursement expense. If travel is required and you do not receive the Travel Authorization Form, immediately call your Training Management representative.