

## Print, Cut and Fold Travel Tool

### Top Required Travel Claim Documents

Pre-approval-Overnight/Out-of-State	Airfare-From concur*
Presidential Approval-International or California	Out of State Milage-Fly vs drive comparison
Claimed Mileage-Maps, Shortest distance	Lodging Receipt-out-of-pocket and NSU paid
Full Agenda-Overnight/Out-of-State	Conference Hotel Rate-If higher than GSA
Transportation Receipts*	GSA Rate sheet

Scan QR code for more info.



fold

\*If airfare is purchased through the airline,  
documentation is still required from concur showing the  
cheapest flight was taken.

### Pcard Travel Guidelines

The PCard may be used for registration, airfare, baggage, ground transportation (and tips up to 15%), parking fees, toll fees and lodging related to travel authorized under the NSU Travel Policy. State employees and authorized non-state personnel traveling on official business are responsible for paying out-of-pocket for all other travel-related expenses. In the case of inadvertent personal charges, the traveler shall reimburse the University for any and all Personal Expenses charged to the p-card (i.e., phone calls, room service, movies, etc.). A Travel Request shall be completed before any charges are posted to the card. Please see the travel policy for further information. A printed copy of approved travel voucher with receipts must be retained with appropriate PCard expense report.

\*Room service, meals, phone charges (not business related), valet parking and internet charges (not business related) are NOT allowed on the p-card. If the cardholder is on travel status and/or eligible for per diem, the PCard may not be used to cover meal expenses.