

INSTRUCTIONS FOR INDIANA TRAVEL INFORMATION SHEET

Breakdown for the new Indiana Travel Information Sheet by blocks:

Request
Date:

02/01/08

- Date submitting request for approval

| | |
|--|-------|
| Employee Name: | # 1 |
| Field Office Location: City, State | # 2 |
| Is this within 35 miles of destination Y / N | # 3 |
| Home Location: City, State | # 4 |
| Is this within 35 miles of destination Y / N | # 5 |
| Purpose for Travel: | # 6 |
| Start date (mm/dd/yy) | # 7 |
| End date (mm/dd/yy) | # 8 |
| # of days | 1 # 9 |
| Destination of Travel: City, State | # 10 |

#1 – If single employee insert first and last name. FOA may be submitting one for multiple people, if so insert “SEE REMARKS” and provide list of people on the Remarks page (2nd tab of document).

#2 – City, State where the employee works.

#3 – Yes or No as to if the duty location is within 35 miles of request destination (if Yes an authorization will not be issued)

#4 – City, State of employees home

#5 – Yes or No as to if employee’s home is within 35 miles of request destination (if Yes an authorization will not be issued)

#6 – Provide the reason travel needs to be performed.

#7 – Provide the date the travel will begin (depart from home)

#8 – Provide the date the travel will stop (return to home)

#9 – LOCKED FIELD will automatically compute number of days based on the dates provided in the Start date and End date fields

#10 – City, State where lodging will be procured. If lodging will be at multiple locations please insert “SEE REMARKS” and use Remarks page (2nd tab of document) for date and location specifics.

| | | |
|---|------------|------------|
| Method of Travel: from list on the right | #11 | |
| Airline Ticket Price: | #12 | |
| Transaction fee | #13 | |
| POV miles (use MapQuest.com if help is needed) | #14 | |
| A) Mileage to/from airport (\$.505 mile) | \$0.000 | #15 |
| B) Personal Preference (\$.125 mile) | \$0.000 | #16 |
| C) Advantageous to Government (\$.505 mile) | \$0.000 | #17 |

#11 – Method of Travel has a chart on the right of the form under Date and above Summary, see below. Please use 1, 2, 3, or 4 to indicate the mode of transportation being utilized.

Method of Travel- insert number code in block B15

1 = AIRPLANE

2 = GOVERNMENT VEHICLE (GOV)

3 = PERSONAL VEHICLE (POV) Personal Preference (\$.125)

4 = POV - GOV Not available (\$.505)

#12 – If traveling by plane enter cost of ticket

#13 – Enter the Transaction fee charged by FedTraveler.

#14 – Enter the mileage traveling by POV. Use MapQuest.com to determine the number of miles between locations.

#15 – LOCKED FIELD- this field will be populated when Method of Travel “1” is selected.

#16 – LOCKED FIELD- this field will be populated when Method of Travel

“3” is selected.

#17 – LOCKED FIELD- this field will be populated when Method of Travel “4” is selected.

PER DIEM RATE Rates at **GSA.gov** under Travel Resources, "Per Diem Rates", select state M & IE

Government Lodging Rate

Room Taxes (miscellaneous expense)

Actual cost of lodging per night

Does lodging exceed per diem rate: Y / N

*If lodging exceeds lodging per diem rate, please attach justification. Yes=1 No=2
Actual subsistence lodging can only be approved by the Budget Officer or the State Administrative Officer.*

Actual subsistence approved - Complete block above

| | |
|-----|-----|
| | |
| #18 | |
| #19 | |
| #20 | |
| | |
| #21 | |
| #22 | |
| | |
| #23 | |
| No | #24 |

#18 – M&IE of the travel destination from the GSA Per Diem rate listing.

#19 – Government Lodging Rate of the travel destination from the GSA Per Diem rate listing.

#20 – Room Taxes, please provide if known. If unknown can leave blank or input an estimate.

#21 – Actual cost of lodging per night is known if you have made reservations for your trip. Reservations are recommended so if a room within the per diem rate is unavailable you can provide justification so the Budget Officer (FM) or State Administrative Officer (SAO) can approved “Actual Lodging” cost reimbursement. Do NOT include the room tax on this line ONLY the daily room rate.

#22 – Yes or No if the lodging will exceed the per diem rate.

#23 – Yes or No is the actual lodging approved by the FM, Donna Coleman, or SAO, Elana Cass. Unless you have done the approval prior to submitting this form the answer will be NO. Justification provided with the form will be provided to the FM or SAO for review and

approval or denial.

#24 – LOCKED FIELD which is populated with Block 23 is answered.

| | |
|--|--------|
| Is rental car requested: Y / N | #25 |
| Rental car usage <i>must be pre-approved</i> . Please attach justification | |
| Rental car total | #26 |
| Shuttle Service | #27 |
| Parking charge (rate per day) | #28 |
| Other Miscellaneous Expenses | #29 |
| Toll charges | #30 |
| Is this travel for training: Y / N | No #31 |
| IF YES, ENTER NAME AND DATES OF COURSE: Attach SF182 | #32 |
| Start time (m/dd/yy h:mm am/pm) | #33 |
| End time (m/dd/yy h:mm am/pm) | #34 |
| Do you have a government issued travel card: Y / N | #35 |
| Purpose Code & Accounting Classification | #36 |

#25 – Yes or No is a rental car being requested? If Yes then justification should be attached.

#26 – Total estimated cost of rental car.

#27 – If shuttle service will be used estimated cost for the entire trip.

#28 – Provide daily cost of parking charges. Please use the daily cost not the total parking charges or the Summary of charges will be out of balance.

#29 – Other miscellaneous expenses you expect to incur that are authorized in “PART 301-12—MISCELLANEOUS EXPENSES” of the Federal Travel Regulation (FTR).

#30 – If automobile projected route includes toll roads what is the estimated toll charges

#31 – Yes or No is this travel for training?

#32 – If this is training provide the name of the class and attach a copy of the SF182 from AGLearn.

#33 – Date and time that the class starts

#34 – Date and time that the class ends

#35 – Yes or No, do you have a government issued travel credit card?

#36 – If you know the Purpose Code (can be found on AD 616) or the Accounting Classification (if anyone other than Indiana is paying) that should be reflected please provide.

| PURPOSE OF TRAVEL CODES | |
|---------------------------|---------------------------|
| 1 =Site visit | 9 =Emergency travel |
| 2 =Information meeting | 10 =Other travel |
| 3 =Training attendance | 11 =Pre-employment travel |
| 4 =Speech or presentation | 13 =Rest and Recuperation |
| 5 =Conference attendance | 14 =Education |
| 7 =Entitlement/home leave | 15 =Informal training |
| 8 =Special mission travel | |

| |
|---------------------------------|
| #37 |
| Requesting Employee (Signature) |
| #39 |
| Approved by (Signature) |

| |
|------------|
| #38 |
| Date |
| #40 |
| Date |

#37 – Electronic correspondence signature, i.e. /s/John Doe

#38 – Date the request is forwarded to the appropriate Leadership team member

#39 – Leadership team member electronic correspondence signature, i.e. /s/Joe Brown

#40 – Date approval given and forwarded to Gail Voiles at State Office

| Summary | |
|---|--------|
| M&IE Rate (1st & last day of trip = ¾ day each) | \$0.00 |
| Total Lodging (Number of nights x lodging rate) | \$0.00 |
| Room Taxes | \$0.00 |
| A) Mileage to/from airport | \$0.00 |

| | |
|--|--------|
| B) Personal Preference Mileage | \$0.00 |
| C) Advantageous to Government Mileage | \$0.00 |
| Airline Ticket + Transaction fee | \$0.00 |
| Shuttle Service (if any) | \$0.00 |
| Telephone Calls (travel must be for more than 1 night) | \$0.00 |
| Parking Charge x Number of Days | \$0.00 |
| Toll Charge (if any) | \$0.00 |
| Other Miscellaneous Expenses | \$0.00 |
| Rental Car (if any) | \$0.00 |
| Total | \$0.00 |

If multiple travelers enter number **#41**
Grand Total \$0.00

Remarks on 2nd tab: Yes or No **#42**

SUMMARY

All fields of the Summary block are locked. The information you have provide in blocks 1 through 36 is used to create the estimated cost of travel shown on the Total line.

#41 – If more than one traveler enter the number. The “Total” will be multiplied by the number of travelers entered and will be shown in “Grand Total”.

#42 – Yes or No was information provided on the “Remarks” tab of this document?

REMARKS

This page was added as a way to provide information that did not fit anywhere on the first page