Travel Guide Contents

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Always Check With Your Department First

All company travel requires approval and Microsoft employees are not allowed to approve their own travel. Before making specific travel plans, Employees need to find out from their department the type of approval that is needed. For example, there may be a departmental form to complete and be signed by the employee’s supervisor. Also, different sources of funding for the trip may require different approvals like the Travel Expensive Voucher (TEV) that requires both the employee's signature and the signature of someone from the department who has the authority to spend money from the budget. All employees need to have the required approvals before leaving for any trip.

Travel Forms

Microsoft employees should familiarize themselves with the following forms before traveling:

* *Invoice Voucher*
* *Per Diem Advance Form*
* *Travel Expense Voucher (TEV)*
* *Purchase Requisition (authorized online access only)*

Traveling by Airline

# Tickets

Microsoft employees must purchase airline tickets from an approved travel agency and, if possible, from minority or women owned businesses. Employees must purchase tickets with either their individual corporate VISA account or a department VISA CTA account. Employees who receive their VISA bill prior to their trip may apply for VISA early reimbursement.

# Receipts

After the trip, employees must attach the last page of their ticket, called the passenger receipt, to their TEV. For ticketless travel, attach the itinerary statement received from the travel agent. Any Microsoft employees who do not receive an itinerary statement must ask the airline upon check-in to give a complete printout of their itinerary and payment so that it can be used for a receipt for reimbursement. Additionally, employees may use the second page of their VISA bill—the page showing the flight information.

# Personal Side Trip

If an employee combines a personal side trip with a business trip, their receipt must be the passenger coupon of the ticket or an itinerary statement showing the fare calculation or the price of each leg of the trip. Employees may be reimbursed the business leg fare times two (the cost of going to the business location and returning to your duty station) plus applicable taxes or the cost of the ticket—whichever is less.

# Travel Plan Changes

If an employee’s travel plans change before the start of a trip, contact the travel agent or the airline to change the ticket. If plans change during traveling, employees must contact the airline and use their VISA card, personal check, charge card, or cash to pay the fees. Upon returning, employees must clearly explain the change of plans on their TEV so reimbursement is not delayed.

# Unused Tickets

Unused tickets are like cash. Employees must return unused tickets immediately to the travel agent for credit to their VISA account.

# First Class Travel

Microsoft employees are responsible for the extra cost of first class and business class travel unless it is necessary to accommodate a disability or for another valid reason. Employees must have prior trip approval from a dean or vice-president on file in the Travel Office. If an employee travels frequently and need this kind of accommodation, a single annual letter rather than one per trip may be more convenient.

# Frequent Flyer Programs

Microsoft employees must use the frequent flyer miles they earn on company travel for future company travel rather than for their personal travel. Employees are responsible for maintaining this information and any potential tax liabilities.

Traveling by Car

# Renting a Car

The current contract for car rental is with Budget Rent-A-Car (BRAC). Microsoft employees are required to rent from BRAC unless the rental occurs in a city that does not participate in the contract. The contract details include:

* *Contract number is T999999*
* *Compact, intermediate, or full size car rental*
* *Unlimited free mileage*
* *Collision/loss damage waiver*
* *20% discount off parking at the BRAC lots located adjacent to Sea-Tac Airport.*

Microsoft employees qualify for renting a car by using their individual corporate VISA card with a Budget CorpRate indentification card/decal or the Budget charge card. To obtain a Budget charge card, contact the Travel Office at [travel@microsoft.com](mailto:travel@microsoft.com) or 555-5555 with a PO number.

# Other Car Rental Agencies

If a Microsoft employee rents from another agency and does not use their Microsoft Visa travel Car Insurance Coverage charge card for payment, the employee will need to get the collision/loss damage waiver insurance. See Car Insurance Coverage.

# Personal Car

Microsoft employees who drive their own car during business are reimbursed the applicable rate for each mile driven. Compute mileage using either the [car mileage and rates](http://www.washington.edu/admin/travel/mileage.html) table or odometer readings. Employees need to separate "point-to-point mileage" (The round trip distance from an employee’s starting point to their destination)) from "vicinity mileage" (any mileage going around the destination). For vicinity miles, employees must use their odometer reading. If an employee chooses to drive their own car instead of flying, the employee is reimbursed the applicable rate for each mile driven up to the contract airfare (if there is no contract fare, the lowest available coach fare) for the same trip. Compute the mileage as described above. You may also receive per diem during the first 24 hours for driving to and from the business destination. Employees will use the per diem for the location where they sleep. Microsoft employees are responsible for their own car insurance and their primary coverage will cover any car accidents.

Other Travel Options

There are other methods of travel besides commercial airlines and cars available to employees that can be reimbursed. Unless noted otherwise, the TEV reimbursement process is the same so be sure to save all receipts. The other travel options are explained in the following table:

|  |  |  |
| --- | --- | --- |
| Table 1 | | |
| Other Travel Options and Reimbursement Offered | | |
| Travel Option | **Reimbursement** | **Additional Information** |
| Train | Up to the state contract airfare for employee’s destination. |  |
| Bus | Actual cost of ticket. |  |
| Motorcycle | Mileage at $0.26/ mile |  |
| Trailers, Motor Homes, Campers | Mileage at $0.325/mile | Cost of space rental up to the maximum lodging allowance also reimbursed. |
| Employee Piloted Aircraft | Mileage at 0.88/ statue mile based on NOAA Airway Charts | * must be authorized in advance by the State Department of Transportation Aeronautics Commission and the Purchasing Department * Travel Office must approve trip in advance |

*Please Note: -Trailer rentals or leases* ***will not*** *be reimbursed.*

*-Charter aircraft including fixed wing and helicopters are contracted through the Purchasing Department and are not considered part of the travel process.*

Reimbursement

# Reimbursement Procedure

Microsoft employees must follow these steps in order to be reimbursed:

1. *Gather all trip receipts including lodging, car rental, conference registration, laundry and airfare*
2. *Gather any related purchase requisitions and per diem advances*
3. *Check for any early reimbursements*
4. *Obtain any approval forms including departmental or foreign forms*
5. *Complete and submit a TEV*

# Travel Receipts

To be reimbursed, Microsoft employees must attach receipts for expenses over $50 to a TEV. Additionally, the following receipts may be attached to the TEV, regardless of dollar amount:

* *Conference registration*
* *Airfare*
* *Hotel or other accommodations*
* *Car rentals*
* *Meals (Reimbursed at actual cost, not according to meal allowance)*

# Reimbursement for Traveling Outside the Country

The foreign travel process is almost identical to the process for domestic travel. Therefore, the differences that do exist are presented under the general travel topics and are marked "foreign." The areas in the general topics with special information for foreign travelers are separate per diem schedules for foreign and domestic travel allowances including meals and lodging. The foreign meal rate of reimbursement is as follows:

* *25% breakfast*
* *30% lunch*
* *45% dinner*

Additionally, miscellaneous expenses related to foreign travel are also reimbursed by Microsoft including:

* *Passport fees*
* *Immunizations*
* *Currency exchange charges*

# Lodging Reimbursement

Lodging reimbursement is only available to employees when traveling on company business and the destination is more than 50 miles from their home or work. Additionally, employees must stay at a commercial lodging facility. Two exceptions to this rule are:

1. *Employee must stay in a commercial lodging facility to avoid driving in severe inclement weather*
2. *Employee is attending back-to-back late night/early morning meetings and has prior written approval from their department.*

Include a complete explanation and approval forms when submitting the TEV. Employees ***will not*** be reimbursed for lodging expenses if these two conditions arise while at home, work, or commuting.

# Meal Reimbursement

Part of filling out your travel expense voucher (TEV) to be reimbursed for meals involves entering :

* *Meal allowances for places an employee visits*
* *The number of full and partial days an employee is away from home or work*
* *Any meals when an employee qualifies for actual cost rather than the meal allowance*
* *Any time an employee does not qualify for the meal allowance or the actual cost due to other considerations*

Typically, employees receive the full meal allowance that is listed in the per diem schedules rather than what is actually spent for food. Therefore, filling out the TEV is simple, and there is no need to keep meal receipts unless an employee expects to be reimbursed for the actual cost of a meal. However, it is important that Microsoft employees understand the details involved in other situations where meal reimbursement is not offered. Microsoft ***does not*** reimburse employees for meals in the following situations:

* *Meals during normal work days*
* *Meals for other people*
* *Meals included in the price of lodging*
* *Meals included in a conference fee*
* *Meals at company facilities including Pack Forest and Friday Harbor since these places typically charge a single fee for both food and lodging*

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# Partial Day Reimbursement

Microsoft employees should always check with their department first for guidelines referring to partial day reimbursement. Microsoft may reimburse employees who have entered travel status (have departed for their trip) for partial days according to these general guidelines:

* *Reimbursement for breakfast, lunch, and dinner before 8:00 a.m.*
* *Reimbursement for lunch and dinner from 2:00 p.m. -- 6:00 p.m.*
* *Reimbursement for dinner from 2:00 p.m. -- 6:00 p.m.*
* *Reimbursement for breakfast, lunch, and dinner after 6 p.m.*

Employees who come off of travel status by returning home or to work by noon are eligible for breakfast reimbursement before 6 p.m. Please contact the Travel Office with any questions.

# Requesting a Per Diem Advance

Per Diem advances are primarily requested by travelers without individual corporate VISA cards in order to get the money beforehand to use for meals and lodging on a trip. VISA cardholders may get advances for trips to locations where VISA is not accepted. Travelers requesting advances must be on the current payroll, have no outstanding advances, and be requesting more than $300.The following steps must be followed to request a per diem advance:

1. *Prepare a purchase requisition for the complete trip*
2. *Prepare a per diem advance form using the appropriate per diem rates for the period/location of travel*
3. *Get the traveler’s and approver’s signature*

Send the per diem advance form to the Travel Office and allow 10 working days to receive a check. After the trip, prepare a TEV using the same purchase requisition number by referencing this per diem advance, and send to the Travel Office within 10 days.