

# Travel Policy Helper ~ ERS

(not intended to replace Travel Policy ~ consult GURU for actual policy statement)

last updated: 12/05/06

Category	New Policy
<u>Introduction:</u>	Travelers must be accountable for spending University and public monies, which requires that the traveler demonstrate integrity and expect all travel expenses to be scrutinized. The personal safety of the traveler, the wise use of traveler's time and the practical aspects of the itinerary are to be considered in determining travel plans.
<u>Traveler Responsibilities:</u>	(1) Clearly state business purpose of trip; (2) Avoid impropriety or extravagance; (3) Understand and comply with University and program sponsor's policies; (4) Assure that clearly documented, accurate and reasonable expenses are submitted within 45 days of trip completion for reimbursements on sponsored projects and 60 days of trip completion for general or other funds; (5) Certify that the traveler will not receive duplicate reimbursements for same travel expense (no double-dipping).
<u>Combined Business and Personal Travel:</u>	<p>Reimbursement may not exceed cost of most direct route for business purpose. If alternate rate including personal travel is lower than direct rate for business only, then reimbursement shall be at the lower rate. Must use comparable price quote from Travel Services On-line or contracted agency at same time travel reservation is booked. Traveler is responsible for documenting comparable business travel cost.</p> <p><i>General:</i></p> <p><i>Car Rental:</i> Vehicle must be required or be economical for business purposes. Either provide comparable cost for business portion alone or pro-rate the reimbursement by day for business portion.</p> <p><i>Extended Stay to save Airfare:</i> Extended stay is acceptable if savings in airfare is more than the additional cost to the University for the extended stay. It is also acceptable if no additional costs are incurred by University and airfare is equal to or less than comparable cost for business purpose.</p> <p><i>International Travel with Personal Use:</i> Per IRS, if total period of international travel (outside 50 United States and District of Columbia) is longer than one week, and at least 25% of trip is personal, then a portion of common business expenses reimbursed are taxable to the traveler. Refer to Appendix D in policy for examples.</p>
<u>Required Receipts:</u>	<b>CONUS (Continental US) Travel</b> - Lodging, Commercial Transportation, Car Rental and related fuel, Taxi, Parking, Registrations, Hosted Business Group Meals, Communications, anything not under miscellaneous daily reimbursement cap. <b>O-CONUS (Outside Continental US) Travel</b> - Should be reimbursed on per diem basis(meals, lodging and incidentals) - all other valid business expenses require receipts for reimbursement. Per IRS, if requesting actual reimbursement method, <u>all</u> expenses reimbursed must have receipts and use actual method.
<u>Miscellaneous Expenses:</u>	University will reimburse actual miscellaneous expenses up to combined total of \$5 per day with no receipts (CONUS travel). Covers baggage handling and storage, parking meters, phone calls when no receipt is provided. Tips to service personnel are included in per diem (incidentals), not miscellaneous expenses.

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<p><b><u>Air/Rail Transportation:</u></b></p> <p style="text-align: right;"><i>Airfare:</i></p> <p style="text-align: right;"><i>Rail:</i></p>	<p>Use designated sources or provide comparable pricing through Travel Services or contracted agency at time of booking. Consolidator tickets <u>must</u> be purchased through Travel Services or other contracted agency.</p> <p>Receipts required. Sleeper cars are considered an upgrade and require Budget Executive approval.</p>
<p><b><u>Ground Transportation:</u></b></p> <p style="text-align: right;"><i>Accident Reporting:</i></p> <p style="text-align: right;"><i>Parking:</i></p> <p style="text-align: right;"><i>Tolls:</i></p> <p style="text-align: right;"><i>Overnight Fleet:</i></p> <p style="text-align: right;"><i>Rental Vehicles:</i></p> <p style="text-align: right;"><i>Personal Vehicle:</i></p> <p style="text-align: right;"><i>Local Subway/Metro/Bus</i></p>	<p>If involved in an accident while on University business, traveler must always inform Risk Management Office. Additionally, if there are any injuries, traveler must notify police, and if driving a rental vehicle, traveler must notify the rental agency and police.</p> <p>Hotel and other parking will be reimbursed with receipts. If none provided, must be included in \$5 per day miscellaneous expense. Valet parking may be used if required or in the traveler's judgement is the best choice for safety, security and convenience.</p> <p>Tolls are eligible for reimbursement, receipts not required. Traveler may be required to provide explanation.</p> <p>Overnight parking at employee's residence <u>only</u> with BA prior approval. Ensure drivers meet policy requirements.</p> <p>Must use National Car Rental if available - refer to policy. <u>Do not</u> accept additional insurances on any vehicle rental <u>unless</u> renting outside the 48 continental United States, then must take damage waiver and liability insurance. University will reimburse the foreign car rental insurances. Traveler's budget will be charged a \$500 deductible in case of accident. All drivers of the rental vehicle must be registered with the rental agency.</p> <p>If using personal vehicle for business purposes, the vehicle owner's insurance policy will act as primary insurance in the event of an accident, and the University's auto liability coverage will be secondary. This will affect the individual insurance rates for the employee. Reimbursement based on actual mileage.</p> <p>Receipts not required and expense not considered as a Miscellaneous Expense (not subject to \$5 cap).</p>
<p><b><u>Meal Expense for the Traveler:</u></b></p> <p style="text-align: right;"><i>Per Diem for Meals and Incidentals:</i></p> <p style="text-align: right;"><i>Partial Day Per Diem:</i></p> <p style="text-align: right;"><i>One Day Travel:</i></p> <p style="text-align: right;"><i>Business Group Meals:</i></p>	<p>Meal expense and tips/gratuities reimbursed via per diem established by General Services Administration of the Federal Government for the traveler's location. If traveling between locations on one day, per diem location will default to where the traveler spends the night. The last day of travel will revert to location of prior night's stay. If all meals are provided, the traveler may claim only \$3 per day for incidentals. The incidental rate does not vary by location.</p> <p>12:01am to 10:00am = 20%; 10:01am to 4:00pm = 30%; 4:01pm to 12:00am = 50%; Partial Day Per Diem % reflects federal government policy. Travelers should note actual times and locations of itinerary changes.</p> <p>Meal per diem will be based on destination and traveler will be taxed per IRS guidelines.</p> <p>The per person cost for a business group meal charged to general funds may not exceed the maximum per diem for that location. The employee hosting the business group meal must submit valid business purpose, list of attendees, date, cost and location of meal with an itemized receipt. Traveler may not claim per diem for meals provided by host or business group meal (see Partial Day Per Diem). Meal tips may not exceed 20%.</p>

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<p><b><u>Lodging:</u></b></p> <p style="text-align: right;"><i>General:</i></p> <p style="text-align: right;"><i>Conference:</i></p> <p style="text-align: right;"><i>Private Residence:</i></p> <p style="text-align: right;"><i>On-line Booking:</i></p> <p style="text-align: right;"><i>Deposits and Cancellations:</i></p>	<p>Lodging rates must be reasonable and at single room rate. Use discounted rooms if possible. Receipts are required and must contain the following: charge amount, date, name and location of establishment, and explanation of the charge. May use Travel Purchasing Card for lodging expenses.</p> <p>May stay at hotel hosting conference if cost is reasonable, factoring in relative cost, convenience, safety, reduced need for transportation and ability to interact with conference attendees.</p> <p>Traveler may be reimbursed for <u>actual</u> expenses not to exceed \$25 per day. Must provide the name and address of the residence. Reimbursement not available if residence owned by traveler.</p> <p>Some hotels will not provide receipts if room was booked through on-line booking company. In this case, use on-line receipt printed when originally booked provided it reflects the dates of the traveler's stay, location, total cost and name of traveler.</p> <p>May use Purchasing Card for room deposits. Cancellations are the responsibility of the traveler and costs incurred for failure to travel will not be reimbursed unless out of traveler's control. Note circumstances in ERS.</p>
<p><b><u>Communication Expenses:</u></b></p>	<p>Requires receipts and valid business purpose for all expenses. Internet connection may not be reimbursed on sponsored projects. Safe arrival/personal phone calls should be treated as Miscellaneous Expense with \$5 per day cap. When using personal cell phone or calling plan, a reasonable estimate of expense is accepted.</p>
<p><b><u>Foreign Travel:</u></b></p> <p style="text-align: right;"><i>Travel Classification:</i></p> <p style="text-align: right;"><i>Partial Per Diem for Foreign Travel:</i></p> <p style="text-align: right;"><i>Actual Expenses in Lieu of Per Diem:</i></p> <p style="text-align: right;"><i>Passports and Visas:</i></p>	<p><b>CONUS (continental United States):</b> Domestic travel including 48 continental United States. Meals and incidentals reimbursed via per diem. All other expenses reimbursed via actual expense (requires receipts). <b>O-CONUS (outside continental United States):</b> Domestic travel to Alaska, Hawaii, Canada and US Territories (see policy for listing) and all other locations considered Foreign travel. Meals, lodging and incidentals are reimbursed via per diem. All other expenses are reimbursed via actual expense (requires receipts).</p> <p>When on travel status less than 12 hours in a day or if conference/host provides some meals, then partial per diem applies per the following schedule: 12:01am to 10:00am = 20% of per diem; 10:01am to 4:00pm = 30% of per diem; 4:01pm to 12:00am = 50% of per diem. If all meals are provided for a day, no meal per diem may be claimed for that day, only incidental amount which varies by location may be claimed.</p> <p>Must obtain written permission in advance from Budget Administrator. IRS requires that if actual reimbursement method is approved, all expenses for entire trip may be claimed on an actual basis (requires receipts). A traveler may request less reimbursement than entitled to.</p> <p>Actual expenses can be reimbursed for business travel passports and visas. May not be allowed on sponsored projects. See policy.</p>

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<p><b><u>Payment Methods:</u></b></p> <p><i>Pcard Activated for Travel:</i></p> <p><i>DBAF (Direct Bill for Air Fare):</i></p> <p><i>American Express/Diners Club/Mastercard Corporate Card Programs:</i></p> <p><i>Personal Funds:</i></p> <p><i>Travel Advance:</i></p>	<p>Pcard may be used for travel expenses, including transportation, meals and lodging. Cardholder must sign Pcard agreement for travel. Agreement allows University to recoup any unallowable expenses charged to the Pcard via payroll deduction if not able to be deducted from trip reimbursement. Employee is not required to have Pcard for travel and may seek reimbursement for travel expenses at the completion of the trip. Use of DBAF or Pcard provides traveler with \$200,000 of travel accident insurance.</p> <p>Internal billing process that allows airfare to be charged directly to the University.</p> <p>Personal liability charge cards available to employees. Charges are the personal obligation of the cardholder. Allows traveler to separate business and personal expenses Contact Travel Services to obtain card.</p> <p>Employee may use personal credit card and request reimbursement at completion of trip.</p> <p>Although generally discouraged, advances are a last resort for handling travel expenses. Must be settled within five business days of trip return. See Financial Officer for travel solutions resulting from unusual circumstances or hardship.</p>
<p><b><u>Miscellaneous:</u></b></p> <p><i>Conference Registration:</i></p> <p><i>Entertainment:</i></p> <p><i>Point of Origin and Final Return for Travel:</i></p> <p><i>Value Added Tax (VAT) Reclamation:</i></p> <p><i>Long Term Travel:</i></p> <p><i>Extended Travel</i></p>	<p>Should be recorded in ERS travel report to accumulate expenses related to that particular trip.</p> <p>Prohibited unless clearly identified by Budget Executive to be in best interest of the University. Must be paid on unrestricted miscellaneous funds. Cannot entertain US Government employees - prohibited by Federal law.</p> <p>Per IRS standard, to determine mileage reimbursement, use traveler's home or customary work place, whichever last visited before commencing trip, or first visited when completing trip.</p> <p>Employee is responsible for completing VAT Reclamation and in order to claim refund must submit original receipts to the Financial Officer, even if per diem method is used for reimbursement. See policy for details on VAT Reclamation.</p> <p>If extended travel stay in one location, traveler may procure alternate living arrangements if financially advantageous to the University. In this case, actual expenses are used instead of per diem. Must be approved by traveler's Budget Administrator and Financial Officer prior to travel.</p> <p>Employees traveling on a continuous basis or on extended travel may settle their expense accounts every 30 calendar days. Traveler must work with Financial Officer to make arrangements.</p>
<p><b><u>Exceptions and Special Considerations:</u></b></p>	<p>When the travel policy does not provide specific guidance, the traveler's Budget Administrator and Financial Officer may determine proper guidance as long as no unnecessary cost is to be charged to a University budget, no personal costs are paid by a University budget, the expenses are reasonable and guidance does not contradict any provision within this policy. Corporate Controller has sole authority to grant exceptions to exceed the limits of this policy after being reviewed by the Budget Administrator and Financial Officer.</p>