Re: Travel

Policy

Finance, Administration, and Office of Sponsored Programs (OSP), together, shall establish standards for the authorization, procedures, arrangements, costs, reimbursements, and other matters that will govern University travel.

Background

The University, in the conduct of business, regularly requires employees and other members of the University community to travel. It is the intention of the University to reasonably balance the interests of the University with the interests of the traveler. The University does not intend to place unreasonable burdens upon the traveler.

Travel should always be arranged to serve the best interest of the University. Employees should use the most direct route and the most economical transportation, taking into consideration travel time, expense, absence from campus, and convenience. Employees are reimbursed for authorized actual transportation expenses and other reasonable expenses incurred while on travel status. These travel regulations apply to travel charged to all fund sources including state, institutional, contract, grant, self-supporting, and gift funds.

The Chief Financial Officer, in consultation with Administration, and OSP, is authorized to establish rules and procedures (consistent with external regulations) for the administration of travel policy and other matters related to travel. This includes the preparation of travel expense reimbursement claim vouchers.

The appropriate administrative officer approves and authorizes all travel. Heads of academic and administrative units authorize travel for their faculty and staff. Colleges may require additional internal approval for their faculty and staff. All travel costs are subject to Finance approval and OSP approval for external and grant funds.
Re: Costs and Reimbursements

Standard

The University in accordance with established policies and procedures pays the ordinary and necessary expenses of employees and authorized University representatives incurred while traveling away from home on University business.

Background

Allowable travel expenditures include, but are not limited to, transportation, lodging, and meals incurred for business-related travel. All official travel must be approved in advance by the person having signature authority on the University budget account from which the expenses are being paid. Certain expenses may be paid in advance, and others are paid on a reimbursement basis.

Procedure

1. Personal travel and related expenses shall not be charged to a University budget account and will not be advanced by the University.
2. Travel-related expenses that may be paid in advance include hotel, airfare, event registration, and per diem.
3. Per Diem requests, for meals only, shall be submitted on a Check Request Voucher. The Finance Department determines the University’s per diem rate for out-of-town travel. Per Diem may be used by the traveler in lieu of meal cost reimbursement.
4. All expenses for lodging may be paid in advance by submitting an approved Check Request Voucher. The hotel confirmation indicating the cost of the room must be attached to the check request.
5. Expenses for conference/event registration may be paid in advance by submitting an approved Check Request Voucher. The conference/event information must be attached to the check request.
6. Transportation expenses, except the cost of taxis and shuttles, may be paid in advance. Original receipts must be submitted upon return for reimbursement for taxis and shuttles.
7. Other than per diem, travel advances will not be given to the authorized traveler. All funds issued in advance will be paid directly to the hotel, airline, and event sponsor. Exceptions must be approved by the Chief Financial Officer, President, or designated senior administrator.
8. Use of privately owned automobiles on University business is permitted in travel situations where automotive transportation is cost effective and where its use is advantageous to the University. Travelers must submit an authorized mileage form with appropriate documentation to be reimbursed.
9. Mileage claims shall be submitted on a Mileage Reimbursement Form. The Finance Department determines the University’s mileage reimbursement rate based on Internal Revenue Service rates.
10. All car rentals must be pre-approved by the authorizing administrator and the Finance Department.
11. Commercial airlines “coach class” will be used instead of “first class”, whenever possible. This applies to all traveling--state, out-of-state, foreign, or any combination thereof--regardless of the purpose or funding source of the travel.
12. If receipts have been lost, destroyed or impossible to obtain, a statement acceptable to the funding agency and to Finance explaining the circumstances shall be furnished with the travel voucher. The statement shall include the names, addresses, dates, times, item descriptions, unit costs, and all other detail. The funding agency and/or Finance may require the traveler to obtain copies of lost or destroyed receipts from the lodging establishment.
13. All expense reimbursements are due to Finance office within 90 days of travel.
14. Violation of this policy will result in appropriate discipline, up to and including termination of University employee status.

**Responsibilities**

1. Program or department administrators approve travel.
2. Finance approves travel arrangements, costs, and reimbursements.
3. Office of Sponsored Programs approves grant and externally funded expenses.

**References**

Administration
Office of Sponsored Programs
Standard

Finance: Travel       Effective Date: August 13, 2010
Previous Date: May 1, 2002

Re:   Travel Agency

Standard

When beneficial to the University and to the traveler, air travel should be purchased through approved travel agencies.

Background

The University develops business relationships with vendors that promote quality services and value. The University attempts to negotiate favorable prices for the purchases of goods and services that are of a recurring nature. Approved travel agencies are determined by Finance.

Travel arrangements, when it is beneficial to the University and to the traveler, may be made outside of using approved travel agencies. These arrangements must be approved by the appropriate administrator, and will not be paid or reimbursed, until approved by Finance and Office of Sponsored Programs as appropriate. Personal benefits to the traveler, such as mileage points or upgrade programs, should not be the motivation for using outside travel arrangements, especially if the cost is not the most favorable.

Procedure

1. Traveler requests permission to travel from the appropriate manager.
2. The traveler, or sponsoring department, contacts the travel agency.
3. The agency will fax a copy of the itinerary, provide ticket information.
4. Traveler forwards an approved check request with itinerary to Finance.
5. Agency will request approval from designated University personnel.
6. If a University travel agency is not used, the traveler will request payment or reimbursement via check request.
7. Traveler is required to provide all documents and receipts to Finance in support of all costs.
8. Office of Sponsored Programs reviews all sponsored travel expenses.

Responsibilities

1. Traveler will secure approvals and provide forms and documentation.
2. Department or program will approve travel, and travel arrangements.
3. Finance will approve and process payments.
4. Office of Sponsored Programs will review all sponsored travel.

References

Administration
Office of Sponsored Programs

16-02-01
Standard

Finance: Travel

Effective Date: August 13, 2010
Previous Date: May 1, 2002

Re: Per Diem

Standard

The Chief Financial Officer, Controller, or designee, is responsible for developing and administering the University budgets. Budgeting shall involve faculty participation. The University annual operating budget shall support the University strategic plan, academic plans, and other identified priorities. The budget shall be balanced. The process shall reflect the governance of the University.

Background

Per diem is the daily travel status meal allowance including taxes and tips. Per diem reimbursement is determined by Finance in consultation with Office of Sponsored Programs (OSP).

Per Diem reimbursement for days of departure and return is pro-rated. Pro-ration is determined by Finance and OSP and will follow reasonable meal times. External, funding regulations will be adhered to.

Receipts are not required to support payment of per diem.

Procedure

1. Traveler requests per diem, after travel has been approved by the appropriate manager.
2. Traveler completes the check request form, with travel detail and supporting documents.
3. Finance reviews, approves, and processes check payment.
4. Office of Sponsored Programs reviews all sponsored travel expenditures.

Responsibilities

1. Department or program manager approves travel.
2. Finance approves and processes check request.
3. All external requirements must be adhered to.

References

Administration
Office of Sponsored Programs
Re: Mileage

Standard

Finance shall develop and administer standards and procedures for mileage reimbursements.

Background

Use of privately-owned automobiles on University business is permitted in travel situations where automotive transportation is cost effective and where its use is beneficial to the University. Finance shall determine mileage reimbursement rates and procedures for the request and payment of authorized personal automobile travel.

Mileage is only applicable on authorized University business travel. Where the traveler does not travel to the official worksite, mileage is reimbursed only for those miles in excess of normal commuting mileage.

Only reasonable parking, tolls, and other costs will be reimbursed. Parking or moving violations will not be reimbursed.

Procedure

1. Employee requests travel from appropriate manager.
2. Employee completes the mileage reimbursement form.
3. Department or program manager approves the travel reimbursement.
4. Finance approves the mileage form and processes the check request.

Responsibilities

1. Traveler attests to, and is responsible for, appropriate automobile insurance coverage.
2. Program or department manager approves travel and reimbursement.
3. Finance approves request and processes payment.

References

Administration
Standard

Finance: Travel  
Effective Date: August 13, 2010  
Previous Date: May 1, 2002

Re: Disallowed Costs

Standard

Only authorized travel expenses will be paid or reimbursed. Finance shall determine allowable expenses. Only expenses allowed by the external funding sources shall be paid against those accounts.

Background

Expenses not allowed include, but are not limited to,

- Alcoholic beverages
- Coat check
- Collision damage waiver (rental car)
- Entertainment (non-business related)
- Keys locked in personal automobile
- Late check-out
- Laundry and dry cleaning
- Non-University related expenses
- Parking, moving, or other traffic fines
- Personal automobile accident insurance
- Spouse/family travel expense
- Tobacco products
- Towing personal automobile
- Travel insurance
- Traveler check fees
- Travel award programs

Procedure

Responsibilities

1. Project or department manager must approve expenses.
2. Finance and Office of Sponsored Programs will determine if expenses are allowed or not.
3. Conditions, per agreement, will apply on all outside funded projects.

References

Office of Sponsored Programs
Administration

16-05-01
Standard

Finance: Travel and Other Reimbursements

Effective Date: November 1, 2009
Previous Date: October 21, 2009

Re: Telephone Charges, Beepers, Radios, Other

Standard

The University shall provide for, or reimburse employees for communication expenses, e.g. cell phone usage fees, beeper expenses, two-way radios, when directly resulting from business activities, reasonable, necessary, approved, and when such costs are not related to an integral part of the requirements of the position. Costs which are related to an integral part of the performance requirements of the position, such as necessary communication, position responsibilities, access, ability to contact, emergency communications, and off-hours contact, are to be paid by the employee and will not be reimbursed or paid by the University.

Background

Administration shall determine when equipment is necessary in the performance of work duties. For supervisors, managers, and senior staff, the ability to contact and communicate immediately, when persons are off-site, and at times outside of normal working hours, is an important integral part of the position. It is expected that all of these individuals shall have personal cell phones, and that these are necessary tools for the conduct of their responsibilities. These cell phone numbers shall be provided to the employees’ supervisors, and other appropriate University personnel, including Human Resources. The University shall not pay, nor reimburse, for these cell phones. For security, custodial, facilities, mail, emergency, and other personnel, as deemed necessary by the University, the University shall provide beepers, radios, or other equipment for on-campus use. Persons responsible for these areas, off-site and after hours, are required to have cell phone, or like, access.

The University will reimburse reasonable and actual costs of phone usage charges, long distance, and related items, when properly approved and supported by appropriate documentation, and deemed necessary to the employee’s work. The University will not reimburse or pay for, equipment, base fees, unlimited use fees, activation, insurance, or other like costs.

In cases where grant funded or other restricted funded programs require communications equipment as an important tool for the conduct of business, the PI/manager and administration will approve the request.

16-06-01
Procedure

1. Requests for usage costs must be approved by the appropriate administrator and submitted to Administration.
2. Administration approves all telephonic and related expenses.
3. Reimbursement for business use to employees is requested through check requests. Properly approved and supported check requests, with details for each cost identified as to business reasons, are submitted to Finance for processing and approval.

Responsibilities

1. Administration approves the issuance of University equipment, such as beepers, or radios, for on-campus use only.
2. Individual administrators, Administration, and Finance will process and approve reimbursements.

References

Administration
Human Resources

16-06-02
Re: Moving Expenses

Standard

The University does not provide moving or relocation expenses. Exceptions are negotiated and approved individually by the designated senior administrator, approved by the Chief Financial Officer (CFO), or designee.

Background

Procedure

Responsibilities

Any and ALL exceptions must be approved on an individual bases by the unit senior administrator, and CFO.

References

Administration
Human Resources
Re: Memberships, Dues, and Subscriptions

Standard

The University provides for, or reimburses, expenses related to memberships, dues, and subscriptions, when deemed necessary to the performance of work.

Background

Memberships, dues, and subscriptions, will be paid for when it is in the best interests of the University, has been approved by the appropriate managers, and are allowed by budget and regulation.

Procedure

1. The individual, department, or program requests the membership, dues, or subscription.
2. The appropriate manager approves the request.
3. Purchase requisition, or check request, with appropriate supporting documents and approvals, are completed and forward to the processing office.
4. Externally funded expenses are reviewed and approved by the Office of Sponsored Programs.

Responsibilities

1. The appropriate manager, director, or principal investigator, approves the request.
2. Procurement processes the purchase requisition.
3. Finance process the check request.
4. Office of Sponsored Programs approves externally funded expenses.

References

Administration
Office of Sponsored Programs

16-08-01