

administering the travel expenses charged against their budgets and ensuring full compliance with these procedures.

Departments/Divisions are responsible for reviewing and approving all travel disbursements/transactions submitted by employees for expenses anticipated and/or incurred in the course of travel on official business.

Approval Procedures

All travel in connection with official University business must be approved by the Budget Unit Manager/Dean and Provost/Divisional Vice President or authorized agents prior to travel.

The seven major steps in the process (not necessarily in this sequence, except for the last item) are:

1. Reserve a vehicle from the Motor Vehicle Pool, if required or desired;
2. Complete a travel Pre-Approval Request in Chrome River;
3. Process conference registration fee (if applicable);
4. Schedule transportation;
5. Reserve hotel accommodations;
6. Collect all receipts; and
7. Submit a request for reimbursement of travel expenses.

Under many circumstances, as outlined in the University's Ethics Policy, a Request for Approval for Attendance at Events Form must be completed and submitted to the Office of Institutional Diversity and Equity. If you have questions regarding this form, contact the Office of Institutional Diversity and Equity.

All forms must be signed/submitted by the employee and approved by the employee's Budget Unit Manager/Dean and/or Provost/Divisional Vice President or President.

Requests for exception or interpretation of these procedures should be approved by the Budget Unit Manager/Dean and/or Cabinet Member and directed to the Director of Disbursements. Exceptions to these procedures shall be rare and based upon sound justification.

If the amount approved on an original Pre-Approval form is exceeded by ten percent (10%) because of unanticipated expenses, a letter of explanation detailing the extra expense(s) must be submitted to and approved by the Budget Unit Manager/Dean and/or Divisional Executive.

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upon the traveler's return can alleviate the need to use personal funds for business travel expenses. The University will pay the credit card balance in full; the traveler will be required to complete a reconciliation of all credit card expenses. Credit cards will be issued to individual employees at the request of an employee's Budget Unit Manager and appropriate Cabinet Member, (see Credit Card Procedure). In other cases, University offices have credit cards for travel expenses if an employee does not have a card issued to them.

Check Request

Travelers may request a University check to prepay certain expenses. The department support staff may submit a direct pay document to the Disbursement Services Office for check disbursement to pay for such expenses as conference registrations and hotel reservation deposits. If this option is utilized and the trip is cancelled, the traveler is responsible for arranging reimbursement to the University.

medically necessary, Human Resources will authorize the upgrade.

Where reimbursement for travel is from a grant or contract, the employee must receive prior approval from the Grants Accountant to ensure that all anticipated travel costs will be allowable for reimbursement in accordance with the grant/contract terms.

Meals and Lodging & Incidental Expenses

- Meals:

Meal expenses are ordinarily reimbursed using the University approved breakfast, lunch and dinner per diem rates.

Meal per diem is authorized when overnight stay is required. The first and last day of travel are to be included in the calculation; the calculation should include the departure time as well as a deduction for meals provided by other sources (e.g. part of conference registration).

examples of proof of travel.

Certifications: Employee and Approval Authorities

All University employees requesting payment or reimbursement for travel-related expenses shall certify the accuracy of the request and its compliance with this and other procedures. Approval and certification for payment of a Travel Expense Reimbursement Request by a Budget Unit Manager/Dean or Divisional Executive should be based upon a diligent compliance review of the reimbursement request.

Expenditures That May Not Be Reimbursed

- Personal telephone calls.
- Expenses for personal services, including those appearing

Cabinet member, no employee shall be permitted to travel outside of the Continental USA. Employees must attach to requests for travel outside of the Continental USA, any State Department issued prohibitions on travel or travel warnings to the area. Employees must sign a waiver of liability prior to travel outside of the Continental USA.

Individuals are encouraged to purchase travel insurance for international travel. Faculty travel funds may be used to cover this cost, however, any amount over the faculty travel fund threshold will not be covered by institutional funds.

Individuals with travel insurance must seek a refund directly from the vendor (airline/hotel, etc.).

Employees and students are to have passports and medical/evacuation insurance in order to be approved for travel outside of the United States.

It is the sole responsibility of the employee and student approved for travel outside the Continental USA to ensure that he/she has appropriate insurance coverage, is medically suited for travel, and is fully capable of undertaking this travel.

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of public transportation. In determining the relative costs of private and public transportation, all associated costs (i.e., tolls, taxicabs, airport, or station transfers, etc.) should be considered.

Calculating Mileage:

If an employee is operating their own vehicle and deviates from the course of travel necessary for completing the business purpose trip to handle personal business, they cannot claim a mileage

the expense for one carry-on (if applicable) and one standard checked bag.

Seating:

Commercial airlines that require nominal seat selection charges are allowable with approval by the