

BOWLING GREEN STATE UNIVERSITY

TRAVEL POLICY

Effective April 1, 2004

1.00 Purpose and Authority

The Ohio Revised Code enables employees of the University to be reimbursed for actual and necessary travel and other expenses incurred while on official business, if approved by the University. This Policy is in accordance with action of the University Board of Trustees on March 2, 2004.

2.00 Policy

Persons who travel on University business are encouraged to incur the lowest practical and reasonable expense while still traveling in an efficient and timely manner. Those traveling on University business are expected to avoid impropriety, or the appearance of impropriety, in any travel expense. They must conduct University business with integrity, in compliance with applicable laws, and in a manner that excludes consideration of personal advantage.

This Policy applies to anyone who travels on University business, regardless of the source of funds. Departments may elect to impose stricter controls over travel expenditures than those required within this policy.

Travel expenses are not paid in advance except for airfare charged to the University air travel card, for on-line (internet) air or train ticket purchases, and for conference registrations.

3.00 Responsibility of Authorized Signer

All travel must be authorized verbally or in writing, in advance, by the Budget Administrator. If the Budget Administrator is also the traveler, the travel must be authorized by his/her next level of supervision, except where the traveler is the principal investigator for externally sponsored/funded grants and/or contracts.

The approval of the Travel Expense Report by the traveler and his/her supervisor constitutes certification to the accuracy and propriety of all expenses and allowances listed as actually necessary in the performance of official University business and in conformity with University travel policy and procedures.

4.00 Air Travel (Including rail, bus, or other common carrier)

4.10 Common Carrier

Employees are expected to book the lowest available convenient rate. Atlas World Travel (formerly Holiday Travel), Millstream Travel, and Travel Unlimited will make travel reservations using the University's air travel card and bill the University directly through the Business Office.

Employees are free to use any other agency they choose for official travel, but the tickets must be paid for personally, with reimbursement being made after the travel takes place.

The University will reimburse the employee for on-line travel ticket purchases before actual travel takes place. A screen print of the **Confirmation** screen that shows the price of the ticket and travel points, or a copy of the e-mail **Confirmation** that shows this same information is required. Arrangements for group or individual travel through specialty agents for overseas travel are reviewed and approved by the Business Office on an individual basis.

All prepaid travel costs must be shown on the final Travel Expense Report that is prepared by and signed by the traveler and his/her supervisor. There is a separate Prepaid column in which to enter these costs

Expenses claimed under this section must be supported by a ticket stub, receipt, confirmation, or similar evidence of expense showing the details (destination and cost) of travel.

4.20 Private Aircraft

The use of private aircraft requires written authorization by the President or a Vice President. Reimbursement will be made on the basis of air miles at a rate consistent with the per land mile rate for automobiles. The employee must submit with his/her Travel Expense Report a copy of the written authorization to use a private or rented aircraft (receipts are required for rental). The Travel Expense Report must indicate that a private aircraft was used. Note that the University's general travel risk insurance covering employees while in travel status does not provide coverage to employees while piloting an aircraft. Consistent with the way travel is managed for personal autos, it is understood that the primary insurance for aircraft hull and liability shall be the responsibility of the owner of the aircraft or the employee if the employee is the owner. The cost to maintain this insurance is not recoverable beyond the mileage allowance that is paid.

4.25 Frequent Flyer Miles

The Ohio Ethics Commission has ruled that frequent flyer miles earned from University paid or reimbursed travel, though accumulated in the traveler's name, must be used for University business travel. The University will not reimburse travelers for tickets acquired with personal frequent flyer miles.

4.30 Lost or Excess Baggage

The airlines may be responsible for compensating the owner for lost baggage. The University will not reimburse employees for the cost of personal items lost or damaged while traveling on University business. In the event your personal insurance does not cover these items, coverage is sometimes available through the airlines or the Credit Card Company used to secure your travel.

Employees will be reimbursed for excess baggage charges only when traveling with heavy or bulky business-related materials or equipment.

4.40 Unused Tickets

University employees holding a ticket for a trip that has been cancelled should ask about using the ticket for future travel. For a change fee, many tickets can be used for future travel, even if the ticket is non-refundable.

4.50 Lost Tickets

The University is not responsible for lost tickets. When a ticket is lost and cannot be replaced, it is a personal expense for the traveler.

4.60 Other Travel Expenses

Expenses for taxicab, subway, bus, boat, ferry, bridge, tunnel, and highway tolls may be reimbursed without receipts.

Limousine service and parking charges require a receipt to be reimbursed.

Miscellaneous charges, including parking, may be reimbursed without receipts if they do not exceed \$10.00 for the trip.

5.00 Personal Automobile

5.10 Personal Automobile Mileage Rate

Reimbursement is made at the rate of 36 cents per mile for the use of privately owned/leased automobiles or 9 cents per mile for the use of privately owned motorcycles. The Travel Expense Report must indicate if a motorcycle was used.

Mileage reimbursements for a traveler who chooses to drive rather than fly should not exceed the lowest round trip coach airfare available at the time travel was authorized. Traveler must supply documentation to support what the airfare would have been at that time.

It is the responsibility of the owner of the vehicle being used for business to carry adequate insurance coverage (no reimbursement can be made without proper insurance). The insurance on the vehicle is considered primary at all times. It is the responsibility of the vehicle owner to maintain insurance in an amount sufficient to pay for any loss. The University does not provide coverage for loss of or damage to personal vehicles of employees when used in conjunction with University travel. Likewise, the University is not responsible for the loss of or damage to any personal property stored in the vehicle.

Expenses for the maintenance and repair of privately owned vehicles used for University business are the responsibility of the traveler.

Mileage is reimbursable to only one of two or more employees traveling on the same trip and in the same vehicle. The names of all persons traveling together on the same trip and in the same vehicle must be listed on the Travel Expense Report.

5.20 Travel Points

The headquarters of an employee is that office address at which the employee performs his/her primary work assignment. Mileage will be paid from the employee's headquarters or from home, *whichever is less*.

Approximate Round Trip mileage between Bowling Green and Area Cities

Ada	82	Dayton	254	Oberlin	168
Akron	240	Defiance	88	Oxford	380
Alliance	286	Delaware	182	Port Clinton	100
Archbold	82	Detroit Airport	150	Sandusky	116
Ashland	180	Findlay	50	Springfield	204
Athens	380	Firelands	124	Sylvania	62
Bellevue	90	Fostoria	54	Tiffin	78
Bluffton	92	Fremont	64	Toledo	46
Canton	286	Kent	276	Toledo Airport	50
Centerville	280	Lima	112	Van Wert	152
Chicago	500	Mansfield	180	Washington DC	880
Cincinnati	348	Marion	138	Wauseon	74
Cleveland	260	Maumee	30	Willard	130
Clyde	70	McComb	45	Wooster	228
Columbus	240	Norwalk	114	Youngstown	328

The Travel Expense Report must indicate all intermediate business destinations between the commencement and termination of travel, and the related mileage. If personal time is taken during a business trip, disclosure is needed on the Travel Expense Report.

5.50 Other Transportation Expenses

See Section 4.60 for reimbursement of Other Expenses

6.00 Rental Car

6.10 Rental Car Requirements

Employees may rent a vehicle for business travel when deemed necessary and cost efficient. When renting transportation locally for university-sponsored events and business related travel, every effort should be made to select from the list of approved vendors with whom special arrangements have been made by the Purchasing Department. After initiating a request with the vendor, departments must properly complete and submit a Vehicle Rental Request Form to Risk Management at least five working days prior to the scheduled departure. Information concerning the vehicle rental process is available on both the Purchasing Department and Risk Management websites.

The employee must also read and comply with the terms of the rental car contract insofar as:

Insurance – The employee should waive the rental company's *loss/damage supplemental liability and/or personal accident insurance*. This insurance adds significantly to the cost of the rental and duplicates coverage already carried by the University. The cost of the rental company's optional insurance is not

reimbursable. The only exception is for travel outside the United States or Canada where liability and collision damage insurance should be accepted and will be reimbursed as a legitimate travel expense.

International Rentals – An international driver's license or permit may be needed in addition to your U.S. driver's license, in which case, the cost can be reimbursed with receipt.

7.00 Meals

7.10 Personal Meals

Personal meals are individual, everyday meals consumed during overnight business travel. Meal reimbursement is authorized for meals including tips while the employee is in authorized overnight travel status. Receipts are not required.

Per IRS regulations, meals are not reimbursable unless the traveler is in overnight travel status. An exception will be made if the traveler is in continuous travel status for 12 hours or more, in which case 1 meal can be reimbursed. It is expected that these exceptions will occur only on an occasional basis.

No liquor or alcoholic beverages of any kind can be reimbursed from University funds.

7.20 Per Diem Rates

For partial days of travel, preceding or following an overnight stay, the following travel time frames apply:

Breakfast: travel beginning prior to 6 am and continuing until after 9 am

Lunch: travel beginning prior to 11 am and continuing until after 1 pm

Dinner: travel beginning prior to 5 pm and continuing until after 8 pm

Meals will be reimbursed at the rate of \$31.00 per day (includes tax and gratuities) unless the travel takes place in a defined high cost area (see listing that follows). The per meal breakdown is:

Breakfast: \$6.00

Lunch: \$8.00

Dinner: \$17.00

When traveling in a high cost area, the rate of \$43.00 per day (includes tax and gratuities) will apply. The per meal breakdown is:

Breakfast: \$9.00
Lunch: \$11.00
Dinner: \$23.00

High cost areas are:

Atlanta, GA	Houston, TX	Orlando, FL
Atlantic City, NJ	Hilton Head, SC	Philadelphia, PA
Baltimore, MD	Indianapolis, IN	Phoenix/Scottsdale, AZ
Boston, MA	Kansas City, MO	Pittsburgh, PA
Chicago, IL	Las Vegas, NV	San Diego, CA
Cleveland, OH	Los Angeles, CA	San Francisco, CA
Cincinnati, OH	Miami, FL	Seattle, WA
Columbus, OH	Minneapolis, MN	St. Louis, MO
Dallas, TX	Nashville, TN	Washington, DC
Denver, CO	New Orleans, LA	
Detroit, MI	New York City, NY	all destinations outside the Continental United States

7.30 Conference Meals

Reimbursement may be made for meals in excess of per diem allowances, when such meals are an integral part of the conference or seminar and are listed separately on the registration materials or are included in the cost of the conference or seminar. Supporting documentation such as the registration receipt or printed material showing which meal(s) are covered is required. Conference meals will be reimbursed regardless of the overnight stay requirement.

8.00 Lodging

8.10 Lodging Reimbursement

University employees may stay in a standard, single occupancy room (unless traveling with another University employee) at a non-luxury hotel (unless it is the location of a conference or seminar) that is 30 miles or more from the employee's residence or work location. The reasonableness of the hotel will be determined by the immediate supervisor (budget administrator) of the employee. Hotel stays in Toledo are not reimbursable unless part of a conference. Always ask for the best academic or state employee rate. Generally, lodging costs should not exceed \$120 per day, plus tax.

Personal expenses such as in-room movies, non-business telephone calls, in-room beverage or snack bars, child care, recreational activities, and other similar expenses will not be reimbursed.

When a Saturday night stay is made in order to get a lower airfare, the traveler must submit documentation showing that the costs for the additional night's lodging and meals was less than the increase in the airfare would have been without the additional night's stay.

8.20 Lodging in Private Dwelling

Reimbursement can be made for overnight stays in a private dwelling at the rate of \$20 per night for reasonable actual expenses incurred to extend appreciation to friends or relatives for their hospitality. Names and addresses are required of those individuals providing hospitality.

8.30 Conference Lodging

Expenses incurred for registration fees and lodging costs for conferences are reimbursable without regard to the 30 mile requirement.

9.00 Miscellaneous Reimbursable Expenses

9.10 Business Expenses

Reimbursement will be made for other expenses incurred while on University business. These include business telephone calls, conference fees, gasoline (if mileage allowance is not claimed), ground transportation (taxi, bus, subway, limousine), parking and tolls, storage of baggage, rental of equipment, and temporary meeting or office facilities. Receipts are required when applicable.

9.15 Conference Fees

Expenses incurred for registration fees for conferences may be reimbursed. An official registration form must be provided to support the advance payment of registration fees. This information must be provided to the Business Office with adequate time to meet the registration due date. When the traveler prepares the final Travel Expense Report, all prepaid conference fees must be shown on the Travel Expense Report in the Prepaid column.

Conference fees that have been paid by the traveler must be itemized on the Travel Expense Report and supported by a receipt.

9.20 Personal Expenses

Expenses incurred for alcoholic beverages are not reimbursable.

Cost of travel for members of the employee's family is not reimbursable. In the event a member of an employee's family accompanies him/her and no evidence is furnished indicating the room rate for single occupancy, the employee will be reimbursed at no more than 75% of the double occupancy lodging charges.

10.00 Travel Risk Insurance

10.10 Employee Travel Risk Insurance

All active full or part-time hourly and administrative employees, full or part-time faculty members, teaching associates, graduate assistants and teaching fellows under contract with the University are insured for loss of life or dismemberment resulting from an accident while traveling on University business. The term "on University business" means on assignment by or with the authorization of the University for the purpose of furthering the business of the University.

When authorized travel is a usual and normal part of an insured person's particular job requirements and reimbursement for such travel is part of his regular compensation, he or she is also considered covered under this policy. Territorial limits under this policy are worldwide.

Travel Risk Insurance does not cover an employee when he or she is piloting an aircraft even though on University business.

10.20 Undergraduate Student Travel Risk Insurance

The University makes available an Undergraduate Student Travel Policy which provides coverage for physician, surgeon, hospital, and nurse expenses due to accidental injury. All students may be insured while traveling to and from and while participating in activities sponsored and approved by the University, except for the play and practice of competitive athletics. Accompanying employees and/or faculty are not covered under this policy.

The University requires, in advance, the date or dates of the trip, the destination, and a list of names of the participating students.

The cost is 10 cents per student per day.

Payments, also in advance, can be made in either of two ways.

1. When the cost is to be charged to a University budget...

Process a blue payment order form, signed by the budget administrator, to the Human Resources Office. The form should show the Agency/Organization number to be charged, date or dates of travel, (after midnight is another day), destination, and names of students participating.

2. When the cost is to be paid by student...

The same information as noted above should be supplied but a payment order form is not necessary-- a plain sheet of paper may be used. The money should be collected from each student by the individual in charge of the trip, and then taken with the listing to the Bursar's Office. A receipt will be issued for the cash and the list will be validated. Keep the receipt for your records and bring the list to the Human Resources Office.

11.00 Procedures for Preparing Travel Expense Report

The Travel Expense Report should be used to claim reimbursement for authorized expenses for University employees. Receipts are required, when applicable (cancelled checks will not be accepted in lieu of receipts) and all reimbursements will be limited to those provided in the Travel Policy. A PDF Travel Expense Report form can be found at www.bgsu.edu/offices/business.

All expenses for the trip must be shown on the Travel Expense Report. This includes conference registration fees that were paid in advance, airline fares that were paid by the University or have previously been reimbursed to the traveler, and any other costs that have been previously incurred, regardless if paid by the University or reimbursed to the traveler. A separate column is included on the Travel Expense Report for the recording of these expenses. This column does not add into the total for reimbursement.

The signature approval of the traveler and his/her supervisor constitute certification of the propriety of all expenses listed as actually necessary in the performance of official University business and in accordance with this Travel Policy.

A separate Travel Expense Report should be submitted for every overnight travel event within 30 days of return. At a minimum, a monthly report is necessary for cumulative smaller activity that does not include an overnight stay. All travel occurring prior to June 30 needs to have a Travel Expense Report submitted by that date to assure the costs are included in the fiscal year when the travel occurred.

Currency conversions for foreign travel can be done by the employee (showing details) or the Business Office will make the conversion.

Actual signatures of the employee and the budget administrator are necessary on the Travel Expense Report. Facsimile signatures or initialed signatures are not acceptable.

If two or more University employees travel together, with each incurring some expenses, a separate Travel Expense Report should be submitted for each employee.

Checks will normally be placed in campus mail to the employee's campus address within two weeks after the expense report is received by the Business Office (provided the report is accurate and complete). Errors such as lack of receipts, insufficient information, or lack of proper approval will delay reimbursement.