

Basic Guidance on ALL Travel Expense

- Expected to incur the lowest practical and reasonable expense while still travelling in an efficient and timely manner.
- Be aware of departmental, grant or budget constraints.
- International travel requires registration & has additional requirements.
- Receipts should have the employee's name requesting reimbursement.

I need a flight....

- Purchase tickets 30 or more days in advance of travel.
- Secure the lowest reasonable airfare available.
- Any upgrades, premium options, etc are not reimbursable. If you purchase them, submit enough detail that the base airfare cost is clear.
- Receipts must show air fare class.
- If possible, use a departmental p-card.

I have to or want to drive....

- Mileage reimbursements will not exceed the lowest round trip coach airfare available at the time travel was authorized.
- That means if flying was an option, you need support as to what the airfare would have been.
- Your auto insurance is the primary insurance when driving on university business.

I plan on eating while I travel

- All travel meals are reimbursed using meal per diem rates.
- When submitting your expense report, check the box for the first and last days per diem as "Travel Day".
- Any meals provided by the conference or 3rd parties is deducted from the daily per diem amount by checking the appropriate "Breakfast", "Lunch" or "Dinner" box on those days' per diem.

Hotels....Lodging

- Commercial hotels are to be used when travelling.
- You will only be reimbursed for the cost of your hotel room and associated taxes.
- No reimbursements for movies, snacks, or any other incidental expense at the hotel.

Misc.

- There are no meal reimbursements for same day travel.
- Per diem includes tips and travel to/from your meals.
- Receipts are not needed for tolls, taxis and parking less than \$25.
- Expenses must be submitted within 90 days of travel.
- Rental car reimbursements are limited to intermediate sized vehicles.

Reference:

University Travel Expenses Policy 3341-6-47

Business Entertainment Expense Policy 3341-6-8

International Travel by Faculty & Staff Policy 3341-3-83