Travel Exceptions

- If you are traveling more than 8 hours away from the University, the University Policy is that you must fly. If you wish to seek an exception to this, please contact Andrew Angelone in the Purchasing Office.

- Booking an Airbnb instead of a Hotel
  - You must have pricing for a moderately priced hotel in the same area to submit your reimbursement and show why you chose to stay at an Airbnb instead of booking a hotel room. Hotel rooms are preferred but if you can find a cheaper more cost-effective option you can do so as long as you show it was less expensive than the hotel room.
  - Most Airbnbs are owned by an individual, therefore we cannot book through a p-card it must be paid out of pocket, then reimbursed via Chrome River.

- Airfare Travel Limitations
  - Faculty air travel allows for a travel day at the start and end of the business activity. So the day before the event and the day after the event would be allowed. There are no extra days permitted.
  - In order for the expenses to be nontaxable, we have to follow these requirements the IRS has set forth. Anything outside of those days would be considered taxable and reported to payroll as imputed income.
  - If booking travel outside of these days is less costly, then you would have to provide evidence that you would attach to the expense report. This would be a screenshot of the listing of flights for the allowable travel days and a listing of the flights outside of the travel days. The comparison would include the price of the flights and would include the dates/times of the flights. BGSU would pay for the least costly of the two.
  - There is no reimbursement of any sort if you book a Delta Comfort Plus flight. This plan includes alcohol and they cannot be reimbursed with University dollars.

- Taxi/Rental Car
  - When traveling, best practice is to use a cab or Uber to/from the airport instead of renting a car.

*Reminder: When submitting expenses for reimbursement in Chrome River it is best to include enough documentation that it explains the whole purpose for the reimbursement request. The expense report should have enough explanation that it can "stand alone" without any backstory needed, should it be audited in the future.