

# Travel Expenses Quick Guide

It is expected that employees incur expenses in a manner that is an efficient and effective use of University funds to engage in University business. If you are unsure or have any questions about expense reimbursements, please contact Accounts Payable (2-2311; bgsuap@bgsu.edu).

Use the most effective and efficient means when traveling:

- The least costly mode of transportation will be reimbursed. If you choose to drive long distances rather than fly, your reimbursement is limited to the lowest round trip coach airfare available at the time travel was authorized (not afterwards). The traveler is responsible for providing sufficient supporting documentation that clearly shows the lowest available airfare.
- Every effort should be made to limit the travel duration to the number of days that is necessary. For example, if a conference begins at 5:00 p.m. and the last day ends at noon, then same day travel is typically reasonable. An explanation is required if arriving at the conference earlier or staying later than what is necessary.

Expense Reports:

- All receipts must be itemized with sufficient detail to identify the date, location, amount and expense type.
- An agenda/itinerary that provides the days/times for the event must be included.
- Whenever possible, submit all reimbursement requests for a single trip in one expense report and name the report in a way that identifies the purpose for the trip.

Mileage:

- Mileage for driving around campus is not reimbursable. Please utilize the BGSU shuttle busses.
- The Google Map Wizard in Chrome River should be used to calculate the mileage by entering the beginning and ending address. If there is some reason you can't use Google Maps, you can enter your miles manually. The start and stop addresses will still need to be added.
- Your start location should be either your home address or the BGSU address whichever is closest to the destination.
- If you are not taking the most direct route you will need to provide a detailed explanation why.

Lodging:

- When booking hotel rooms, only standard rooms should be selected. Any personal expenses incurred are not reasonable.
- The length of stay must coincide with the dates indicated on the agenda/itinerary provided.
- For overnight stays, the travel must be more than 50 miles from your normal place of work and the event must necessitate that you are there early in the morning and/or late at night.

Travel meals:

- Departments can limit reimbursement below per diem rates due to budget constraints. Receipts must be provided, no alcohol is to be included, and the amount is not to exceed the per diem rate.
- Both the start day and the end day for travel would be designated as travel days when completing the expense report.
- Same day travel does not qualify for meal reimbursements.
- Reimbursements will not be made for meals that are provided as part of a conference registration fee.
- Tips for porters and baggage carriers are not reimbursable.

Car Rental:

- Our contracted supplier, Enterprise/National, should be used when renting vehicles. Insurance is included as part of the negotiated rates and should not be added when reserving the vehicle in the U.S. and Puerto Rico. For rentals outside of the U.S. and Puerto Rico you will need to accept the optional insurance.
- When renting from companies outside our contract, the optional insurance should be added.
- Economy/standard cars should be selected. Any other class would require a detailed explanation. For example, "equipment was loaded into the vehicle for an exhibit."

Airfare:

- Only standard airfare is reimbursable. First class, preferred seating and any "extras" are not reimbursable.
- Flight insurance/travel protection are not reimbursable without the express advance consent of the Procure to Pay Manager or Controller.

Travel advances:

- Expenses cannot be reimbursed until after the event occurs.
- The department pcard can be utilized to make payments in advance. Hotels should only be paid in advance if there is a required deposit to book the room.