
SUBJECT: UNIVERSITY TRAVEL

- I. **PURPOSE:** To provide policy for travel expenses to be paid from University funds.
- II. **POLICY:** Each traveler is expected to evaluate the cost of travel and select the most economical alternative between University vehicle, personal vehicle, airline, and, if applicable, other means of transportation. All out-of-pocket costs including vehicle mileage rates, airline tickets, meals, lodging, car rentals, taxi fare, and other costs should be considered in the evaluation.
 - A. **Travel Authorizations:** A separate authorization for each person traveling (even at no cost) must be completed for each travel occurrence.
 1. Authorizations must be completed, with the signatures of the appropriate department head and the dean or a vice president, Provost or the President.
 2. In-state authorizations must be submitted to the accounting office at least five (5) days prior to the travel.
 3. Out-of-state authorizations must be submitted to the accounting office at least ten (10) days prior to the travel.
 4. Whenever possible, travelers are encouraged to use personal vehicles for local or short distance travel or other travel where the use of personal vehicles is more cost efficient than using Motor Pool vehicles. The use of personal vehicles will be reimbursed at the current University mileage rate for private automobiles.
 - B. **Reimbursement for Travel:** Reimbursement forms must be

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Meals will be reimbursed according to the current University per diem rates. Receipts (credit card receipts are not valid receipts) must be obtained for all other purchases of any amount, except ground transportation of \$10.00 or less one way. Receipts must have the name of the establishment issuing the receipt, the date issued, and the amount. Receipts for payment of meals for guests must indicate or be accompanied by the names and titles of the guests.

- D. Travel Advance Request: If an advance of funds is needed, the Authorization for Advance must accompany the travel authorization. This advance is made as an interest free personal loan to the faculty or staff member and will only be made for seventy-five percent (75%) of estimated "out-of-pocket" expenditures. If student groups are traveling, the advance will be for 100%. "Out-of-pocket" expenses are defined for this policy as meals (per diem), personal automobile expenses, taxis, parking, and minor incidentals. Airfare, auto rental, accommodations, registrations, etc. should be paid by check requisition, purchase order or personal credit card (American Express Corporate Cards may be applied for). In no case will advances for less than \$30.00 be made.

Advances will be processed in the same manner as the travel authorization. NO emergency drafts will be issued. It is the traveler's responsibility to obtain approval far enough in advance to process the advance request in the routine manner. Monday of each week is the deadline if an advance check is to be received by the following Friday.

Travel advances will automatically be deducted from travel reimbursement claims. Travel advances which are not cleared within thirty (30) days after the actual trip will be deducted from the faculty or staff member's salary check.