TRAVEL
POLICY AND PROCEDURES
MANUAL

UNIVERSITY OF MASSACHUSETTS
LOWELL

January 13, 1998
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INTRODUCTION

PURPOSE OF UNIVERSITY POLICY

The University appreciates the efforts of those who travel on University business. Travelers should be comfortable while traveling, understand all travel related policies, and obtain reimbursement quickly. At the same time, it is necessary to keep trip costs within reasonable limits and to follow consistent reimbursement procedures.

This policy is intended to:

- Ensure compliance with state and federal regulations.
- Provide guidelines that are fair and equitable to both the traveler and the University.

GENERAL UNIVERSITY POLICY

The University's policy is to pay vendors or to reimburse employees for necessary and reasonable travel expenses incurred for authorized University business. The intent of this policy is that reimbursement be fair and equitable to both the traveler and the University. Employees traveling on business are responsible for complying with campus travel guidelines as described in the manual, and should exercise the same care in incurring expenses as they would in personal travel. This policy applies to all travel expenses reimbursed by the University regardless of the source of funds. When travel costs are to be charged to a sponsored project, the terms of the applicable award take precedence. At their discretion, schools, departments, or colleges may impose more restrictive guidelines for budgetary or control reasons, but they may not be less restrictive than guidelines stated in this policy.

RESPONSIBILITY OF THE UNIVERSITY

The University is responsible for:

- Establishing policies, guidelines, and procedures which meet IRS criteria so that travel reimbursements do not become reportable income.
- Establishing guidelines and procedures which ensure that sponsored project travel meets all contractual agreements.
- Clearly communicating guidelines, procedures, and responsibilities to travelers, department heads, and department support staff.

RESPONSIBILITY OF THE DEPARTMENT HEAD OR DIRECTOR

Authority and responsibility for approval and control of travel by employees rests with the department head, director, or other approving authority designated in writing by the department head. When giving prior authorization to the traveler, the department head or director is ensuring that:

- Adequate funds will be available.
- The intent of the trip is University related business.
- The traveler has authorization to be away from campus.

By approving actual reimbursements, the department head, director, or approving authority is ensuring compliance with guidelines, specifically:

- The travel expense was incurred while conducting University business.
- The information contained on the travel expense voucher and in the attached documentation is accurate and in accordance with policies and guidelines.
- The expenditure is charged to the proper account which has adequate funds available.

RESPONSIBILITY OF THE TRAVELER

A traveler on University business has the responsibility to incur travel expenses which are reasonable, appropriately documented, properly authorized, and within campus guidelines. University travelers are expected to obtain prior approval/authorization for travel from their director, department head, or designated approving authority. Travelers may not authorize their own travel nor approve their own expense reimbursements. Individuals who incur business expenses should neither gain nor lose personal funds as a result of their travel.
INTRODUCTION

SPONSORED PROJECT TRAVEL

Principal Investigators should ensure that domestic and foreign travel charged to a sponsored project follows the guidelines set forth by this policy unless the funding agency imposes greater restrictions. The terms of a particular grant or contract should be referred to for guidance on which expenditures are allowed.

ATHLETIC TEAM TRAVEL

The University recognizes the unique nature of Athletic teams; special arrangements are in place to facilitate team travel.
PREFERRED TRAVEL AGENCIES & CORPORATE CARD

TRAVEL AGENCIES

University business travelers are encouraged to seek the lowest airfare and take advantage of other travel discounts by utilizing reputable travel agencies for travel arrangements.

DESIGNATED TRAVEL AGENCIES

The Campus doesn't yet have designated travel agencies for all business travelers.

CORPORATE CARD PROGRAM

Karen Carter
Costello Gym, North Campus
(978) 934-2337
Karen_Carter@uml.edu

VISA Assistance Center
1-800-847-2911
Open 24 hours a day, 365 days a year

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DOMESTIC AIR TRAVEL
Domestic air travel is defined as travel within the United States and its territories and possessions (Guam, Puerto Rico, the U.S. Virgin Islands).

The traveler is expected to use the most economical mode of transportation available consistent with the authorized trip. This includes charging no more than the rate for the most direct and usually traveled route. More expensive transportation may be used if the traveler pays for the incremental difference over the allowed cost.

COMMERCIAL AIR TRAVEL

- Whenever possible, travelers should take advantage of the University's designated travel agencies.

- Travelers are expected to book the lowest-priced coach class airfare rate. Business class or first class domestic travel will not be reimbursed and the traveler must pay for the incremental difference.

- Since cancellation fees can be substantial once bookings are made, travelers are encouraged to book as far ahead of departure date as possible but to book only when business plans are firm.

- Reserving airline passenger space and booking over a Saturday night can save up to 70%. Saturday night stay-overs are encouraged when savings, net of additional costs of hotel and meals, exceed $50 or more. Travelers must document the savings for Saturday night stay-overs.

FEDERAL REGULATIONS ON COMMERCIAL AIR
Federal regulations prohibit the charging of business class or first class air travel to federally-sponsored projects. They also prohibit the inclusion in indirect costs of differential between a coach class fare and a business or first class fare.

- Federal-funded trips must utilize US. carriers at coach rates. A letter or notation of justification must be included with the travel expense voucher and be submitted to the travel audit section of the traveler's department if other than coach rates are charged.

- Sponsored project travel should adhere to federally-sponsored projects. They also prohibit the inclusion in indirect costs of differential between a coach class fare and a business or first class fare.

For the complete federal travel regulations, please refer to OMB Circular A-21 in Appendix C.

UPGRADES TO COMMERCIAL AIR TRAVEL
Upgrading of coach class airfare tickets is not an allowable expense reimbursement and therefore not permitted. A free upgrade is allowed and must be noted as such on the travel expense voucher.

FREQUENT FLYER PROGRAMS
Tickets purchased with frequent flyer miles will not be reimbursed by the University. Frequent flyer mile programs should not influence the traveler's flight selection or routing.

CHARTERED AND PRIVATE AIRCRAFT
For the safety of traveler's, the University strongly discourages the use of domestic chartered flights or traveling via a private plane.

LOST OR EXCESS BAGGAGE
Please refer to Travel Insurance, page 13.

CANCELLATIONS/UNUSED AIRLINE TICKETS

- If it is necessary to cancel a trip, the traveler should inquire from the issuing agency or airline about using the ticket for future trips.

- Whenever a penalty is imposed as a result of canceling a ticket due to University business reasons, the University will pay for the expense.

LOST/STOLEN AIRLINE TICKETS
Lost or stolen airline tickets are not a reimbursable expense.

AIR TRAVEL PAYMENT PROCEDURES

- Federal tax on airfare is allowable.

Refer to Payment of Travel Expenses, page 17.

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INTERNATIONAL TRAVEL

International travel is defined as travel outside the United States and its territories and possessions (Guam, Puerto Rico, the U.S. Virgin Islands).

University employees must receive appropriate campus approval to travel internationally.

GRANTS & CONTRACTS SPONSORED TRAVEL

Federal regulations prohibit the charging of business class or first class air travel to federally-sponsored projects. They also prohibit the inclusion in indirect costs of differential between a coach class fare and a business or first class fare.

Federally-funded trips must utilize U.S. flag carriers at coach rates between the United States and a foreign country or between foreign countries. This requirement shall not be influenced by factors of cost, convenience or personal travel preference.

There may be situations where a U.S. flag domestic carrier is not available. In situations such as this, a letter or notation of justification must be included with the travel expense voucher and be submitted to the traveler audit section of the traveler’s department.

Sponsored project travel should adhere to the Lowell campus’ travel guidelines unless the sponsor imposes greater restrictions.

For the complete federal travel regulations please refer to OMB Circular A-21 in Appendix C.

UPGRADES TO COMMERCIAL AIR TRAVEL

Upgrading of coach class airfare tickets is not an allowable expense reimbursement and therefore not permitted unless the traveler pays the incremental difference. Free upgrades are permitted but must be noted as such on the travel expense voucher.

FREQUENT FLYER PROGRAMS

Tickets purchased with frequent flyer miles will not be reimbursed by the University. Frequent flyer mileage programs should not influence the traveler’s flight selection or routing.

INTERNATIONAL PER DIEM

The traveler may use a per diem rate to obtain reimbursement for authorized travel outside the United States and its territories and possessions (Guam, Puerto Rico, the U.S. Virgin Islands). The University uses the U.S. Department of Defense Foreign Per Diem rates which cover meals, incidentals, and lodging.

Please contact the Comptroller’s Office for the rates which are published monthly by the federal government or via the Internet address www.fss.gsa.gov/travel.html.

The current federal per diem rate is applicable to international travel and may be used in all cases of international travel unless the traveler chooses to request reimbursement for actual expenses in which case receipts must be submitted with a travel expense voucher. When actual receipts are used, all reasonable expenses shall be reimbursed.

A traveler must choose reimbursement method either by all receipts or all per diem. Reimbursement may not include partial receipts and partial federal foreign per diem.

If a traveler chooses the per diem rate method and does not want the full amount he/she may indicate this on the travel expense voucher or use the formula below as a guideline.

\[- 1-12 \text{ hours} = \frac{1}{2} \text{ per diem rate}\]
\[- 13-24 \text{ hours} = \text{ full per diem rate}\]

PASSPORTS AND VISAS

Passports and visas are reimbursable expenses provided they were obtained in order to carry out University business.

CONVERTING INTERNATIONAL CURRENCIES

- Travel expense vouchers must be submitted in U.S. Dollars with an explanation and translation of international receipts and their conversions.
- Travelers must use the currency rates that were in effect when the travel took place. Therefore, currency receipts should be saved and used for converting international currencies back to U.S. dollars on the travel expense voucher.
- Use of the University corporate card eliminates the need to calculate international currency conversions and usually reflects favorable exchange rates.

To convert international currency, the following calculation is used:

\[\text{International Amount} \times \text{Exchange Rate} = \text{U.S. Dollars}\]
\[\frac{\text{U.S. Dollars}}{\text{Exchange Rate}} = \text{International Amount}\]
LODGING

Travelers are entitled to make accommodations that are well located and meet reasonable standards of cleanliness and comfort.

RESERVATIONS

Travelers are expected to incur the lease expenses to the University when a selection of the room and rate are available. The University's designated travel agencies often have preferred rates not always available when directly reserving a room with the hotel.

- Travelers may stay in a standard room, single room rate, at a non-luxury hotel and are encouraged to take advantage or reduced rates by making reservations early.

- Travelers should request the hotel's special rate, such as a government rate or college/university rate.

- Travelers should request and record the reservation number in case of billing disputes and to expedite the check-in process.

- When traveling to a conference, the University will stay at the hosting hotel even if the rate exceeds a non-luxury hotel rate. If there is a choice in hosting hotels, the traveler is expected to stay at the least expensive property.

HOTEL UPGRADES

An upgrade to a hotel room is not a reimbursable expense. The traveler may choose to upgrade a room, but the difference between the standard single room rate and the upgrade is the traveler's personal expense.

- If the traveler is accompanied by a guest and occupies a double room, only the single room rate is a reimbursable expense and must be indicated on the travel expense voucher.

- Any hotel room upgrades must be explained on the travel expense voucher.

HOTEL CANCELLATIONS

Charges from failure to cancel guaranteed reservations will not be reimbursed.

- The traveler should ask for the hotel's cancellation policy and consider any time differences when making cancellations.

- Travelers should request and record the reservation number in case of billing dispute.

HOTEL PERSONAL EXPENSES

Personal expenses such as in-room movies, video rentals, in-room alcoholic beverages and mini bar services, babysitting, room service, and recreational activities are a non-reimbursable expense with exceptions to limited personal calls.

Unlimited calls are allowed to the traveler's respective office or department. Business related telephone calls should be itemized, listing the exchange called.

Personal calls are allowed to provide notification of safe arrival and to provide information prior to departure.

- If you are traveling with a (non-business) guest and occupy a double room, you must indicate the single room rate on the travel expense voucher.

- Taxes on hotel bills are allowed.

- Hotel charges itemizing "valet parking" are reimbursable if the traveler is staying with the hotel or attending a conference at the hotel. If the traveler is not staying with the hotel and uses the valet for dinner, the expense is considered personal and non-reimbursable.

LODGING IN A PRIVATE RESIDENCE

Occasionally a traveler, while on University business, may stay in a private home in lieu of public accommodations.

- When traveling under a federally sponsored project, the hospitality expenses are not allowed.

- The traveler may submit original receipts for any token of appreciation costing up to and not to exceed $100.00.

- When the traveler is paying actual private rental expenses, an original receipt signed by the owner and indicating amount paid must accompany the travel expense voucher.

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VEHICLE RENTAL

RENTAL GUIDELINES

The use of rental vehicles such as cars, vans, and mini buses must be justified as an economical need and not as a matter of personal convenience. Vehicles should only be rented when public transportation and taxis are impractical, more expensive, or not available. This is a highly competitive industry and the traveler is encouraged to seek the most economical pricing by contacting the University designated travel agencies and/or the Procurement Department.

The short-term rental of a vehicle (less than 10 days) may be charged against a travel expenditure code and as a reimbursement to the traveler.

- Travelers will be reimbursed for the rental of a compact, economy, or mid-sized car, unless dictated by a specific business or physical reason. Other reimbursable items include the daily rental fee, gasoline charges, tolls and parking.

- Any justified business, physical, or medical reason for the vehicle upgrade is an allowed and reimbursable expense and must be explained on the travel expense voucher.

- Non-reimbursable charges include, but are not limited to, tickets, fines, traffic violations, and car repairs.

All vehicles rented for more than 10 days must be processed with a purchase order made out to the vendor and shall be charged to the appropriate object code.

RENTAL AGENCY REQUIREMENTS

Travelers should inquire with the rental agency about any additional requirements and charges associated with the rental of a vehicle. The following are examples of such charges, but are not exclusive:

- Usually 25 years minimum age to operate a rental vehicle.

- Major credit card required for reservation.

- Gasoline charges are assessed when a vehicle is returned to the agency without a full tank.

- Additional charges for dropping off the vehicle at a different city than the one originally contracted with.

- City or airport surcharges.

VEHICLE RENTAL UPGRADES

Rental vehicle upgrades are not a reimbursable expense. However, the traveler may upgrade the rental vehicle at his/her own expense.

VEHICLE RENTAL INSURANCE

- Please refer to Travel Insurance, page 13.

April 3, 1997
PERSONAL VEHICLE

PERSONAL VEHICLE GUIDELINES

The University will reimburse travelers the standard Internal Revenue Service (IRS) mileage allowance. This mileage rate covers all automobile expenses such as fuel, maintenance, towing, repairs, tires, depreciation, and insurance. See Appendix E for IRS Rate and a Flat Rate Mileage Allowance chart.

- In addition to the standard mileage allowance, necessary and reasonable charges for the following automobile-related expenses are allowed: tolls, ferries, parking, bridges, tunnels, and liability and physical damage insurance coverage in foreign countries that do not provide such coverage.

- If two or more employees travel in the same vehicle, only the employee who owns the vehicle will be reimbursed.

- When employees travel on a one day trip they are encouraged to utilize the “Single Day Trip” form that incorporates flat rate mileage allowance.

- The traveler will be reimbursed mileage based on the actual driving distance by the most direct route. The most direct route is considered the shorter distance from the traveler’s home or Lowell Campus to the destination point.

- Non-reimbursable expenses include car repairs, rental car costs during repair of personal car, and traffic violations, fines or tickets.

PERSONAL VEHICLE INSURANCE

When using personal vehicles on University business the owner's automobile collision insurance is the only coverage. General Liability Insurance is, however, in effect. See Travel Insurance, page 13.

COMMUTING EXPENSES

Commuting between an employee's home and permanent place of work is not a reimbursable expense.

- If an employee is temporarily relocated because of University business reasons then actual mileage will be reimbursed based upon the approved mileage rate.

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OTHER TRANSPORTATION

GROUND TRANSPORTATION

The traveler is expected to travel via the least expensive, logical, and efficient means available, to include University-owned vehicles, taxis, limousines, transporter services, and rail service.

- Employees traveling to the same destination should consider sharing ground transportation whenever possible.

UNIVERSITY-OWNED VEHICLES

- University-owned vehicles shall be used for official business only.

- An operator of a University-owned vehicle shall only transport passenger(s) traveling on official University business.

- A mileage log must be maintained for each University-owned vehicle, identifying the date and purpose of each trip and the beginning and ending odometer reading.

- Reimbursement shall be allowed for necessary expenses, such as charges for fuel, oil, garaging, parking fees, toll charges, and reasonable charges for car washing.

- Any operator of a University-owned vehicle must have a valid driver’s license and must be covered by a current University automobile insurance policy.

ACCIDENTS WITH UNIVERSITY-OWNED VEHICLES

Any accident in which a University-owned vehicle is involved must be reported in writing on an official report form to the Office as soon as possible.

- The traveler will be asked to complete an Automobile Loss Notice Form and submit it to the insurer.

- Travelers are advised to give the other driver the University’s insurance company’s name and number.

TAXIS

Receipts for taxi trips should be obtained from the driver whenever possible. Taxi expenses less than $25.00 do not require a receipt.

LIMOUSINE/TRANSPORTER SERVICE

- Limousine and transporter services are allowed as a reimbursable expense only if the cost is less than or equal to the cost of a reasonable taxi charge.

- Service for these modes of transportation that exceed the costs of a reasonable taxi charge are allowed only when justified business reasons preclude the use of more economical modes of transportation.

RAIL SERVICE

Travelers may use rail service as a means of transportation when convenience and a financial savings is achieved.

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MEALS & BUSINESS EXPENSES

PERSONAL MEAL EXPENSES

Personal meal expenses are reimbursed to a University employee while on travel status on behalf of the University via a domestic per diem rate as calculated below.

- A University employee is reimbursed a full per diem rate of $35.00 when in travel status for 24 hours. An employee is eligible for one half the per diem ($17.50) when travel status is 12 consecutive hours but less than 24 hours.

- The per diem includes meal gratuities.

CONFERENCE MEALS

- Conferences frequently provide meals to attendees, either as part of the registration fee or separately. The University may pay for these meals if appropriate.

- The domestic meal per diem shall not be reduced by conference meals.

BUSINESS MEAL EXPENSES

Documentation for business meals must include a statement of business purpose and a list of attendees in order to meet IRS guidelines.

- Reimbursement for business meals must also include original receipts attached to the travel expense voucher.

- Tips included on business meal receipts will be reimbursed. As a general rule, travelers should not tip more than 20% of the bill.

ALCOHOLIC BEVERAGES

The use of alcohol for business entertainment purposes is highly discouraged and only allowed in special circumstances as it places significant exposure on the University.

- Federal regulations prohibit charging alcoholic beverages to sponsored grants and/or contracts.

- When written authorization is obtained prior to a function or event, purchase of alcoholic beverages may be made with permission of the Chancellor.

- Should there be any questions regarding the use of alcoholic beverages for business functions, please contact the Comptroller’s Office.
COMMUNICATIONS
All necessary business calls and messages, including fax, are reimbursable.

Non-business calls are considered personal and not reimbursable with the following exception:

- Personal calls are allowed to provide notification of safe arrival and to provide information prior to departure.

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MISCELLANEOUS EXPENSES QUICK LIST

REIMBURSABLE EXPENSES

The following items are reimbursable as described below:

- Air travel booked at lowest Coach fares.
- Business entertainment essential to the transactions of university business which is consistent with university policy.
- Conference fees.
- Laundry and dry cleaning expenses for travel period if away seven nights or longer.
- Lodging for approved business travel in moderately priced single occupancy accommodations.
- Meals while on travel status (per diem meal allowance or meals included with conference registration).
- Mileage allowance for personal auto use on university business is reimbursable at the current authorized rate as per the university travel guidelines.
- Passport, passport photo and visa fees for international business travel.
- Rental of mid-size car (only when a rental car is necessary and warranted).
- Taxis and other local transportation while on travel status.
- Telephone charges while on travel status, relating to business and personal phone calls to maintain reasonable contact with family.
- Tips for business meals (20%), bellhops, baggage handlers, taxis, maid service.
- Tolls, parking, etc., while on university business.
- Travelers check fees.

NON-REIMBURSABLE EXPENSES

The following items are intended to be a representative list of expenses that are not eligible for reimbursement, however, the list is not all inclusive:

- Airline stopover charges (additional airfare, lodging, etc. when made for personal convenience
- Air travel & car rental trip insurance.
- Alcoholic beverages, mini-bar services in a hotel are not allowable.
- Articles stolen while on travel status (requires approving authority).
- Car rental charge over mid-size rate (unless directed by specific business reasons).
- Driver's license issuance or renewal fees.
- Gasoline and other operating expenses for personal car.
- In-room movies, newspaper.
- Laundry and dry cleaning expenses for travel period less than seven nights (requires approving authority).
- Loss or theft of a cash travel advance or personal item.
- Luggage, including attaché case or similar article (claim for damage to personal property must be filed with the transportation carrier).
- Optional trip insurance (including air travel, lost luggage, etc.).
- Personal credit card membership dues, fees, or charges including liability insurance for lost card use by third parties.
- Personal expenses (ie. toiletries, barber, masseur, city tours, personal entertainment, etc.,) while overnight out-of-town travel.
- Telephone charges from airplane.
- Traffic fines, parking violations and court costs.
- Transportation between home and work location when not on travel status.
- Unauthorized trips or entertainment.
- Unauthorized use of company charge card.
- Unreasonable meal expense incurred while discussing business with another employee when not on travel status.

April 3, 1997
TRAVEL INSURANCE
COMMERCIAL GENERAL LIABILITY

The University maintains a Commercial General Liability Insurance policy which provides liability coverage for employees, volunteers, agents, and others while working for or on behalf of the University. The policy limit is $1,000,000 with a $5,000 deductible. The coverage can provide protection in cases involving bodily injury, property damage, and personal injury caused by the negligence of an insured while carrying out his or her duties. There are certain coverage exclusions where certain types of claims would not be covered (e.g. discrimination, automobile, watercraft, etc.).

The coverage is afforded to individuals anywhere in the world. There is no restriction on where injuries or accidents may take place, as long as the suit is brought in the United States. To be covered by the University's policy, individuals on travel status must be working in official capacity at the time of an accident. The facts and nature of the suit will dictate whether coverage will apply.

UNIVERSITY-OWNED OR LONG-TERM LEASED VEHICLE

For accidents involving University-owned or leased vehicles, the University's insurance is primary, that is provides full value liability and collision insurance. The driver's personal automobile insurance becomes secondary coverage. The traveler will not be responsible for any deductible while the University's primary insurance is in place. The University's insurance policy has a maximum bodily coverage of $1,000,000. It is possible that these policy limits could be exceeded in extraordinary cases.

If a traveler is authorized to use a University-owned vehicle for business purposes and an accident occurs while the traveler is using the vehicle for personal business, the University's automobile policy will not provide coverage. The traveler's personal automobile insurance would then be the primary coverage.

PRIVATE VEHICLE

The University does not provide insurance coverage for employees operating a privately-owned vehicle. The owner will be responsible for the deductible portion of the owner's collision coverage.

CAR RENTAL

Travelers should obtain Collision Damage Waiver (CDW) insurance when renting a vehicle for University business. There are three ways a traveler may obtain the CDW:

A. Using the Corporate Card for Car Rental:

- By using the University's corporate card, full value primary automobile rental insurance with coverage for collision, theft, vandalism, appraisal fees, and loss of use is provided.

- Coverage is provided for business purpose rentals not to exceed 31 consecutive days worldwide.

- Auto Rental coverage shifts to secondary if it is used for personal travel.

In this circumstance the traveler should waive the CDW as it is an expensive option and duplicates the University's corporate card coverage.

What is not covered on the corporate card:

- Loss solely as a result of hail, lightning, flood, or other weather-related causes.

- Loss due solely to fire.

- Loss of damage as a result of the cardholder's lack of reasonable care in protecting the rental car before and after damage occurs (for example, leaving the car running and unattended).

B. Using a Purchase Order:

If a traveler rents a car in the name of the University and pays for it with a purchase order, the University policy will be the primary insurance both for liability coverage and for physical damage to the car, and the traveler is not responsible for any deductible.

In this circumstance the traveler should not select the CDW as it is an expensive option and duplicates the University's coverage.

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TRAVEL INSURANCE

C. Using a Personal Credit Card:

The traveler should determine if his/her personal credit card covers automatic coverage for CDW deductible. If not, the University recommends the traveler purchase the CDW in most cases as it is a reimbursable expense.

PRIVATE AND RENTAL AIRPLANE

The University does not provide accident or aircraft insurance coverage for travelers who are utilizing the services of a privately owned airplane.

- The University requires that the Chartered Aircraft owner maintain a minimum of $1,000,000 per seat in Aviation Liability coverage and name the University as additional insured.

- If a traveler pilots his/her own or privately owned plane, the University requires a minimum of $1,000,000 per seat in Aviation Liability coverage and name the University as additional insured.

ACCIDENT/BAGGAGE INSURANCE

Accident and baggage insurance is provided by the University’s corporate card for travel services purchased with the corporate card.

TRAVEL ACCIDENT INSURANCE

$250,000 Common Carrier Travel Accident Insurance is primary coverage, protecting against loss caused by a) a common carrier accident, or b) an accident occurring on the way to or from the terminal in a common carrier (i.e. taxi, bus, or airport limousine), provided the entire travel fare(s) ticket was charged on the corporate card prior to departure for the terminal.

The coverage extended to each insured person is:

- $250,000 paid for loss of life, sight of both eyes, loss of speech and hearing, loss of one member and sight of one eye, or two or more members (hand, foot), or

- $125,000 paid for loss of one member, loss of speech or hearing, or loss of sight of one eye, or

- $62,500 paid for the loss of thumb and index finger of the same hand.

Travel accident insurance applies to the cardholder, his/her spouse, and his/her children while traveling worldwide for business purposes, providing the entire travel fare(s) was purchased with his/her corporate card. Common carrier tickets purchased for fellow employees and tickets acquired with redeemed frequent flyer points or coupons are also covered. This insurance is provided to cardholders and/or Central Travel Systems (CTS) account users automatically when their entire travel fare(s) is charged to their corporate or CTS account.

$1,250 Lost or Stolen Checked/Carry-on Baggage Coverage

Coverage is provided when the common carrier ticket is purchased with the corporate card. The individual will receive reimbursement for the cost of luggage and its contents up to the lesser of a) the amount paid to the traveler by the common carrier, or b) $1,250 provided the luggage was checked with the common carrier and lost due to theft or misdirection by the carrier. Reimbursement is made only if the common carrier makes a monetary reimbursement, not other considerations.

Coverage is provided for:

- Checked/carry-on baggage and its contents, bicycles checked as baggage, coats packed in checked baggage, certain personal effects of the corporate cardholder.

Coverage is not provided for:

- Business contents or effects, umbrellas, hats, coats, cash or its equivalent, credit cards, securities, tickets and documents, contact lenses, artificial teeth and limbs, plants and animals, household effects (items used or displayed in a household not of a personal nature such as silverware, art objects, bedding, and linens), or automobiles, motorcycles, boats or other conveyances.

Coverage for "high risk" items such as jewelry, sporting, photographic, or electronic equipment, computers, and audio/visual equipment is limited to a combined maximum of $250 per trip.

April 3, 1997
NON-EMPLOYEE TRAVEL

SPOUSAL/DOMESTIC PARTNER TRAVEL

Travel expenses for an employee's spouse/domestic partner are not reimbursable except as allowed in the executive compensation policy or as part of an institutional event which has received prior approval.

- When a double room is occupied by a traveler and a guest, the single room rate will be reimbursed and must be noted as such on the travel expense voucher.
- When travel arrangements such as family plans result in a more economical airfare, the University will reimburse an amount up to the single traveler rate.

PROSPECTIVE CANDIDATES

Expenses such as, lodging or airfare incurred by an employee for the purpose of providing travel services for a prospective candidate are not reimbursable to the employee.

To provide travel services for the candidate, the department may choose from the following:

- Bill travel expenses directly through one of the designated travel agencies.
- Use a purchase order and standard invoice.
- When a purchase order is not accepted then the candidate submits a signed itemized invoice and is reimbursed directly.

STUDENT TRAVEL

- Graduate students receiving a stipend and post-doctoral students are considered employees under University travel guidelines.
- Undergraduate students are usually reimbursed with a purchase order followed by a standard invoice.
EXTENDED TRAVEL
CORPORATE CARD BILLING & PAYMENT

Employees are responsible for prompt payment of their corporate card bill each month. All corporate cards are due and payable within thirty days from the closing date of the billing cycle.

Cardholders who will be away for more than thirty days should contact Visa at (800) 344-5696, or make arrangements to have the bill paid.

UNIVERSITY CASH ADVANCE

Travelers are expected to utilize the University corporate card for all possible charges. If cash is necessary it may be obtained via Automatic Teller Machines (ATM).

Exceptions are as follows:

- Travelers who are on extended travel in exceptional cases may obtain a University advance from the Treasurer's Office, but must complete an advance request form signed by the approving authority and approved by the Comptroller's Office.

- Travel advances will not be issued more than two weeks prior to the trip date.

- A traveler is not eligible for a cash advance if he/she has an outstanding advance, i.e. he/she has not submitted a travel expense voucher that reconciles a previous cash advance.
# PAYMENT OF TRAVEL EXPENSES

## PREPAID AIRFARE TICKET & CONFERENCE FEE

The traveler may prepay airfare or conference fees using either of the following methods:

### A. REIMBURSEMENT

**AIRFARE**
- A traveler may request reimbursement for an airfare prior to the trip date. However, the airfare must be charged to the University's corporate card and the statement that reflects the airfare ticket number must be attached to a pre-trip travel expense voucher.

**CONFERENCE FEE**
- A traveler may request reimbursement for a conference fee prior to the trip date. However, the conference fee must be charged to the University's corporate card (if the card is not accepted a Visa FIRST CHECK may be written) and the statement reflecting the charge along with a notarized copy of the registration slip or an original receipt from the conference agency must be attached to a pre-trip travel expense voucher.

## SINGLE DAY TRIP PAYMENT

If a University employee takes a single day trip and wants to receive a reimbursement for expenses, he/she may utilize the Single Day Trip form. The form is intended to be a simpler method to expedite payment to the traveler and incorporates flat rates to common destinations.

- The Single Day Trip form may be obtained from the Comptroller's Office.

Please refer to Appendix G.

## ATM CASH ADVANCES & CHECKS

Cash advances up to a cap of $500/billing cycle may be obtained from Automatic Teller Machines (ATM) using the corporate card. A maximum of $500 can be written on a corporate card check.

- A 3% charge against cash withdrawn or corporate card check dollar amount will be charged against the corporate card account. Therefore, it is advised to obtain cash or use the checks only when necessary.

If an ATM cash withdrawal is obtained or the corporate card checks are used for University business travel expense, the traveler may request reimbursement for the transaction fee calculated as follows:

- Reimbursement is allowable for fees assessed for a maximum cash draw of up to $50/day with a maximum of $500/billing cycle.

## CORPORATE CARD BILLING & PAYMENT

Employees are responsible for prompt payment of their corporate card bill each month. All corporate cards are due and payable within thirty days from the closing date of the billing cycle.

- At 60 days, a 2.5% delinquency fee is assessed on the past due unpaid balance, minimum of $2.00.

- The account is canceled at 91 days of unpaid past due balance.

- Cardholders who will be away for more than thirty days should contact Visa at (800) 344-5696 (24 hour customer service) or make arrangements to have the bill paid.

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April 3, 1997