Traveling on University Business – Proposed Policy Changes

Add:

- Employees may not request reimbursement from the University for expenses that have been or will be paid for or reimbursed by another source.
- In cases where travel expenses are paid by the University (either through P Card purchases/advances/or otherwise), but are not allowable under this travel policy, or are not appropriately substantiated, then any of the following will occur:
  * Employee will pay the University via a personal check or money order.
  * In cases where the employee refuses to pay the amount owed to the University the amount may be deducted from the employee's paycheck, subject to restrictions under applicable laws.
  * When the amount is deemed uncollectable (traveler is no longer a University employee), the University will record the amount due as taxable compensation to the employee.

Change:

- **From**: Employees seeking reimbursement must complete the UN612, Employee Expense Reimbursement Worksheet within 15 days of the scheduled trip return date.

- **To**: Generally, travel reimbursement requests should be submitted within 30 days of the end of travel. Approvers may choose to deny requests received after this time. Expenses incurred near the end of a fiscal year should be processed in accordance with the year-end accounting calendar to ensure they are reported in the correct period. For travel on sponsored projects, travel reimbursement request should be submitted before the end date of the grant.

- **From**: The University will NOT reimburse first class travel. Business class may be reimbursed on flights lasting 8 or more hours. Frequent Flyer credits can be used to upgrade to business class ONLY on flights lasting 8 or more hours.

- **To**: When total one-way air time outside the continental United States (CONUS) is 8 hours or more, the traveler may, with preapproval from their unit, upgrade from coach class to the next most economical class of travel over coach (business class in most cases, first class in cases where business class is not offered. Frequent Flyer credits may be used to upgrade.
• **From:** (In policy statement?) International travelers also have the option of claiming the US State Department per diem for meals only and then submitting actual lodging expense (lodging expense receipts are required). When the traveler claims the State Department per diem, the University does NOT require receipts.

• **To:** Lodging – Non-Conference- Domestic or international lodging: Travelers may not exceed 150% of the international lodging rate for that city as referenced on the US State Department website. Receipts are required for all lodging.

• **From:** (In policy statement?) Travelers must claim only the meal portion of this amount (per diem); the incidental expenses must be subtracted from the M&E rate. If the traveler does incur allowable incidental expenses, (e.g. baggage handling fees, laundry/dry cleaning, etc.), the expenses must be itemized on the Employee Expense Worksheet (Um 612).

• **To:** The University will reimburse full M&E for a full day’s travel. For first and last day travel, see Travel Reimbursement Rates.

• The policy “Accrual and Use of Frequent Flyer Miles” will be eliminated. Content will be incorporated into “Traveling on University Business” policy.

• It has been recommended that Cash Advances become a separate policy, since travel is not the only time cash advances are appropriate.

• A separate section on student travel may be included.