

# Official University Travel and Reimbursement Policy

Authorized by UW Regulation 7-5

Effective January 1, 2017

## 1. PURPOSE

This document establishes the policy for the authorization of travel, which may be reimbursed by the university and the amounts that may be allowed from any funds, administered or controlled by the university, hereafter referred to as the "Travel Policy". The Travel Policy applies to all travelers, whether they are employees, students or other individuals performing official university travel.

- a. Travel Policy definitions are contained in Appendix A.

## 2. FALSE CLAIMS ARE A FELONY

A traveler attests to the validity of a claim when they sign any claimant certification, authorization, or approval statement, which is contained on all expense vouchers. If a person knowingly submits, with the intent to defraud, a false claim or voucher, any misrepresentation in any amount constitutes a felony offense under Wyoming Statute 6-5-303(b).

## 3. AUTHORIZATION OF OFFICIAL UNIVERSITY TRAVEL

All travel must have prior authorization even if the travel is at no cost to the university.

- a. Authorization for travel and claims for travel reimbursement shall be made on such forms and in accordance with such procedures as may be established by the Associate Vice President for Fiscal Administration.
- b. Whenever it appears that travel funds are insufficient to support all requests for official travel, the appropriate university officer may establish priorities for types of travel that will be approved. When travel funds are insufficient to fully reimburse travel expenses, official travel may still be approved if the traveler agrees, prior to travel, to pay the deficiencies from personal or other sources.
- c. When a traveler wishes to be reimbursed for any travel which involves "interrupted" or "constructed" travel, the business versus personal portion of travel must be documented in detail and approved prior to travel.
- d. When a traveler wishes to be reimbursed for actual meal expenses in excess of the Meals and Incidental Expenses (M&IE) (formerly per diem) rate, approval must be obtained prior to travel. M&IE and actual meal expenses may be claimed for the same trip.
- e. When a traveler wishes to be reimbursed for spouse, domestic partner or personal guest expenses incurred for the benefit of the university, prior approval is required, as well as a documented business purpose for the request. See section 7.f.x. for a list of qualifying conditions.

- f. Travel expense vouchers must be submitted to the Accounts Payable Office within sixty (60) days of completed travel, unless a travel advance was issued (see section 6.a.ii).

#### **4. CREDIT CARDS**

##### Procurement Cards

Two forms of procurement cards are available. The types and general use of each is listed below. Travelers should review the Procurement Card Procedures prior to travel for further information on use of each of the following types of cards.

- a. Individual Procurement Card
  - i. This card is issued in the name of the university employee and can be used to pay for commercial transportation, conference/workshop registration, and lodging expenses for official university travel. Lodging expenses are limited to room and tax charges only. Any other travel expenses (including incidental lodging charges) are not allowed to be charged to the card and will be the responsibility of the traveler initially. These expenses, if subsequently approved for reimbursement, will be reimbursed to the traveler through the normal reimbursement process after the trip has been completed.
  - ii. In lieu of travel advances for student team travel, the individual procurement card may be used to pay for certain travel expenses. Student team travel is defined as faculty/staff/administrators traveling with students attending a university sanctioned event.
    - i. The individual procurement card may be used to pay lodging charges, commercial transportation and meal expenses related to student team travel. Guidelines for use of the procurement card must be obtained prior to travel by contacting Procurement Services.
- b. Department Travel Card
  - i. This type of card is issued in the name of the department. The department travel card can only be used to purchase commercial transportation and to pay for lodging for official university travel. Lodging expenses are limited to room and tax charges only.

#### **5. TRAVEL ADVANCES**

Travel advances for anticipated expenses may be provided for employees who earn less than \$15,000 annually, for students on official university travel (other than team travel) and, in extraordinary and unusual circumstances when authorized in writing by the Associate Vice President for Fiscal Administration, or designee, for employees earning \$15,000 or more annually.

- a. Travel advances for those eligible will be issued through the Accounts Payable Office and are available at the Cashiers Office two (2) business days prior to actual travel.
  - i. Travel advances will be issued only when requested on the Travel Advance Request Form (see Accounts Payable group in WyoWeb):

- ii. Travel advances issued to students must be guaranteed by the appropriate university officer. Requests must be received by the Accounts Payable Office no later than seven (7) business days prior to the trip.
- iii. University employees or students who have received travel advances are required to submit a travel expense voucher with appropriate substantiating documentation within ten (10) business days after return from the travel. If the advance exceeds the travel expense vouchered, the traveler's personal check for the difference will accompany the voucher. If the advance is less than the travel expense vouchered, a check will be prepared and sent to the traveler within ten (10) business days of receipt of the completed voucher.
- iv. Employees or students failing to submit a travel expense voucher within ten (10) business days after return from the travel may be subject to loss of travel advance privileges. In the event an employee or student on the university payroll fails to submit a travel expense voucher within sixty (60) calendar days, the advance will be offset against their next salary payment.
- v. In the event a student who is not an employee of the university fails to submit a travel expense voucher within sixty (60) calendar days, a financial hold will be placed on the student's account until such time that a travel expense voucher is processed.

**6. REIMBURSEMENT OF EXPENSES OF ONE-DAY ROUND TRIPS AND EXPENSES WITHIN THE TRAVELER'S OFFICIAL DOMICILE**

- a. When any traveler is required and authorized to travel on university business for less than one day they may be reimbursed for allowable itemized receipted expenses. See section 8.e. for allowable expenses. According to the Internal Revenue Service (IRS) Treasury Regulation 1.62-2, one-day travel generally falls within the definition of travel that is not away from home (place of residence), is generally not deductible under part VI, subchapter B, chapter 1 of the Internal Revenue Code and reimbursements of such expenses are treated as being paid under a nonaccountable plan. Nonaccountable plan reimbursements are taxable income and must be reported on the employee's W-2.
- b. When a traveler is required or authorized to represent the university at an official breakfast, luncheon, or dinner held in the community of the traveler's official domicile or place of residence, they may receive reimbursement of the actual itemized receipted meal and gratuity expenses. If the meal does not qualify as a business meal under IRS regulations, the reimbursements are taxable income and must be reported on the employee's W-2. Requests for reimbursement of meals qualifying as business meals under IRS regulations must include the date of the breakfast, luncheon or dinner, the location (city and establishment) and the business purpose served by the expense.

## 7. REIMBURSEMENT FOR TRAVEL THAT EXTENDS BEYOND ONE TWENTY-FOUR (24) HOUR PERIOD

Travelers must have prior authorization, to travel by the appropriate university officer. The Travel Request Form found in the Accounts Payable group in WyoWeb may be used for this purpose. Travelers on official business that extends beyond one day, and is to a location more than forty-five (45) miles from their official domicile, shall be reimbursed for actual lodging expenses and/or M&IE, actual meal expenses or a combination of M&IE and actual meal expenses.

- a. Lodging will be reimbursed on an actual expense basis only. Receipts for lodging are to be furnished and attached to the travel expense voucher. Lodging receipts are the itemized folio receipt printed and issued by the commercial facility to the traveler. All lodging receipts must identify the vendor's name and business address, room rate, number of occupants, name(s) of person occupying lodging and an itemization of each item charged to the occupant (giving date, item and amount charged). No lodging reimbursement will be allowed for expenses incurred while utilizing non-commercial facilities (e.g. friends or relatives), or when no actual lodging cost is incurred (e.g. hostel or room provided at no charge).
- b. Meals will be reimbursed on an actual expense basis and/or by the M&IE rates in effect at time of travel according to the following agencies:
  - i. for the continental U.S. (CONUS), the U.S. General Services Administration (GSA) M&IE rates [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem) and Meals and Incidentals Expense Breakdown [www.gsa.gov/mie](http://www.gsa.gov/mie)
  - ii. for foreign locations, the U.S. Department of State M&IE rates (Foreign Per Diem Rates > Foreign Per Diem Rates by Location path from the GSA webpage or [http://aoprals.state.gov/web920/per\\_diem.asp](http://aoprals.state.gov/web920/per_diem.asp)) and Breakdown of Meals/Incidentals (Foreign Per Diem Rates > FTR Appendix B (Breakdown of Meals/Incidentals) path from the GSA webpage or [http://aoprals.state.gov/content.asp?content\\_id=114&menu\\_id=81](http://aoprals.state.gov/content.asp?content_id=114&menu_id=81))
  - iii. for Alaska, Hawaii and U.S. territories and possessions (OCONUS), the Per Diem Committee rates (OCONUS Per Diem Rates > Per Diem Rates > The Per Diem Committee path from the GSA webpage or <http://perdiem.hqda.pentagon.mil/perdiem/perdiemrates.html>) and the Breakdown of Meals/Incidentals provided by the U.S. Department of State (as shown above for foreign locations)
- c. The M&IE amount will be computed so as to pay seventy-five (75) percent of the traveler's destination rate on the day of departure, one-hundred (100) percent for all interim official business days, and seventy-five (75) percent of the traveler's previous day's rate on the day of return. Since M&IE rates differ by travel location, the applicable M&IE rates for the traveler's lodging location must be utilized.
- d. Any reimbursable expenses claimed in excess of fifteen dollars (\$15.00) shall be supported by vendor receipts or a sworn statement attesting to the expense, signed under penalty of false swearing by the claimant, and

- shall be attached to the travel expense voucher submitted to the Accounts Payable Office for payment.
- e. When being reimbursed on an actual expense basis, receipts for meals in excess of fifteen dollars (\$15.00) are to be furnished and attached to the travel expense voucher. Meal receipts are the itemized receipt issued by the meal establishment. All meal receipts must identify vendor's name and business address, date and an itemization of each item charged to the traveler (documented gratuity is reimbursable up to twenty (20) percent). When requesting meal reimbursement for other university travelers a complete list of names must be included on the travel expense voucher. When claiming M&IE and an actual meal expense for the same day, the M&IE rate is to be reduced by the CONUS, GSA, or OCONUS amount specified for that meal.
  - f. In addition to meal and lodging expenses, the following actual expenses incurred as a necessary part of approved travel may be claimed. Receipts shall be required for claims in excess of fifteen dollars (\$15.00) on the travel expense voucher.
    - i. commercial transportation costs
    - ii. copy, fax and other similar charges as they pertain to official business
    - iii. fuel for commercial transportation or university-owned vehicles
    - iv. laundry charges for trips of eight (8) calendar days or more (laundry and dry cleaning charges are included in the incidental rate for foreign travel)
    - v. mileage for approved use of private vehicle
    - vi. parking fees
    - vii. registration/conference fees (The registration form and/or conference agenda must be attached to the travel expense voucher to show the respective expenses for each of the meals, lodging and/or banquets that were included in the registration fee. Separate claims for meals in lieu of those provided, whether paid or complementary, will not be allowed.)
    - viii. road toll charges
    - ix. room service charges associated with meals taken in room (actual expense only; room service charges should be included as meal expenses and not claimed separately)
    - x. spouse, domestic partner, or personal guest expenses incurred for the benefit of the university (In order for an expense to qualify, it must meet the following conditions: the spouse or personal guest played an integral role in the business purpose of the trip, the spouse or personal guest was actively engaged in business and entertainment activities conducted and the expenditure was directly tied to business or entertainment activities related to the purpose for the trip or expense.)
    - xi. telephone calls for official university business
    - xii. trip cancellation insurance

- g. The following gratuities may be claimed only on days where only actual meal expenses are claimed. Receipts are not required, actual expenses only:
  - i. sky caps, bell hops and porters (generally \$1.00 per bag), parking attendants (\$1.00 - \$2.00 when vehicle is delivered) and hotel/motel maids (\$1.00 per night)
- h. Whenever considered necessary and appropriate, travel may be authorized subject to reimbursement of expenses less than the M&IE described above and if made known to the traveler at the time travel is authorized. The disclaimer shall be signed by the traveler when traveling for less than the M&IE.

## **8. REIMBURSEMENT OF EXPENSES FOR BUSINESS MEALS**

When an individual is required or authorized to host individuals for legitimate business purposes related to the mission of the university, they may receive reimbursement of the actual itemized receipted meal and gratuity expenses.

Requests for reimbursement of meals qualifying as business meals under IRS regulations will not be taxable to the employee if full accounting is provided. Full accounting must include a statement on the travel expense voucher indicating the date of the breakfast, lunch or dinner, the location (city and establishment), the business purpose of the expense, or the business benefit gained or expected to be gained, and the nature of the business discussion, and information about the person(s) for whom the expense is being claimed of a sufficient nature to establish the business relationship.

## **9. REGISTRATION FEES**

Payment of registration fees must be supported by a copy of the registration form, conference agenda, or program itinerary showing any meals, lodging, or banquet fees that were included. The supporting documentation must be attached to the travel expense voucher to show the respective expenses for each of the meals, lodging and/or banquets that were included in the registration fee. Separate claims for meals in lieu of those provided, whether paid or complementary, will not be allowed. Fees specifically for personal entertainment, activities or sightseeing are not reimbursable.

## **10. MODE OF TRAVEL**

The mode of travel shall be approved at the time travel is authorized, and shall be that which serves the requirements of the university most economically and advantageously.

- a. Travel by automobile: Whenever travel by automobile is approved, the traveler/driver shall possess a valid driver's license and be knowledgeable with regard to all relevant university policies, procedures and regulations, including the requirement to complete a defensive driving course when applicable. Any fine or penalty based on control of a vehicle being used

incidental to authorized travel is the responsibility of the authorized traveler and will not be reimbursed.

- b. Travel by University provided aircraft
  - i. Use of University provided aircraft shall only be for official purposes in accordance with this Policy.
  - ii. University provided aircraft:
    - 1. University provided aircraft includes University owned aircraft, state aircraft reserved through the State of Wyoming, or chartered aircraft.
    - 2. This policy does not apply to Research Aircraft operated by the Atmospheric Science Department in the College of Engineering and Applied Sciences.
  - iii. Business purpose:
    - 1. University provided aircraft shall only be used for matters pertinent to, and in the normal course of business for the University and only in compliance with the laws applicable to use of state-owned or leased aircraft.
    - 2. State aircraft may only be used if University aircraft is unavailable or in exceptional circumstances at the discretion of the President (or designee).
  - iv. Private purpose: University provided aircraft shall not be used for personal business, even with reimbursement to the University.
  - v. Justification for use:
    - 1. Use of University provided aircraft is justified when the business of the University cannot be conducted as well as, or more economically, through the use of regularly scheduled commercial aircraft. Economic justification includes not only the cost of the air travel but also opportunity costs and lost productivity costs.
    - 2. Examples of appropriate use include but are not limited to:
      - a. When the destination is not served by commercial carriers;
      - b. The time required to use such a carrier interferes with other important obligations;
      - c. Departure and arrival times do not reasonably coincide with a required travel itinerary;
      - d. The number of travelers makes the use of University provided aircraft cost effective;
      - e. There is a need for confidentiality; or
      - f. There is a need for on-demand athletic transportation for athletic events or coaches' recruiting.
    - 3. If the flight destination is less than 90 highway miles from the Laramie base of operations, the President (or designee) must approve the use.
  - vi. Non-University personnel

1. Passengers who are not University personnel may also fly on University provided aircraft if they are (a) persons whose transportation furthers the University's business purposes or (b) dependent persons of authorized travelers when alternative arrangements are not practicable (and only on a space available basis).
  2. In certain circumstances, the attendance of State of Wyoming officials, donors, or a spouse of a member of the Board of Trustees, President, or other University personnel is in furtherance of University business. Examples include, but are not limited to, alumni events, athletic events, board meetings, and development opportunities.
- vii. Flight operations:
1. Flight operations, scheduling, and rates for use of University owned aircraft is the responsibility of Auxiliary Services in the Division of Administration.
  2. Baseline operation of the aircraft will be on a single pilot basis.
  3. Operation of the aircraft will conform to industry standards under a Safety Management System with periodic external audits.
  4. Flight decisions shall be the responsibility of the pilot in command and shall be based on pilot professional standards and flight safety standards.
- viii. Rates for Use:
1. Air travel fees will be calculated on the basis of both direct and indirect costs adjusted at least on an annual basis so that the fees collected cover costs.
  2. Departments may be charged a fuel surcharge based on higher fuel costs incurred for specific destinations.
  3. Longer duration trips may require pilot rest time and lodging charges. Meals and lodging expenses are charged in accordance with this Travel Policy.
- ix. Priority Rights:
1. Aircraft are scheduled on a first-come, first-served basis, except that the President has priority rights.
  2. The President may grant priority rights categorically to other departments, or may approve priority rights on a case-by-case basis.
  3. A trip with priority rights may take precedence over a previously scheduled trip.
- x. Sinking fund: The Division of Administration shall establish a sinking fund to account for maintenance, repair, or purchase of University aircraft.



- xi. Exceptions: Any exceptions to this policy require the approval of the President of the University, in consultation with the President of the Board of Trustees.
- c. Travel by privately owned, rented, trade-out, or loaned aircraft: When approved in advance by the President, or designee, travel by privately owned, rented, trade-out, or loaned aircraft may be authorized; approval will not be granted for single engine aircraft. Any approval granted will be subject to the following requirements:
  - i. When a university traveler wishes to utilize a privately owned, rented, trade-out, or loaned aircraft for official university travel (either with or without passengers), the pilot must, as minimum requirements:
    1. Possess a current private pilot license issued in accordance with Federal Aviation Administration Regulations (FARs), appropriate to the aircraft to be flown; be in compliance with the currency requirements of said FARs with respect to flight time, biennial flight review, and other requirements as appropriate to the ratings held; and be in compliance with all applicable Federal Aviation Requirements, including the ability to carry passengers.
    2. Have logged a minimum of five hundred (500) hours of total flight time and logged two hundred and fifty (250) hours of total flight time in the type of aircraft being utilized.
    3. Have an instrument rating, issued in accordance with the FARs, and must be current for flight in instrument conditions, as defined by the FARs.
    4. For night or actual instrument conditions, have logged a minimum of one hundred (100) hours of instrument time, either actual or simulated in the type of aircraft being utilized.
  - ii. Whenever travel is approved under the Travel Policy, the traveler shall verify to the appropriate university officer that the pilot possesses a medical certificate issued by a FAA designated medical examiner and a biennial flight review within the preceding two (2) years. The pilot will show proof of instrument currency, as defined by current FARs (for example see FAR 61.57).
  - iii. Travelers receiving authorization for the use of personally owned aircraft for travel on official business must obtain liability insurance coverage in an amount not less than \$1,000,000 per occurrence, and must include the University of Wyoming as an "Additional Insured" on such policy. A copy of an endorsement to the traveler's policy reflecting the above coverage, and a certificate of insurance issued to the university shall be filed with the university's Risk Management Office and, by reference, included on all travel expense vouchers NOTE: Agent binder letters are not acceptable.
  - iv. Travelers receiving authorization for the use of rented, trade-out or loaned aircraft for official university travel, the owner must obtain

liability insurance coverage as described in section 11.b.iii. above, must name the university as an "Additional Insured" on such policy, must obtain adequate hull damage insurance to cover any possible loss of the aircraft, and must provide documentation of such coverage as required above.

## **11. TRANSPORTATION EXPENSE REIMBURSEMENT**

When any traveler is authorized to travel in the performance of official university business, they may claim reimbursement for all actual and necessary transportation expenses incurred in accordance with the following provisions:

- a. Transportation expenses charged to a personal credit card will be reimbursed to the traveler through the normal reimbursement process after the trip has been completed.
- b. If commercial transportation is used, the actual expense, not to exceed economy fare charged the general public, is reimbursable. If deluxe transportation accommodations are desired, the amount exceeding economy fare shall be paid personally by the traveler. A fare receipt must accompany the travel expense voucher. With prior approval of the President, or designee, actual expenses in excess of the economy fare may be reimbursed. The President's, or designee's, signature on the travel expense voucher submitted for payment, will indicate approval.
- c. If private aircraft use is authorized, the air mileage computation rate is limited to the combined total of commercial economy air fare, if reasonable service is accessible, ground transportation expenses for business purposes, and other related travel expenses.
- d. When privately owned vehicles are used within the state of Wyoming and the surrounding states, reimbursement for each mile necessarily traveled while on official university business shall be in compliance with Wyoming Statute 9-3-103(a)(iii) (see Appendix B). The current mileage allowance is published in the Accounts Payable group in WyoWeb.
  - i. Mileage allowance rates for use of private vehicles shall not exceed the IRS standard mileage rate in effect at the time of travel.
- e. When a traveler elects, for personal preference, to use a privately owned vehicle in lieu of commercial transportation outside the state of Wyoming and the surrounding states, reimbursement is limited to the least costly economy airfare plus applicable ground transportation expenses to the authorized destination. Lodging, meals or the M&IE allowance, and miscellaneous reimbursable expenses will be allowed only for the time that would have been required to make the trip by the most common commercial transportation. Any additional work days necessary for making the trip by a privately owned vehicle over the number of days required to make the trip by commercial transportation will be charged to compensatory time or annual leave.
- f. If a person travels from their place of residence directly to their business destination, the reimbursement shall be the lesser of the actual distance

- traveled versus the distance between the official domicile and the business destination(s).
- g. The university shall reimburse travel expenses based upon the traveler's official domicile. The university shall not reimburse travelers for travel between their place of residence and their official domicile.
  - h. When travelers are sharing the use of a privately owned vehicle in lieu of commercial transportation, reimbursement for mileage is allowable for the owner/operator only.
  - i. Reimbursement for miles traveled will be actual map miles from point A to point B and back. Standard map miles should always be used when available. The Accounts Payable Office will utilize MapQuest®, Google Maps or similar mapping service to determine reimbursable mileage for all out-of-state travel. For in-state travel, the Accounts Payable Office mileage chart found in the Accounts Payable group in WyoWeb will be utilized. Mileage will be calculated from the origin city to the destination city. Personal travel mileage such as to entertainment venues, movies, shopping, etc. is not reimbursable.
  - j. For indirect route mileage, odometer readings must be taken at the beginning and end of each side trip and the mileage for the difference in odometer readings, rounded to the nearest whole mile, should be claimed. The odometer readings for indirect route mileage must be recorded separately on the mileage affidavit portion of the travel expense voucher and must be clearly identified with an explanation as to reasons why the side trip(s) were necessary business expenses.
  - k. Terminal mileage is allowed with prior authorization for purposes of conducting official business of the university in the official domicile area, or at the destination point(s) while traveling. This includes travel within the destination location of the trip or mileage in conjunction with official business in the official domicile area, such as in-city miles traveled to attend meetings, conduct site inspections, obtain meals, etc. The odometer readings for terminal mileage must be recorded separately on the mileage affidavit portion of the travel expense voucher and must be clearly identified with an explanation as to reasons why the terminal mileage was necessary for business purposes.

## **12. MOVING EXPENSES**

When authorized, personal moving expenses for newly hired university employees may be reimbursed. All funds from other sources (e.g. Foundation or Cowboy Joe Club) used to reimburse moving expenses must be deposited to and expended from the appropriate university account. Only actual and necessary receipted expenses directly related to the move will be allowed. Whenever an employee receives a payment for moving expenses which is required to be reported by IRS regulations, the university will report such reimbursements as required, including withholding income and other taxes as applicable.

### **13. DIRECT BILLING**

Individual travelers may not have travel related expenses billed directly to the university. Sponsors of group travel must obtain prior approval in writing for direct billing from the Vice President for Administration, or designee.

- a. Direct billing is the process where a vendor submits an invoice requesting payment for goods or services the vendor provided the university. Submitting a travel expense voucher for travel-related expenses that the traveler paid with their personal funds is not considered direct billing.
- b. Prior vendor agreements are required for all direct billing. In addition to specifying the details of the services to be provided, the agreement should include a disclaimer statement specifying the university's responsibility. For example, when direct billing for lodging, the following disclaimer should be included in the agreement:

*“The University of Wyoming will only be direct billed for the basic room rate. The University of Wyoming is not responsible for incidentals or miscellaneous expenses charged to the room including: restaurant charges, alcohol, telephone charges, movies, etc.”*

### **14. REIMBURSEMENT FOR NON-UNIVERSITY PERSONNEL**

Reimbursement for travel and related expenses for non-university personnel who are invited by the university to the campus or some other location to perform a university service, for interview purposes, or other activities for the benefit of university is to be consistent with the provisions of the Travel Policy and similarly must be authorized in advance and approved in accordance with section 3 of the Travel Policy. Reimbursement for spouses, domestic partners, or family members invited by the university to accompany a candidate to an interview shall be at the discretion of the dean, director or department head conducting the interview.

### **15. NON-REIMBURSABLE EXPENSES AND EXCLUSIONS**

- a. Expenses for university travel shall not be reimbursed from petty cash accounts.
- b. Double payments for university travel are prohibited. Reimbursement by the university for travel expenses payable or paid by other agencies or entities is prohibited. When a traveler receives compensation from a non-university source, they may be entitled to reimbursement from the university for the unpaid or unreimbursed portion of the total expenses within the limits of the Travel Policy. Any such claim must be fully itemized on a travel expense voucher showing the expenses that were paid or reimbursed and by what source, and that the amount being claimed is not subject to reimbursement from another source. Separate claims for meals in lieu of those provided in registration fees will not be allowed. Separate claims for travel expenses that were prepaid by the university or direct billed to the university will not be allowed.
- c. No payment is to be made for unused lodging reservations due to the traveler's failure to make cancellations. Travelers are expected to exercise good judgment when making lodging reservations. If the traveler fails to

- use the reservation and subsequently either the traveler or the university is charged by the vendor, it is considered the traveler's responsibility to pay such charges, and not that of the university. (Exception: If circumstances were such that the traveler couldn't contact the vendor and make a cancellation, such circumstances must be explained in writing and signed by the traveler, and the explanation must accompany the travel expense voucher).
- d. Travelers may be reimbursed for commercial transportation re-booking or cancellation penalties provided such changes are due to circumstances beyond the control of the traveler. All travel expense vouchers for such payments shall be accompanied by an explanation. Commercial transportation cancellation penalties shall not be reimbursed by the university for circumstances due to traveler negligence.
  - e. No traveler will be reimbursed for travel expenses incurred while on personal consultation, vacation, military leave, excused absence without pay, or sick leave, unless a justification statement approved by the President, or designee, accompanies the travel expense voucher.
  - f. Under no circumstances shall a traveler attempt to secure a refund from a commercial transportation company for an unused ticket, or portion thereof, which was charged to or paid by the university. Unused tickets are to be returned by the traveler to the department for future official university travel use.
  - g. In cases where the spouse, domestic partner or personal guest accompanies the traveler on official business, not for the benefit of the university, lodging and other receipts must indicate the appropriate single-person charge.
  - h. No traveler shall approve their own travel request, travel advance or travel expense voucher.
  - i. When a disclaimer has been signed accepting reimbursement for travel at a lesser amount than the total cost of the trip, no subsequent travel expense voucher for the same trip can be submitted.
  - j. Reimbursement for overnight travel shall not be authorized within a forty-five (45) mile radius of the traveler's official domicile except in unusual circumstances, which will be approved by the appropriate university officer.
  - k. The following expenses are not authorized for reimbursement:
    - i. alcoholic beverages
    - ii. entertainment expenses (except when approved as they pertain to university development)
    - iii. expenses caused by driver error pertaining to the use of either a personal or university owned vehicle (ex. towing charges due to parking violations, locksmith fees related to traveler locking keys inside vehicle, etc.)
    - iv. gifts
    - v. laundry charges when the trip is of a duration less than eight (8) calendar days

- vi. mileage reimbursement between a place of residence and official domicile
- vii. optional entertainment/social events that occur in conjunction with conferences/seminars
- viii. personal expenses incurred during travel which are primarily for the benefit of the traveler and not directly related to the official business purpose of the travel (examples include the purchase of personal hygiene items, magazines, snacks, personal phone calls, movie rentals and other miscellaneous items)
- ix. personal travel insurance expenses paid by the traveler
- x. traffic fines and tickets, including parking tickets.