

## Official University Travel and Reimbursement Policy Appendix A

### Definitions

Appropriate university officer means university officer charged with budget authority for the fund(s) to support the authorized travel.

Budget authority means responsibility for expenditure of fund(s) as assigned to appropriate university officer.

Business purpose means a written explanation of the official university business related purpose of the authorized travel.

Commercial transportation means any public air, surface or water faring transportation.

Constructed travel excludes additional personal travel days taken *before* or *after* the necessary official travel dates. Therefore, the reimbursable portion of the business trip must be documented in detail by the traveler and approved prior to travel. See also interrupted travel.

Destination means the location of the employee at midnight, or if still traveling at midnight, the location where lodging is secured.

Direct billing means a billing from a vendor for goods or services submitted directly to a department or unit. Prior vendor agreements are required for all direct billing.

Economy fare means commercial transportation fare for other than deluxe accommodations if two or more classes of travel are available (not interpreted to include stand-by fares).

Expense means the travel-related charges incurred by a traveler in connection with the performance of their duties.

Gratuity means something given voluntarily or beyond obligation usually in return for or in anticipation of some service; tip.

Incidental expense means an expense, included in the M&IE allowance for fees, tips or gratuities given to parking attendants, porters, baggage carriers, bellhops (for personal or university property) hotel maids, stewards or stewardesses and others on ships, and hotel servants and laundry in foreign countries.

Incidental lodging charges means charges incurred for personal items including, but not limited to, movie rentals, personal phone calls, or non-business related internet connection.

Indirect route means travel while on official business of the university, traveling a route which includes visited points not listed in standard map mileage (such as project sites and field locations).

In-state travel means any travel within the state of Wyoming.

International travel means travel to any destination outside the fifty (50) United States.

Interrupted travel excludes additional personal days taken sometime *between* the beginning and ending travel dates. Traveler may only be reimbursed for the portions of the trip during which official university business was conducted. See also constructed travel.

Itemized means to set down in detail or by particulars.

Lodging means the place or establishment where lodging/sleeping accommodations are secured. Reimbursement will be allowed for commercial facilities only; this includes hotels/motels, boardinghouses, guest lodges, improved campgrounds, KOAs, and other commercial facilities.

Meal means a portion of food taken at one time to satisfy appetite, limited to three (3) meals per day, including related taxes and tips. Does not include continental breakfasts or coffee breaks provided by lodging establishments, conference centers, seminars, training, or other means, or meals provided with the purchase of commercial transportation. Does not include alcoholic beverages, entertainment or expenses incurred on behalf of other non-business travelers.

Meal and incidental expense (M&IE) means a daily allowance paid in lieu of actual meal and meal gratuity expense, as well as expenses identified in incidental expense above.

Official domicile for the purpose of regulating travel status, is the actual community or geographical area of the working or headquarters location of a traveler.

One-day round-trip means travel on trips of less than twenty-four (24) hours duration, inside and/or outside the traveler's official domicile area, during which time it is reasonable that no sleep or rest is required.

Out-of-state travel means travel to any location, not defined by in-state travel, in the fifty (50) United States.

Personal guest means a traveler accompanying the primary traveler for which there is a valid business reason for their presence.

Receipt means the original itemized statement or document generated by the vendor, restaurant, commercial lodging facility, etc. from which goods and services are obtained. It must specify the vendor's name and address, receipt of the goods or services.

Reimbursable expenses means other expenses that are inherently travel related and not included in the meal and incidental expense allowance such as parking and toll road fees.

Residence means the place where one actually lives as distinguished from official domicile.

Signature means an original, handwritten, ink signature, not a stamp, mechanical or other duplication.

Standard map mileage means in-state mileage as determined by the Accounts Payable Office mileage chart (see <https://uwsecureweb.uwyo.edu/ACCOUNTSPAYABLE>) and out-of-state mileage as determined by MapQuest® (see (<http://www.mapquest.com>)).

Standard mileage rate means an allowance for traveling expenses at a prescribed rate per mile.

Student team travel means faculty/staff/administrators traveling with students attending a university sanctioned event.

Traveler means any University of Wyoming employee, student or other individual performing official university travel.

Terminal mileage means travel within a community, work location or domicile.

Transportation means any form of surface, water or air travel by commercial transportation, university- or state-owned aircraft or vehicle, personally-owned aircraft or vehicle, or privately-owned, rented, trade-out, or loaned aircraft.

Travel at no cost to the university means travel which occurs in connection with official university business but which is reimbursed directly to the traveler by non-university organizations or which the traveler pays for themselves. Such travel shall be approved in advance in writing by the appropriate university officer.

Travel expense voucher means a form prepared and submitted requesting reimbursement for expenses incurred while traveling on official business of the university (see <https://uwsecureweb.uwyo.edu/ACCOUNTSPAYABLE/>).

Trip – one of the following:

1. one round-*trip* to complete a business errand within the limits of the domicile or temporary business destination (terminal mileage); or
2. one round-*trip* to complete university business outside the domicile or temporary business destination which is completed in twenty-four (24) hours or less and does not require lodging (one-day trip); or
3. one round-*trip* to complete university business outside the domicile or temporary business location which requires lodging for one or more nights and ends at the domicile or permanent business location.

University sanctioned event means any approved official university business.

Vendor means a person or company who sells goods or provides services.