



## Standard Administrative Policy and Procedure

**Subject:** University Travel and Reimbursement Policy

**Number:** UW SAP 7-9.4

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### I. 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.

### II. FALSE CLAIMS ARE A FELONY

A traveler attests to the validity of a claim when they submit any /Expense Report and check “I have read and accept the corporate travel and expense policies” box when submitting an Expense Report on WyoCloud Financial Management. If a person knowingly submits, with the intent to defraud, a false claim or expense report, any misrepresentation in any amount constitutes a felony offense under Wyoming Statute 6-5-303(b).

### III. AUTHORIZATION OF OFFICIAL UNIVERSITY TRAVEL

All travel must have prior authorization even if the travel is at no cost to the university. Information on travel authorization can be found on the [Travel at UW website \(http://www.uwyo.edu/travel/index.html\)](http://www.uwyo.edu/travel/index.html).

- 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 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 VII.D.9. for a list of qualifying conditions.
- E. Travel Expense Reports must be submitted in WyoCloud Financial Management within sixty (60) days of completed travel.
- F. Travel paid using personal funds will not be reimbursed until the completion of the trip.
- G. Cash advances will only be issued for trips longer than seven (7) consecutive calendar days, student travel, international travel to cash-based countries, and incentives for research participants.

#### **IV. CREDIT CARDS**

- A. Procurement Cards (Either the department travel card or the individual procurement card is the preferred method for procuring commercial transportation and lodging expenses.)

Two forms of procurement cards are available for travel purposes. 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.

##### **1. Individual Procurement Card**

- a. 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, parking, internet, and business-related phone 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. These expenses, if subsequently approved for reimbursement, will be reimbursed to the traveler through the normal reimbursement process after the trip has been completed.

- b. In lieu of cash 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.
- c. The individual procurement card may be used to pay lodging charges, commercial transportation and meal expenses related to student team travel. Employee meals may also be included and will then need to be deducted from their per diem reimbursement.
- d. Procurement cards cannot be used for individual meals or moving expenses. While hosting is allowed on a procurement card, they should not be used for individual meals as those are reimbursed on a per diem (M&IE) basis. Please see the procurement card manual for more information regarding hosting.

## 2. Department Travel Card

- a. 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, parking, internet, and business-related phone charges only.

## V. CASH ADVANCES

Travelers must seek alternate payment options before requesting a cash advance. Payments to suppliers can be made with a wire or automated clearing house (ACH), or payment with a procurement card.

### A. Cash advances may be requested by university employees and graduate students.

- 1. Cash advance requests must be submitted through WyoCloud Financial Management and will require approval by the individual's direct supervisor. Requests must be submitted, approved and received in Payment Services worklist no later than seven (7) business days prior to the trip.
- 2. University employees or graduate students who have received cash advances are required to submit an expense report with appropriate substantiating documentation within ten (10) business days after receiving notification that the advance is Overdue (based on the end date listed on the advance request). Any unused funds must be taken to the Cashier's Office and deposited. The Deposit Advice slip will then be attached to an expense report line and noted as Cash Advance Unused Funds. If personal funds are used in addition to the cash advance a reimbursement will be made to the traveler after the expense report is submitted and processed.

3. Employees or graduate students failing to submit a travel expense report within ten (10) business days after receiving notification that the advance is Overdue (based on the end date listed on the advance request) may be subject to loss of cash advance privileges. In the event an employee or student on the university payroll fails to submit a travel expense report within thirty (30) calendar days, the cash advance will be offset against their next salary payment.
4. If an employee has an overdue cash advance, any personal reimbursement they submit on an expense report will be applied to the outstanding cash advance until the cash advance is returned in full.

**VI. EXPENSE REIMBURSEMENT FOR TRAVEL THAT IS LESS THAN TWELVE (12) HOURS**

- A. When any traveler is required and authorized to travel on university business for twelve (12) hours or less, they may be reimbursed for allowable itemized receipted expenses. See section VIII.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. For information on reimbursement of one day meal expenses please see section VIII.

**VII. REIMBURSEMENT FOR TRAVEL THAT EXTENDS BEYOND ONE TWELVE (12) HOUR PERIOD**

Travelers must have prior authorization, to travel by the appropriate university officer. Travelers on official business that extends beyond one twelve (12) hour period, and is to a location more than forty-five (45) miles from their work location, shall be reimbursed for actual lodging expenses and/or per diem (M&IE).

- A. Lodging will be reimbursed on an actual expense basis only. Receipts for lodging are to be furnished and attached to the travel expense report. Lodging receipts are the itemized folio receipt printed and issued by the commercial facility to the traveler. All lodging receipts must identify the supplier's name and business address, room rate, number of occupants, name(s) of person(s) 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.** For information on meal reimbursement for travel that extends beyond a twelve (12) hour period, please see section VIII.
- C.** Any reimbursable expenses claimed in excess of fifteen dollars (\$15.00) shall be supported by supplier receipts, and must check “I have read and accept the corporate travel and expense policies” box when submitting an expense report on WyoCloud Financial Management. If a receipt is missing, the system will prompt and require you to complete a justification for the missing receipt.
- D.** 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 report.
1. Commercial transportation costs in accordance with Section XI below.
  2. Copy, fax and other similar charges as they pertain to official business.
  3. Fuel for commercial transportation, university-owned vehicles or personally owned vehicles if not claiming mileage.
  4. 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). Charges will only be reimbursed if they occurred during the trip.
  5. Mileage for approved use of private vehicle, in accordance with the mileage reimbursement rates published by the State of Wyoming for state employees using private vehicles pursuant to Section XI below.
  6. Parking fees
  7. Registration/conference fees (The registration form and/or conference agenda must be attached to the travel expense report 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.)
  8. Road toll charges
  9. 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.) It is recommended that permission and confirmation of reimbursement for a spouse, domestic partner, or personal guest be cleared with a units Dean or Vice President before travel. Written approval should be attached to an expense report showing Dean or

Vice President approval of the university covering expense for the spouse, domestic partner, or personal guest. If advance written approval is not attached to an expense report, the Cost Center Approver will ad hoc in the Dean or Vice President to approve the expense report. As the expense is at this time was incurred without written advance approval, it is then at the discretion of the Dean or Vice President to approve the charge. If the Dean or Vice President chooses to deny the charge, they can reject the expense report and add a comment that pre-authorization for spouse, domestic partner, or personal guest was not approved in advance.

10. Telephone calls for official university business

11. Trip cancellation insurance if pre-approved by Risk Management

E. Whenever considered necessary and appropriate, travel may be authorized subject to reimbursement of expenses less than the per diem (M&IE) described above and if made known to the traveler at the time travel is authorized.

#### **VIII. REIMBURSEMENT OF MEAL EXPENSE FOR BUSINESS MEALS, HOSTING, ONE DAY MEALS, AND M&IE.**

Employees are able to be reimbursed for five types of food/non-alcoholic beverage purchases: 1) Business Related Meeting Meals 2) Hosting 3) One Day Meals while traveling and 4) One Day meals within an employee's work location and 5) M&IE (per diem). See NOTE below for tax information.

A. Business Related Meeting. A Business meeting is defined as purchase of food for employee-only business events. The event must have a legitimate business purpose that is clearly defined under the description in the Expense Report. It is required that users identify the attendees when submitting a reimbursement. An employee may receive reimbursement of the actual itemized receipted food and gratuity (not to exceed 20%) expenses for the group.

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 report 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.

Requests for reimbursements of meals that do not qualify as business meals or are not properly substantiated will be added to the employee's Form W-2 and will be subject to the applicable payroll taxes.

- B.** Hosted Meal. Hosting a meal is defined as one UW employee purchasing food/non-alcoholic beverages for a group that must include a UW employee and at least one non-UW employee. The event must have a legitimate business purpose that is clearly defined under the description in the Expense Report. It is required that users identify the attendees when submitting a reimbursement. An employee may receive reimbursement of the actual itemized receipted food and gratuity (not to exceed 20%) expenses for the group.
- C.** One Day Meals outside an employee's work location. A one day meal is defined as a meal that is purchased during travel that occurs within a twelve (12) hour period and does not have a specific-business related purpose. The definition of one day is more formally defined under section VI.A. For example, two UW employees traveling to Denver for a one day conference may stop and purchase fast food in route to the conference. As they are not having a formal business-related meal, each employee will need to purchase their own meal, save their receipt, and submit their own receipt for reimbursement on an expense report. Employees are not to purchase a meal for another UW employee during one day travel. The need for this is due to tax regulations
- D.** One Day meals at an employee's work location. When an employee is required or authorized to represent the university at an official breakfast, luncheon, or dinner held in the community of their work location or place of residence, they may receive reimbursement of the actual itemized receipted meal and gratuity (not to exceed 20%) expenses.
- E.** Per Diem (M&IE) for Meal Expenses. When an employee is traveling outside their work location and beyond a twelve (12) hour period, meals will be reimbursed by the per diem (M&IE) rates in effect at time of travel according to the following agencies:
1. for the continental U.S. (CONUS), the U.S. General Services Administration (GSA) per diem (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)
  2. for foreign locations, the U.S. Department of State per diem (M&IE) rates ([https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp) )
  3. for Alaska, Hawaii and U.S. territories and possessions (OCONUS), the Per Diem Committee rates <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>) and the Breakdown of Meals/Incidentals provided by the U.S. Department of Defense (as shown above for foreign locations)
  4. The per diem (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 per diem (M&IE) rates differ by travel location, the applicable per diem (M&IE) rates for the traveler's lodging location must be utilized.

5. If the travel is being funded by a grant that does not allow for the use of per diem (M&IE), per diem will not be used and expenses will be claimed as actual expenses and a receipt will need to be included when submitting an expense report. All meal receipts must identify supplier'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).

## **IX. 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. 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.

## **X. 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 be an authorized driver. 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. The University recommends the use of a University Vehicle rented through Fleet Services Car Rental Services. If a fleet vehicle is not available, a traveler may use a personal vehicle and be reimbursed in accordance with the published rates for the State of Wyoming. More details on reimbursement for personal vehicles are included in section XI.D.

- B. Travel by University provided aircraft

1. Use of University provided aircraft shall only be for official purposes in accordance with this Policy.
2. University provided aircraft:
  - a. University provided aircraft includes University owned aircraft, state aircraft reserved through the State of Wyoming, or chartered aircraft.
  - b. This policy does not apply to Research Aircraft operated by the Atmospheric Science Department in the College of Engineering and Applied Sciences.



3. Business purpose:
  - a. 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.
  - b. State aircraft may only be used if University aircraft is unavailable or in exceptional circumstances at the discretion of the President (or designee).
4. Private purpose: University provided aircraft shall not be used for personal business, even with reimbursement to the University.
5. Justification for use:
  - a. 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.
  - b. Examples of appropriate use include but are not limited to:
    - 1) When the destination is not served by commercial carriers;
    - 2) The time required to use such a carrier interferes with other important obligations;
    - 3) Departure and arrival times do not reasonably coincide with a required travel itinerary;
    - 4) The number of travelers makes the use of University provided aircraft cost effective;
    - 5) There is a need for confidentiality; or
    - 6) There is a need for on-demand athletic transportation for athletic events or coaches' recruiting.
6. Non-University personnel
  - a. 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). Non-University personnel must sign a waiver with Risk Management.
  - b. 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.

**7. Flight operations:**

- a. Flight operations, scheduling, and rates for use of University owned aircraft is the responsibility of the Division of Administration.
- b. Baseline operation of the aircraft will be on a single pilot basis.
- c. Operation of the aircraft will conform to industry standards under a Safety Management System with periodic external audits.
- d. Flight decisions shall be the responsibility of the pilot in command and shall be based on pilot professional standards and flight safety standards.

**8. Rates for use:**

- a. 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.
- b. Departments may be charged a fuel surcharge based on higher fuel costs incurred for specific destinations.
- c. Longer duration trips may require pilot rest time and lodging charges. Meals and lodging expenses are charged in accordance with this Travel Policy.

**9. Priority Rights:**

- a. Aircraft are scheduled on a first-come, first-served basis, except that the President has priority rights.
- b. The President may grant priority rights categorically to other departments, or may approve priority rights on a case-by-case basis.
- c. A trip with priority rights may take precedence over a previously scheduled trip.

**10. 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 University 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:

1. 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:
  - a. 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.
  - b. 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.
  - c. Have an instrument rating, issued in accordance with the FARs, and must be current for flight in instrument conditions, as defined by the FARs.
  - d. 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.
2. 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).
3. 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 reports. NOTE: Agent binder letters are not acceptable.
4. Except where such rented, trade-out, or loaned aircraft is provided under contract or as a result of UW's aviation insurance, 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 X.C.3. 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.

## **XI. 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. Travel by air shall be limited to the lowest, logical, non-refundable, coach/economy class fare available. The additional cost for premium class or seat assignment fees for premium class (first class, business class, economy plus or economy comfort) travel is not reimbursable. If deluxe transportation accommodations are desired, the amount exceeding economy fare shall be paid personally by the traveler. Examples of deluxe transportation accommodations include but are not limited to purchase of additional leg room, early bird check in fees, and purchase of business or first class tickets. A fare receipt or the equivalent for the mode of commercial transportation used (air, train, bus, boat, etc.) must accompany the travel expense report. Actual expenses in excess of the economy fare may be reimbursed per the guidelines below:
  - 1.** If the fare is for economy plus, early bird check in fees, additional leg room, the full cost of the fare is reimbursable if prior approval from the requester's dean if the requester is from an academic personnel or the requester's associate vice president/director if the request is from a non-academic unit is granted. Documentation of the dean's/associate vice president's/director's approval must be attached to the expense report.
  - 2.** If the fare is for first class or business class, the requester must have prior approval from the unit's vice president. The Vice President may choose to consult with the President or his/her designee. Documentation of the vice president's approval must be attached to the travel expense report
  - 3.** Acceptable reasons for such exceptions to the reimbursement of funds beyond the economy class may include, but are not limited to, health restrictions that prevent economy travel and/or that economy fare seating options were no longer available.
- 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.** The University strongly encourages the use of a university vehicle rented through Fleet Services Car Rental Services. If a fleet vehicle is not available, a traveler will be reimbursed for a personal vehicle.
- E.** With the written approval of Dean, Department Head or Director if a traveler elects, for personal reasons, 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 (all of which should be documented and attached to the expense report) to the authorized destination. Ground transportation reimbursement is limited to what is outlined in the rates published by the State of Wyoming. Lodging, per diem (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 university employee 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 work location and the business destination(s).
- G.** The university shall reimburse travel expenses based upon the employee's work location. The university shall not reimburse employees for travel between their place of residence and their work location.
- 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 Payment Services 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 Payment Services Office mileage chart found on Forms on the Financial Affairs website 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. Generally, mileage for a privately owned vehicle will only be allowed for one round trip per travel event, unless a traveler can prove there was cost savings from making multiple round trips.
- 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, included with the travel expense report 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 written approval by the Dean, Department Head or Director for purposes of conducting official business of the university in the work location 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 work location 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, included with the travel expense report and must be clearly identified with an explanation as to reasons why the terminal mileage was necessary for business purposes.

## **XII. PERSONAL MOVING ALLOWANCES**

With prior written approval by the hiring department, moving allowances may be offered for newly hired university employees up to an amount not to exceed 1/12 of their annual salary. The moving allowance will be paid as a lump sum. Documentation for this transaction will be the offer letter, and the employee will receive this allowance via payroll. At the discretion of the department, the moving allowance could be less than 1/12. If the allowance is less than 1/12 the annual salary, documentation must also include a written document from the department on the agreed upon lump sum amount. All funds from other sources (e.g. Foundation or Cowboy Joe Club) used to fund the allowance must be deposited to and expended from the appropriate university account. If a department wants the moving allowance to exceed 1/12 the employee's annual salary, approval from the area Vice President is needed.

Whenever an employee receives an allowance for moving expenses which is required to be reported by IRS regulations, the university will report such allowance as required, including withholding income and other taxes as applicable.

## **XIII. 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 Dean, Department Head, or Directors.

- A.** Direct billing is the process where a supplier submits an invoice requesting payment for goods or services the supplier provided the university. Submitting a travel expense report for travel-related expenses that the traveler paid with their personal funds is not considered direct billing.
- B.** Prior supplier 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."*

#### **XIV. 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 III 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 if an academic unit, or Vice President, Athletic Director, or General Counsel if non-academic unit conducting the interview. In order to submit a reimbursement for non-university personnel, they will need to be set up as a supplier, and a completed supplier form will be required. Reimbursement documentation attached to either a non-PO invoice or a Requisition must include a completed and signed non-employee travel form."

Non-university personnel providing a service, including honorariums, will have all expenses and fees, including travel, submitted on a requisition as a professional service. Supplier will need to submit an invoice with no actual receipts.

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

- A.** Expenses for university travel shall not be reimbursed from cash accounts or cash equivalent 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 report 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.
- 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 supplier, 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 supplier and make a cancellation, such circumstances must be explained in writing and signed by the traveler, and the explanation must accompany the travel expense report).

- 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 report 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 report. For business related travel during a sabbatical, see Academic Affairs for guidance
- F.** Under no circumstances shall a traveler attempt to secure a personal 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, receipts must indicate the appropriate single-person charge.
- H.** No traveler shall be the sole approver of their own travel request, cash advance or travel expense report.
- I.** When a user checks the box on an expense report reading "I have read and accept the corporate travel and expense policies," for travel at a lesser amount than the total cost of the trip, no subsequent travel expense report 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 work location except in unusual circumstances, which will be approved by the traveler's appointing authority.
- K.** The following expenses are not authorized for reimbursement:

  - 1. alcoholic beverages
  - 2. entertainment expenses (except when approved as they pertain to university development)
  - 3. expenses caused by driver error pertaining to the use of either a personal, rental, courtesy, or university owned vehicle (ex. towing charges due to



parking violations, locksmith fees related to traveler locking keys inside vehicle, etc.)

4. gifts
5. laundry charges when the trip is of a duration less than eight (8) calendar days
6. mileage reimbursement between a place of residence and work location
7. optional entertainment/social events that occur in conjunction with conferences/seminars
8. 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, sunscreen, bug spray, magazines, snacks, personal phone calls, movie rentals and other miscellaneous items)
9. personal travel insurance expense unless pre-approved by Risk Management
10. traffic fines and tickets, including parking tickets.

## **XVI. INQUIRIES REGARDING POLICY MODIFICATIONS AND/OR EXCEPTIONS**

Inquiries and regarding the above items illustrated within this policy should be directed to Procurement and Payment Services. Additionally, final interpretation of the policy will be determined by the Associate Vice President of Financial Affairs.

**Responsible Division/Unit:** Division of Finance & Administration, Procurement and Payment Services

**Source:** None

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** Appendix A of the University Travel and Reimbursement Policy

**Approved:** 11/23/2020