

Travel Policies and Procedures Manual



**University of Massachusetts
Central Administration**

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The travel policies and procedures explained in this manual pertain to all UMass Central Administration employees and non-employees. These policies and procedures have been developed to help the traveler expedite the process of traveling while following the guidelines set out in Doc. T92-031 by the University of Massachusetts Board of Trustees

I. OVERVIEW

General

The University's travel policy provides for necessary and reasonable travel expenses incurred for authorized University business. The intent of these guidelines is that payment be fair, equitable, and efficient for both the traveler and the University. These guidelines have been designed to be easy to understand and administer.

The University recognizes that employees who travel from home on authorized business must forego their living accommodations and may forfeit personal time. Accordingly, the University will assume the cost of appropriate accommodations. However, such accommodations are not intended to be perquisites and the University reserves the right to deny reimbursement of expenses that are considered lavish, extravagant, or are unsupported by required documentation.

Scope

These guidelines apply to all travel expenses regardless of the source of funds. At their discretion, University campuses and departments may impose more restrictive guidelines for budgetary or control reasons.

Purpose

The purpose of these guidelines includes:

- Providing guidance to travelers, travel arrangers, approvers, and auditors on cost-effective management of travel expenses.
- Defining the responsibility and accountability of the traveler and the authorizer of University business travel.
- Defining the consequences of not adhering to the guidelines.
- Setting the rates of reimbursement for mileage and meal per diems for employee and Trustee travel on University business.

Authorization and Responsibility

Traveler

A traveler on University-related business has the responsibility to act prudently and incur expenses that are necessary, appropriate, and reasonable. Travel arrangements should use the most cost- efficient means available to meet the programmatic requirements of the trip. The traveler is responsible for prompt submission of travel-related expenses.

Department

Authority and responsibility for approval and control of travel by employees' rests with the supervisor or manager of the account to which the expense is to be charged, usually the department head, or Principal Investigator for sponsored projects. Travel expenses are payable only when required approval(s) are appropriately obtained. Employees may not authorize travel or approve travel expenses for themselves.

Accountability

Traveler

Travelers are liable for overpayments that may be discovered in a post-audit review. Discovery of fraudulent practice by travelers while on authorized University business is cause for dismissal as well as other consequences that may be determined.

Department

Accountability for carrying out the University travel guidelines rests with the department head, or Principal Investigator for sponsored projects. Required documentation of travel expenses will be retained in accordance with the written procedures adopted by the campus, and is subject to audit.

Training

Each campus is responsible for providing training and explaining the University Travel Guidelines to the traveler, travel arrangers, and departmental staff responsible and accountable for the travel guidelines. The training program is intended to explain and illustrate current travel guidelines and procedures and any changes made to these rules. Travelers, travel arrangers, and departmental staff responsible and accountable for the travel guidelines are expected to complete the training program and keep themselves current with changes in the guidelines.

Rates

Per Diem Meal Allowance

The treasurer shall promulgate and keep current a Travel Reimbursement Rate Table showing allowances for meals.

Personal Vehicle Use

Reimbursement for personal vehicle use will be reimbursed at the then current rate established by the United States Internal Revenue Service, which rate shall be deemed to include the cost of fuel and other operating expenses of the motor vehicle. The treasurer will promulgate changes to vehicle reimbursement rates as necessary.

Written Procedures

Each campus shall establish written procedures to implement these guidelines. The campus shall provide these procedures to the Vice President for Management and Fiscal Affairs and Treasurer. At a minimum, the campus procedures shall contain approval and documentation requirements for:

- Authorization to Travel
- Prepaid expenses and Cash Advances
- Local Travel
- Air Travel – Commercial/Foreign/Frequent Flyer Programs
- Cancellation Penalties
- Ground Transportation – Private Automobile/Rental Cars
- Authorized Use of State Vehicles (Where Applicable)
- Reporting Car Accidents Related to State Vehicles
- Lodging and Meal Guidelines
- Miscellaneous Expenses
- Travel Expenses of Spouse and Others
- Special Travel (Interview and Student)
- Travel Expense Report
- Required Receipts and Lost Receipts
- Commitment to Timely Reimbursements
- Foreign Travel

Exceptions

Exceptions to the above-described procedures require the approval of the appropriate dean or vice chancellor.

Exceptions to the above travel guidelines require the approval of the President.

II. TRAVEL POLICY STANDARDS

Below are the Travel Policy Standards distributed by the Senior Vice President for Administration & Finance and Treasurer on September 18, 2013, effective October 1, 2013. The Travel Policy and Procedures Manual was updated in accordance with these standards.



University of Massachusetts

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Administrative Standard

Title: Travel Policy Standards

Related Policy Number: Doc T-92-031 (Appendix B)

Functional Area: Fiscal Affairs

Effective: 10/1/2013

Responsible Official: Senior Vice President for Administration & Finance and Treasurer

Last Reviewed/Updated: 09/03/2014

INTRODUCTION

The Board of Trustees has assigned to the President and Chancellor of each campus general responsibility for the approval and control of travel by employees, and the President shall establish written standards to implement the Travel Policy. Campuses must establish written campus travel guidelines within the scope of the University Policy regarding travel. Campus guidelines and procedures may be more, but not less, restrictive.

The University's travel policy provides for necessary and reasonable travel expenses incurred for authorized University business. The intent of these standards is that payment be fair, equitable, and efficient for both the traveler and the University. These standards have been designed to be easy to understand and administer.

TRAVEL POLICY

The Travel Policy (T92-031, Appendix B) and these standards establish authorization, approval, responsibility, training, reimbursement rates and general documentation and reporting requirements for travel while on University business. Section III defines the standard for satisfying the requirements of the following policy:

- a. This policy has been established to provide standards that ensure economical travel on University business while maintaining the necessary controls, accountability and compliance with applicable federal and state laws, and administrative efficiency.

- b. This policy pertains to all employees, Trustees and non-employees traveling on University business regardless of source of funds.
- c. Travel expenses must be approved by a person who has the authority to approve or deny payment of the travel expenses. Delegation of approval authority should not create a situation where an employee is approving the expenses of their supervisor or another employee of equal or higher position without appropriate authorization. Campuses/departments have the discretion to require their employees to obtain preapproval for in-state travel. For all out of state and in-state with overnight travel pre-approval is required.
- d. All employees are required to obtain approval prior to any international travel. The President will get approval from the Board Chair and the Chancellors from the President.
- e. If travelers are traveling internationally, it is recommended that they fully document their itinerary with their travel office and follow all established rules specific to Export Control. Fully documented travel plans allow the University to provide insurance and other coverage as appropriate.
- f. For both domestic and international travel, the University travel program is to be used wherever possible in order to obtain lowest cost fares; access to airport, hotel and other travel-related amenities; and to provide travel emergency support.
- g. Reimbursement for travel under this policy is designed to comply with the accountable plan rules of the Internal Revenue Service (IRS) as contained in Publication 463 "Travel, Entertainment, Gift and Car Expenses". Compliance with the accountable plan rules permits the University to provide reimbursement for business-related travel expenses on a non-taxable basis. Employees, and other authorized individuals, who incur travel expenses while conducting official University business may be reimbursed for all reasonable and necessary expenses in accordance with this policy, and the Standards established by the President of the University.
- h. Travelers and management are responsible for ensuring that travel expenses are for valid University business-related purposes; are in accordance with University policies and procedures; and are a prudent and judicious use of University funds.
- i. Employees and non-employees traveling on University business are expected to choose the most economical mode of transportation that meets the traveler's scheduling and business needs and University policy.
- j. University employees receiving a promotional item (including hotel rewards, rental car program, frequent flyer miles, upgrades, or access to carrier club or facilities) as a result of using travel or transportation services obtained at the University's expense may retain the promotional item for personal use if the promotional item is obtained under the same terms as those offered to the general public and at no additional cost to the University.
- k. All travel expenses incurred by travelers must be substantiated and documented in accordance with University policy, standards, applicable federal and state laws and campus guidelines.

- l. In circumstances where a traveler 's expenses have been paid by the University (via Procard/Travel Card, reimbursement, etc.) and a third party for the same travel expenses, the traveler will ensure that the duplicate reimbursement is returned to the University within 30 days of the receipt of the duplicate payment.
- m. Travelers traveling on sponsored funds should follow the most restrictive applicable policy (University policy or sponsor rules).
- n. Approvers are responsible for validating that all expenses comply with University policy and standards, are a prudent and judicious use of University funds, are adequately documented, and are submitted and accounted for in a timely manner. Travelers are responsible for any late fees or items of a personal nature incurred while traveling.
- o. Travel expenses for non-university employees, such as consultants, speakers, lecturers, visiting professors, candidates for positions, and students are reimbursed in accordance with this policy. Reimbursements which exceed the provisions established for employees shall require the advanced authorization of the Vice President or Vice Chancellor for Administration and Finance

Standards Statement

The University recognizes that employees who travel from home on authorized business must forego their living accommodations and may forfeit personal time. Accordingly, the University will assume the cost of appropriate accommodations. However, such accommodations are not intended to be perquisites and the University reserves the right to deny reimbursement of expenses that are considered lavish, extravagant, or are unsupported by required documentation.

Authorization, Approval and Responsibility:

President/Chancellor

It is the responsibility of the President/Chancellor to implement and administer the provisions of the Travel Policy in all areas under his or her jurisdiction. At a minimum, the President/Chancellor shall:

1. Inform all members of the faculty and administration of their obligations for all employee, Trustee and student travel expenditures under the control of their respective departments or units.
2. Issue written instructions relating to the approval and control of travel expenditures.
3. Establish approval and documentation requirements and allowable cost rules for travel, hotel, and food expenditures.
4. Designate the campus officer responsible for the control of employee and student travel expenditures.
5. The President shall issue instructions regarding Trustee travel and designate an officer responsible for coordinating the same.

Campus Fiscal Staff

Authority and responsibility for approval and control of travel by employees may be delegated. The campus is responsible for issuing appropriate delegation authorization. Travel expenses are payable only when required approval(s) are appropriately obtained either by signature or electronically. Employees may not authorize travel or approve travel expenses for themselves, a supervisor or other employees of equal or higher position without appropriate campus authorization.

Accountability for administering the requirements of the travel policy rests with the individual approving the travel. Required documentation of travel expenses will be physically retained or imaged in accordance with the written procedures adopted by the campus, and is subject to audit.

Traveler

A traveler on University-related business is expected to exercise prudent and judicious care when incurring expenses which are necessary, appropriate, and reasonable. Travel arrangements should use the most cost-efficient means available to meet the programmatic requirements of the trip. The traveler is responsible for prompt submission of travel-related expenses and accounting for any advances received. Travelers are responsible for the expenses incurred and are liable for overpayments that may be discovered in a post-audit review. Discovery of any fraudulent practice by travelers while on authorized University business is cause for dismissal, as well as other consequences that may be required by the University or law enforcement authorities.

Training

Each campus is responsible for providing training and support to the traveler, travel arrangers, and departmental staff responsible and accountable for the travel guidelines. The training program should explain and illustrate current travel procedures and practices, and any changes made to these rules. Travelers, travel arrangers, and departmental staff responsible and accountable for the travel guidelines are expected to complete the training program and keep themselves current with changes in the guidelines.

Rates

Per Diem Meal Allowance

The Treasurer shall promulgate and keep current a Travel Reimbursement Rate Table showing allowances for meals.

Personal Vehicle Use

Reimbursement for personal vehicle use will be reimbursed at the then current rate established by the United States Internal Revenue Service, which rate shall be deemed to include the cost of fuel and other operating expenses of the motor vehicle. The Treasurer will promulgate changes to vehicle reimbursement rates as necessary.

Related Procedures, forms and other resources

Each campus shall establish written procedures to implement these standards. The campus shall provide these procedures to the University Controller. At a minimum, the campus procedures shall contain approval and documentation requirements for:

- Authorization to Travel
- Prepaid expenses and Cash Advances (if allowed)
- Local Travel
- Air Travel - Commercial/Foreign/Frequent Flyer Programs
- Cancellation Penalties
- Ground Transportation - Private Automobile/Rental Cars
- Authorized Use of State Vehicles (Where Applicable)
- Reporting Car Accidents Related to State Vehicles
- Lodging and Meal Guidelines
- Miscellaneous Expenses
- Travel Expenses of Spouses and Others
- Special Travel (Interview/Student/Recruiting)
- Travel Expense Report
- Required Receipts and Lost Receipts
- Commitment to Timely Reimbursement
- Foreign Travel

III. GENERAL EXPENSE PROCEDURES

Travel is a necessary operation of the University. The University has no intention of denying any employee reimbursement for official University travel. Similarly, the University does not intend to compensate employees for the inconvenience of travel, per se, or for personal (non- University) expenses incurred while traveling on behalf of the University. Travel expenses must be directly related to the University's interest. When deciding whether or not to request reimbursement for an item, an employee should be able to answer yes to each of the following questions:

- Was the expenditure necessary to the conduct of University business?
- Would a prudent employee have incurred this expense?
- Did I actually spend this amount of money?
- Is it reasonable to request and to expect travel reimbursement?

Questionable items must be resolved with the appropriate Business Manager or Vice President and with the Controller's Office before the expense is incurred.

A. Travel Status

Unless they are attending a local conference or retreat, employees are considered to be on travel status only if they are traveling on approved University business away from both home and the traveler's normal campus address. For the purpose of clarifying policy for out of state, overnight travel, "away" will be defined as a distance of fifty miles. This means that an employee may be reimbursed for both lodging and meals only if the destination is fifty miles or more from either the employee's home or assigned campus address.

When personal and business travel is combined, expenses must be clearly documented and may not exceed the lowest available cost of a direct or uninterrupted route. If the traveler uses an indirect route or interrupts travel for personal convenience, any additional expenses incurred are the sole responsibility of the traveler.

B. Travel Authorization

All out-of-state, overnight travel must be pre-approved. A Travel Authorization must be completed by the traveler and approved by their direct supervisor and the fund administrator before any travel arrangements are made.

Pre-approval is also required for all in-state, overnight travel. A Travel Authorization is not required, an email pre-approval by the traveler's direct supervisor and the fund administrator is sufficient. When creating an on-line expense report after the trip is complete, the email pre-approval must be attached along with the receipts. An exemption for the pre-approval requirement for in-state, overnight travel will be made for those required to attend University related meetings.

C. Expense Report Completion and Submission

Timeliness of Submission

All travel expense reimbursements to employees must be accounted for within "a reasonable period of time" of when the expense was incurred. For IRS purposes, a reasonable amount of time is considered to be 120 days. Accordingly, all reimbursement requests must be received via the completion of an Expense Report within 120 days of when the expense was incurred. Travel Reimbursement requests that are submitted after 120 days will still be accepted but the IRS requires that the reimbursement be treated as taxable to the individual receiving payment. This will result in those amounts being taxed and will be added to the taxable gross income on the employees W-2.

Documentation Requirements

The following information is required with the submission of an Expense Report for employee reimbursement:

- The business purpose for the travel.
- Travel Authorization (if required per policy III-B above).
- Where practicable receipts should be presented for reimbursable expenses and are required on all expenses greater than \$25.00. If no receipt is available for expenses in excess of \$25.00, a Missing Receipt Affidavit must be filled out and signed by the employee and the Approving authority and attached to the Expense Report.
- The dates and times of departure and return for each trip on University business.
- The destination/location for each University business trip (name of city/town & state).

D. University Travel Program

The University has implemented a new Travel Program which is to be used for both foreign and domestic travel in order to obtain lowest cost fares, access to airport, hotel and other travel related amenities; and to provide travel emergency support.

There are two vendors to facilitate travel arrangements; Egencia is the on-line booking option. This is to be used for simple point to point domestic reservations along with Amtrak, hotel and car reservations. The Travel Collaborative is the live agent booking option. This should be used for all international travel reservations, complex travel arrangements; meaning visits to two or more cities, or for any traveler who would like personalized service.

Questions regarding the University Travel Program can be directed to Deb Fisher (dfisher@umassp.edu).

E. Spousal Travel/Domestic Partner Travel

Travel expenses for an employee's spouse/domestic partner are not reimbursable except as allowed in specific campus policies such as the University Executive Compensation Policy.

When an employee traveler and a guest occupy a double room, the single room rate will be reimbursed and must be noted as such on the travel expense voucher. Airline mileage and other fares will only be reimbursed at an amount equal to the most economical direct route.

F. Non-Employee Travel

Travel expenses for non-employees, such as consultants, speakers, lecturers, visiting professors, candidates for positions, and students are reimbursed in accordance with this policy. Reimbursements which exceed the provisions established for employees shall require the advanced authorization of the Vice President or Vice Chancellor for Administration and Finance.

Non-employees must be made aware of this policy prior to doing business with the university if expense reimbursement is anticipated.

G. Ground Transportation

Travelers are expected to utilize the least expensive, most direct, and efficient means of transportation available. This includes rental vehicles, University-owned vehicles, taxis, limousines, and transporter services. Employees traveling to the same destination should consider sharing ground transportation when possible.

H. Personal Vehicle/Mileage

Personal use of automobiles is permitted and reimbursed on a mileage basis at the effective Internal Revenue Service mileage rate. The current mileage rate can be accessed via the GSA site <https://www.gsa.gov/portal/content/100715>. This mileage rate covers all automobile expenses such as fuel, maintenance, towing, repairs, tires, depreciation, and insurance. No reimbursement will be made for vehicle repair costs regardless of whether it results from the traveler's act or acts of others.

Below are mileage charts from the Shrewsbury (333 South St.) and Boston (1 Beacon St.) locations to the UMass campuses.

➤ **Boston Mileage**

Location	Designate	Mileage	
		One way	Round Trip
Amherst	UMA	95	190
Boston - Campus	UMB	4	8.
Dartmouth	UMD	60	120
Hadley	UM-Hadley	105	210
Lowell	UML	33	66
Worcester	UMW	43	86
Shrewsbury	SHREW	36	72
Springfield Center	SPRING	90	180
Mass Green High Perf Comp Ctr	MGHPCC – Holyoke	90	180

➤ **Shrewsbury Mileage**

Location	Designate	Mileage	
		One Way	Round Trip
Amherst	UMA	64	128
Boston Campus	UMB	40	80
Dartmouth	UMD	76	152
Hadley	UM-Hadley	64	128
Lowell	UML	42	84
Worcester	UMW	5	10
Pres. Office – One Beacon St.	PO- Boston	36	72
Springfield Center	SPRING	57	114
Mass Green High Perf Comp Ctr	MGHPCC – Holyoke	57	114

In addition to the standard mileage allowance, parking fees and tolls are also reimbursable expenses. Toll rates can be obtained via the Mass DOT toll calculator page-

[Mass DOT Toll Calculator](#)

The University will not reimburse employees for parking tickets, fines for moving violations or vehicle towing charges.

Mileage is measured from the employee’s home to the destination and return. Or, from the University or Department Address to the destination and return, whichever is less. Mileage between an employee's residence and place of work is not reimbursed.

When two or more passengers travel in one private automobile on official University business, only one employee may claim reimbursement for mileage.

Personal vehicles may be used in lieu of commercial airline travel. Mileage will be reimbursed at the established current rate but should cost the university no more than the commercial coach/economy airline fare. Similarly, transportation by bus, train, or other means will be reimbursed for the actual cost but no more than the commercial coach/economy airline fare.

I. University Vehicle

When available, the traveler should utilize state owned vehicles. Any operator driving a University-owned vehicle must be employed by, or working on behalf of, the University. The operator must also have a valid driver's license, comply with all traffic laws, and obtain approval as required by the department who owns the vehicle. University-owned vehicles are to be used for official business only. Operators of such vehicles should only transport passengers who are also traveling on official 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 will be allowed for necessary expenses incurred while using a University-owned vehicle. These include: fuel, oil, windshield washer fluid, parking fees, toll charges, and reasonable charges for car washing. All fuel receipts for state vehicles that are submitted for reimbursement must have the vehicle registration number written on the receipt.

J. Taxi/Limousine/Transporter Services

The costs of taxis or other transportation to and from hotels, airports, or railroad stations in connection with business activities is reimbursable. The costs of limousine or transporter services are allowed as a reimbursable expense only if the cost is less than, or equal to, the cost of a customary taxi charge. Long-term airport parking should be avoided. Alternative arrangements for travel to airports should be considered when airport parking charges would exceed the cost of a round-trip taxi or limousine.

K. Rental Vehicles

The use of a rental car should be justified as an economical and/or business necessity. Travelers will be reimbursed for the rental of a compact, economy, or mid-sized car. Travelers who choose to upgrade to a full-size, luxury, or sport utility vehicle will not be reimbursed for the difference in price unless the traveler provides a specific business or medical reason for the upgrade, which must be explained on the expense reimbursement or Procard log.

Reimbursable items include the rental fee, fuel charges, tolls, and parking. Non-reimbursable items include tickets, fines, and car repairs.

L. Vehicle Insurance Information

In general, there are two types of insurance needed for a vehicle. Liability Insurance and Physical Damage Insurance (Collision and Comprehensive).

Liability Insurance--The University has a hired and non-owned Liability insurance policy for vehicles rented for University business. We have a generic Certificate of Insurance to evidence this coverage. We can also request a specific Certificate of Insurance if needed. This policy has a \$1,000,000 combined single limit for bodily injury and/or property damage. When renting a car for University business, you should decline additional liability insurance offered by the rental company. Be sure the renter has a copy of the Certificate of Insurance with him when he/she is leaving and renting a vehicle as it may be required. This policy is generally an excess policy to cover any damages in excess of the rental company's liability insurance limits.

Physical Damage--The vehicle also needs to be covered by Physical Damage Coverage (Collision and Comprehensive). The University does not have this insurance coverage for rented vehicles. If you are using a Purchase Order, a credit card not issued by UMass, or if renting anything over 8+ passenger capacity.

If you are using a UMass Corporate Travel credit card, and are renting a car or less than 8 passenger van, check the terms of your specific credit card as it may have the insurance included. If so, then you can waive the Physical Damage insurance. If in doubt, the Physical Damage Insurance is a good protection at usually a low daily rate. If the Physical Damage coverage is not purchased, then the University would be required to pay for any applicable damages to the rented vehicle.

M. University Owned Vehicles

The University of Massachusetts is self-insured in accordance with Chapter 258 of the Massachusetts General Laws for automobile liability with respect to vehicles that are owned by the University. The University is self-insured for both Liability and Physical Damage. Visit [the University Treasurer's Office](#) for more information.

N. Leased Vehicles

University leased vehicles carry full liability and collision coverage as required by the leasing company.

O. Non University-Owned Vehicles

If an employee uses their personal car on University business and is in an accident, their personal insurance is primary and they are responsible for any deductibles. If their personal insurance limits are exhausted, the University has an excess policy that could then be available.

Employees should contact the University Treasurer's Office when involved in an accident on University business.

P. Air Travel

Travelers are expected to book the lowest-priced economy class rates available. It is the responsibility of the traveler to obtain the most economical airfare available consistent with the purpose of the trip. Whenever possible, travelers should take advantage of discounts and purchase airline tickets 30 days in advance, whenever possible. The University will not reimburse upgrades to Business and First Class seating, larger/more room seat fees, early bird check-in fees, or preferred seating fees without a clear business need or medical/physical reason. Travelers who choose to upgrade must pay the difference between the lowest priced nonstop economy class fare and the final fare. Complete documentation of such arrangements must be submitted with the expense report. Air carrier selection cannot be biased by the traveler's frequent flyer affiliation. The lowest cost air travel should take precedence.

The University will not reimburse travelers for tickets purchased with frequent flyer miles.

The University will reimburse individuals for change or cancellation penalties imposed by the airlines provided the change or cancellation was caused by unavoidable circumstances. Individuals must submit supporting documentation with their expense report along with a Refund/Exchange Notice showing the amount of penalty.

Q. Accounting for Savings by Early Arrival

If an employee chooses to arrive early for a conference or meeting to take advantage of reduced airfare, the employee must reconcile the standard economy airfare with the reduced airfare, the additional hotel and meal expenses, and any other expenses that were incurred because of early arrival. This reconciliation should be submitted with the expense report.

If an employee chooses to arrive early or stay at a location after a conference has ended for personal reasons, the employee will not be reimbursed for hotel or meals for the time not spent on University business.

An employee is allowed to depart the day before the conference or meeting begins and stay one day after the conference ends if the conference ends late in the day.

R. Personal Meal Expenses Incurred While on Travel Status

Per Diem Meals

Personal (non-business related) meal expenses incurred by an employee while on travel status **cannot** be charged to the ProCard. Personal meal expenses incurred while on travel status must be paid out of pocket by the employee and then claimed as Per Diem reimbursement with the filing of an Expense Report. Meal expenses will be reimbursed to the employee at the Per Diem rate set by the GSA on a yearly basis (see 'Per Diem Rates' below). Receipts are not required to be submitted for meals claimed as Per Diem.

Please note- Meals incurred on travel status that are charged to the ProCard will not be considered a valid expense and the employee will need to be reimburse the University for the total of the meal(s).

Per Diem Rates

The University has adopted per diem based on what the GSA sets each year. Please visit www.gsa.gov/perdiem to find the rates. Select the destination state and city using the drop down menu, then click "Find Rates". The appropriate rate for the city will be displayed. (The GSA per diem rate ONLY applies to meals, NOT hotels)



The screenshot shows a web form titled "Search by City, State or ZIP". It includes a dropdown menu for "For Fiscal Year" set to "2016 (current)". Below this are three input fields: "Select a State" (a dropdown menu), "City (optional)", and "ZIP" (with a small icon on the right). A blue button labeled "Find Rates" is positioned at the bottom of the form.

This link will also give you information to download a mobile app. As in the past, the appropriate per diem rate applies to the city where the traveler's lodging is located.

The table below lists the six M&IE tiers in the lower 48 continental United States (currently ranging from \$51 to \$74). If you need to deduct a meal amount, first determine the location where

you will be traveling. The M&IE rate for your location will be one of the six tiers listed on this table. Find the corresponding amount on the first line of the table (M&IE Total) and then look below for each specific meal deduction amount.

The table also lists the portion of the M&IE rate that is provided for incidental expenses (currently \$5 for all tiers). Incidental expenses are described as: A. Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries. B. Transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the temporary duty site. C. Mailing cost associated with filing travel vouchers and payment of Government charge card billings.

Total	Continental Breakfast/ Breakfast	Lunch	Dinner	IE
\$51	\$11	\$12	\$23	\$5
\$54	\$12	\$13	\$24	\$5
\$59	\$13	\$15	\$26	\$5
\$64	\$15	\$16	\$28	\$5
\$69	\$16	\$17	\$31	\$5
\$74	\$17	\$18	\$34	\$5

This table lists the amount employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

Total	First & Last Day of Travel
\$51	\$38.25
\$54	\$40.50
\$59	\$44.25
\$64	\$48.00
\$69	\$51.75
\$74	\$55.50

Per diem is calculated by days. In the case of a ½ day trip without overnight, the first & last day of travel rates will apply. This is still considered “Taxable Reimbursement”.

Additionally, if meals are provided on either the first or last day of travel, the standard meal deduction for the full per diem rate will apply. For example, for traveling to a city with a \$69 per diem rate, the first day of travel has the rate of \$51.75. If dinner is provided, the \$31.00 will be deducted from the first day per diem rate, so the person is eligible to receive a reimbursement of \$20.75 for that day.

S. Business Meals Incurred While on Travel Status

Per diem is not granted for meals that are provided as part of official University business such as business meetings. A meal expense incurred during a business meeting must be claimed for reimbursement on the Expense Report as a ‘Business Meeting’ and include a Business Entertainment Expense Form attached to the Expense Report. A meal provided as part of a University meeting/function must be deducted from any Per Diem being claimed on the Expense Report.

T. Conference Meals

Conferences frequently provide meals to attendees as part of the registration fee. The traveler is not entitled to a meal per diem allowance for meals that are included as part of the registration fee.

To assist with the determination of which meals were provided during a conference, a copy of the agenda (meeting schedule) must be included with the travel reimbursement request. Expense Reports must also include the actual days of travel along with personal time while on their trip. If personal time will be used before a conference, the traveler's University business will begin at the time the conference starts. Alternately, if the traveler takes personal time after the conference, University business will end at the time the conference ends.

If certain circumstances, such as unique dietary needs, make it necessary for the traveler to forego the provided meal, the traveler may then claim up to the Per Diem rate allowance. In such cases, a written explanation is required to be attached to the Expense Report.

U. Lodging

The University will pay actual room costs for each day that lodging away from home is required for business purposes. Travelers are entitled to accommodations that are suitably located and meet reasonable standards for safety, cleanliness, and comfort. Travelers should choose good quality, but reasonable priced hotels or motels whenever practical. However, when attending a conference, travelers may stay at the conference hotel even if it is not the most economical option available. If there is a choice of hosting hotels, travelers are expected to stay at the least expensive one.

V. Reservations

When securing reservations, travelers should ask if there is a discounted university/college rate available. When traveling on federally funded projects, travelers may request the hotel's government rate. A letter from the project sponsor may be required upon check-in to confirm funding source.

W. International Travel

Employees traveling internationally on University business are reimbursed for the same travel expenses as someone who travels domestically. They may also be reimbursed for passport fees, exchange rate fees, and other items necessary for conducting University business.

It is recommended that international travelers fully document their itinerary with their travel office and follow all established rules specific to federal export control laws.

The link for the International Traffic in Arms Regulations (ITAR) can be found [here](#) . The Export Administration Regulations (EAR) can be found [here](#)

Hotel receipts are required for both domestic and international travel. The receipt should state the dates of stay, room rate and applicable taxes, and any additional charges. A credit card receipt is not acceptable.

Reimbursement amounts should be converted from foreign currency to US dollars before submitting the expense report. The applicable exchange rate for the dates of travel can be found [here](#). Rates that were current at the time of travel can be found at the site's "Historical Lookup." Receipts should have an explanation and translation in addition to being converted to US dollars.

International Per Diem

The International per diem rates for meals, incidental expenses, and other pertinent international travel information can be found [here](#).

Federally Funded International Travel

The Fly America Act was enacted in 1974 to mandate the use of U.S. flag air carriers for federally funded international travel. Federally sponsored trips must utilize U.S. flag carriers at the lowest available rates. A letter of justification must be included with the travel expense voucher and submitted to the travel audit section of the traveler's department if other than lowest rates are charged.

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.

Sponsored project travel should adhere to the Central Administration travel procedures unless the sponsor imposes greater restrictions.

For the complete federal travel regulations, please refer to [this website](#).

IV. USING THE PROCARD FOR TRAVEL

Out-of-state, overnight travel requires prior authorization from a department head or business manager. A travel authorization should be completed on-line and approved before any travel arrangements are made. The travel authorization number must be referenced on the Procard log.

Meals incurred by an employee while on travel status **cannot** be charged to the ProCard. Meal expenses incurred while on travel status must be paid out of pocket by the employee and will be reimbursed by the filing of an Expense Report. Travel meals that are charged to the ProCard will not be considered a valid expense and the employee will need to be reimburse the University for the total of the meal(s).

Receipts – Original receipts for Procard transactions should be submitted with the Procard transaction log. In order to capture all relevant information associated with an out-of-state trip, Procard users should scan and attach Procard receipts to the on-line expense report along with any receipts for reimbursable expenses. In addition, hotel bills, airfare or any other Procard charges related to the trip must be entered on the expense report. “Paid via Procard” must be selected for payment type and “Procard” must be selected for billing type. In circumstances where a traveler is reimbursed on a Procard receipt, the reimbursement must be returned to the University within 30 days of discovering the error.

Travelers attending an out-of-state conference must include a copy of the conference agenda with their travel submissions.

Travelers attending an out-of-state conference are allowed to depart for their trip the day before the conference begins in order to attend early sessions.

Business Entertainment Expenses – Per the Board of Trustees Business Expense Policy, meals during working hours, including “working meals” where one employee takes another employee to breakfast, lunch, or dinner are not acceptable business expenses. This does not include committee meetings, conferences, retreats, seminars, etc. which are considered acceptable business expenses. For more information regarding Business Expense Policy see Doc T92-031 (Appendix C). This document is available on the President Office website a copy has been included in your Procard information.