

The University of Scranton
Travel Policy
Updated: April 1, 2012
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General Information

The following procedures are intended to provide information and guidance regarding University travel. The procedures are outlined in general terms to allow reasonable flexibility. They are not expected to cover every possible situation. Items of an unusual nature must be explained on the [Travel Expense Report](#) in detail. When possible, such items should be discussed with Accounts Payable in advance. University employees are expected to be as conservative as good taste and circumstances permit in the expenditure of funds for official travel.

General Policy

Reimbursement will be made to faculty, staff, and others for reasonable and necessary expenses incurred in connection with approved travel on behalf of the University, but only when reimbursement will not be received from any other source. Where a leader is designated, in the case of group or team travel, the group leader may be responsible for all expenses, in which case Per Diem rates will not apply. Claims for reimbursement of travel expenses must be submitted to appropriate budget supervisors and then sent to Accounts Payable within ten (10) business days after the traveler has returned from the trip.

Approval Authority

Authority and responsibility for approval and control of travel by employees and guests of the University rests with the budget supervisor responsible for the budget to which the expense is to be charged. Travel expenses are reimbursable only when all required approvals, including approval from government or other project sponsors, are obtained prior to incurring the expense and when the traveler has adhered to all applicable University policies.

Expense Reports, Records, and Reimbursements

Dated original receipts or invoices for expenses must be submitted with a completed [Travel Expense Report](#). Receipts should be attached chronologically as referenced on the Expense Report. All University travel expense accounts submitted for reimbursement must have the approval of the budget supervisor for the budget that will be charged. **A copy of your conference itinerary must be included with your expense report.** A condensed itinerary that shows the conference dates, location and "program at a glance" list of sessions and any meals provided may be submitted. This meets the IRS

requirement for the University to obtain records that prove the time, place and business purpose of the travel.

Records and Reimbursement

Receipts

Dated original receipts or invoices for expenses must be included with expense reports. Monthly credit card statements are not considered to be itemized receipts for any expenses. However, the cardholder's copy of the charge form obtained at the time the charge is made will be accepted as documentation for meal payments. In all other cases, the following original documentation must be submitted for reimbursement:

- Transportation Tickets

Passenger copies of air, rail, boat, and bus tickets or confirmation statement if tickets were purchased online must be attached to the Travel Expense Report as applicable.

- Car Rentals

Car rental agreements or invoices must be attached to the Travel Expense Report as applicable.

- Lodging

Lodging bills/folios are required. Written confirmations with room pricing will be acceptable from hotel discounters when payment is made in advance of your stay. Meals and incidentals on lodging bills must be itemized separately. When the method of per diem for meals is chosen, there will be no reimbursement of meals charged to the lodging bill.

- Other Expenses

Original receipts or invoices for other expenses are required. In the event that an original receipt has been lost or misplaced, a Missing Receipt Affidavit must be complete. Note that MRA's should be used as an exception. They should not be used in lieu of original receipts on a regular basis.

Requests for reimbursement must be submitted to Accounts Payable within ten (10) business days after the traveler has returned from the trip.

Separate Travel Expense Reports must be submitted by each traveler.

Travel Expense Reports should be completed by the traveler and submitted for appropriate signatures in the usual manner. Travelers can expect to be reimbursed within

ten (10) business days after the budget supervisor has submitted the approved [Travel Expense Report](#) to Accounts Payable.

Allowance for Meals

A daily allowance (Per Diem) for three meals, including tips, has been established for the reimbursement of meals. This rate will be based on the Per Diem as listed by the General Services Administration (GSA). The General Services Administration (GSA) establishes per diem rates for destinations within the Continental United States (CONUS).

The standard meal allowance is the federal M&IE rate. For travel in 2012, the rate for most small localities in the United States is \$46.00 a day. Most major cities and many other localities in the United States are designated as high-cost areas, qualifying for higher standard meal allowances. Allowance for Meals will be reimbursed based on the travel location. The specific rates for high cost locations are available on the internet though the following link: [Current GSA Per Diem Rates](#) or www.gsa.gov/perdiem (Note that the Allowance for Meals is the M&IE rate. This site also includes a rate for lodging, etc. It is University policy to reimburse lodging at the actual costs incurred and not based on a Per Diem Rate)

No receipts will be required if the traveler accepts the Per Diem rate for meal allowances. If the Per Diem rate for meal allowances is exceeded, justification, full documentation and receipts for all meals will be required to receive full reimbursement for that day. Acceptable meal receipts include charge card receipts, cash register receipts, and hotel receipts with meal costs itemized. Order stubs are not acceptable.

For foreign travel the Per Diem rates are established monthly by the Office of Allowances for determining reimbursement. The specific rates for foreign travel are available on the internet though the following link: [Current International Per Diem Rates](#) or http://aoprals.state.gov/web920/per_diem.asp

Less-Than-Full-Day Travel

In those cases where travel is for less than one day, the meal allowance will be prorated according to GSA rates. For travel in 2012, GSA rates for most small localities in the United States are as follows:

- \$7.00 Breakfast
- \$11.00 Lunch
- \$23.00 Dinner
- \$5.00 for incidentals that can be added to any meal not to exceed \$46.00 per day.

The specific less-than- full-day travel rates for high cost locations are available on the internet though the following link: [Current GSA Per Diem Rates](#) or www.gsa.gov/mie

Meals Included in Registration Fees or Paid by Others

In those cases where certain meals are included in registration fees or paid for by others, the less-than-full-day travel Per Diem rates apply. If the traveler is unable to eat the meal provided, Per Diem Rates apply.

If the traveler does not eat a meal included in the registration fee, this should be noted on the travel expense report for reimbursement. If the cost of the meal exceeds the Per Diem rate, a dated itemized receipt must be included.

Alcoholic Beverages

The cost of alcoholic beverages, except as covered under Policy Statement on Entertainment, is not a reimbursable expense.

Lodging

Lodging arrangements are the responsibility of each traveler. Lodging expenses should not exceed the normal corporate rate for a single room. It is expected that the traveler will exercise conservative judgment in the selection of a place to stay. Room movie charges are not reimbursable.

Discounts

Some hotel chains offer [University discount rates](#). You should always inquire if a hotel offers a corporate rate or if there is a special conference rate. Your travel agent may also be able to obtain a lower room rate.

There are also a number of hotel discounters that can offer bargain hotel reservations on-line. These discounters can be accessed through the Internet. Hotel discounters often have more stringent cancellation policies and will bill your credit card for the room rate in advance of your stay. Be sure to keep your confirmation statement/e-mail, which includes the room rate since this document must be attached to your [Travel Expense Report](#). All claims for lodging reimbursement must be substantiated by an original receipt from the hotel, motel, or other bill specifying dates and rates. All receipts must be attached to the University [Travel Expense Report](#) when it is submitted for reimbursement.

Foreign Travel

For foreign travel the Per Diem rates are established monthly by the Office of Allowances for determining reimbursement.. The specific rates for foreign travel are available on the internet through the following link: [Current International Per Diem Rates](#) or http://aoprals.state.gov/web920/per_diem.asp

Foreign travelers should use a Credit Card for all possible business expenses since it automatically calculates currency conversions for charges on the day of occurrence. Reimbursement for expenses will be made only when the original receipts and the Credit Card statement showing the currency conversion is submitted to Accounts Payable.

Policy Statement on Entertainment

Certain entertainment expenses, including alcohol, may be reimbursed by the University, providing the following:

1. The entertainment must be appropriate in the conduct of official University business.
2. The entertainment must have written approval of the budget supervisor. The purpose of the entertainment must be stated and the group or individuals entertained must be identified.
3. Documentation to support the entertainment expenses must be supported by charge card receipts, cash register receipts, hotel receipts with meal costs itemized, or other official receipts from restaurants, caterers, ticket offices, etc. Reasonable tips and gratuities included on the receipt are reimbursable.
4. The IRS requires business purpose and business relationship documentation for all entertainment expenses. Business relationship documentation refers to information about the people being entertained (such as names, titles or other designations) that shows their business relationship.

Routing of Travel

Travel must be by the most accepted and direct route. Travel by other routes may be allowed when the official need is established and approval is received from the appropriate budget supervisor in advance of the travel and communicated to the Accounts Payable Office.

Interrupted or Extended Travel

Whenever a traveler for his/her own convenience travels by an indirect route, interrupts, or extends travel by direct route, the additional expense will be borne by the traveler. Reimbursement for expenses will be based only on such charges as would have occurred by traveling the most direct route. More expensive transportation may be used if the traveler pays the incremental difference over the allowed costs.

The University will not reimburse travelers for extended travel, which is defined as more than one day prior to, and/or one day following a University related event. In years past, the Airline market provided cost savings by traveling on certain days of the week. These airfare savings justified the additional lodging and Per Diem costs. These market conditions no longer exist and the University does not reimburse travelers for extended travel.

Commercial Air Travel

Policy On Airline Reservations

Travelers are expected to book the lowest-priced nonstop coach class airfare available. Business class and first class travel will not be reimbursed unless a letter is received from the respective dean, department chair, or major department head which explains the medical reasons or other extenuating circumstances that require this service.

Airline tickets can be purchased through any travel agent or on-line through the Internet. The University maintains a list of preferred travel agents with specific information on the services they provide and the fees they charge. The University encourages the use of preferred travel agents.

Frequent Flier Programs

The University does not reimburse travelers for tickets purchased with frequent flier miles. Travelers should always select flights that are the lowest-priced available for their business trips.

Unallowable Airfares

The use of back-to-back tickets is prohibited by airlines and may not be used. With back-to-back tickets, a traveler buys two cheaper tickets but only uses half of each one, which still ends up costing less than booking a single, less-restricted ticket.

E-Tickets

Most Travelers will be issued e-tickets as confirmation of their reservations outlining the itinerary and the cost from either the airline or the travel agency. Travelers will check in with the airline and present the e-ticket prior to flight departure. **It is important that all travelers have a photo ID, since this is required before a boarding pass can be issued.**

Airline Ticket Purchase Options

The University will not issue purchase orders for airline reservations. All reservations must be made using a major credit card since they generally provide flight insurance. See section on flight insurance listed below for more details. When discount fares are available that result in a savings to the University but require the traveler to stay over a weekend, the traveler will have the option of using the discount fare or the higher standard coach fare.

University travelers have three options for purchasing airline tickets.

1. The University [Purchasing Card](#)
2. The University has an established procedure with the preferred travel agent, [Travelworld](#) , to charge travel reservations directly against their University budget. This option is not available for the [faculty travel](#) charged to the [faculty travel](#) budget.
3. Travelers can use their personal credit card and receive reimbursement when they submit a [Travel Expense Report](#).

Travelworld Airline Ticket Reservation Process

In order to expedite the processing of travel, reduce paperwork, and provide a convenient way to charge airline tickets, the University has established a charge account with Travelworld.

1. Authorized faculty and staff can charge travel reservations directly against their University budget by providing their name and the fund/organization to which their travel will be charged.
2. Travelworld will check the name of the requester and the fund/organization against a master list provided by the University. In those cases where a person is not listed as a University employee or a budget code cannot be referenced, they will refer the call to Purchasing for clarification before a reservation is made.
3. Travelworld provides Purchasing with the pending reservation information which is then emailed to the budget supervisor of the budget to be charged notifying them of the pending charge amount, identifying the traveler and the travel agenda. The approved return email from the budget supervisor becomes the written authorization to accept the charge.
4. Travelworld sends a travel itinerary, which includes the electronic ticket information codes, to both the traveler and Purchasing.
5. Airline tickets are charged against a special University Purchasing Card that is reconciled by Purchasing against the appropriate University budget.

Flight Insurance

Major credit cards should be used to purchase airline tickets since they generally provide flight insurance or the option to purchase flight insurance.

The University of Scranton's JPMorgan Chase Purchasing Card automatically provides travelers with \$250,000 of coverage for accidental death or injury when used to purchase airline tickets. This coverage also applies to tickets charged by Travelworld to University budgets.

If you decide to use a personal credit card for airline tickets, contact your Card provider to determine coverage rates and limits.

Private Automobile

The use of a private automobile is discouraged, except for regional travel or for travel of one day or less. The driver of a private vehicle on University business must be at least 21 years of age and be covered under a policy which includes comprehensive and liability insurance. The University will pay the Standard Mileage Allowance rate per mile as determined by the [GSA Current Mileage Reimbursement Rate](#) and Automobile-related Expenses as outlined below for official travel by private automobile based on the actual driving distance by the most direct route.

1. **Standard Mileage Allowance** - The standard mileage allowance is in lieu of all actual automobile expenses such as fuel and lubrication, towing charges, physical damage to the vehicle, repairs, replacements, tires, depreciation, insurance, etc. Standard Mileage allowances should be applied to all personally owned vehicle travel.
2. **Automobile-related Expenses** - In addition to the standard mileage allowance, necessary and reasonable charges for the following automobile-related expenses are allowed: tolls, ferries, parking, bridges, and tunnels. Traffic ticket and parking ticket expenses will not be reimbursed.

The University will **not** reimburse employees for commuting expenses between home and The University. Where the employee has a temporary assignment away from campus, reimbursement will be made for mileage between the campus and the assignment location or home and the assignment location, whichever is less.

The University does not provide comprehensive or physical damage coverage for privately owned vehicles, but will reimburse the owner for the deductible portion paid by the owner when a private vehicle is involved in an accident while being used on University business. The University will also provide liability protection as excess coverage only after the private owner's personal liability insurance limits are exhausted. In the event of an accident involving injuries or damages to other persons or property while a privately owned vehicle is being used on University business, the employee must notify the University Treasurer's Office at 941-7413 as soon as possible within 24 hours, in addition to notifying their insurance company. Such notification is necessary to provide for any potential involvement of the University.

Automobile in Lieu of Commercial Air

When a personal automobile is used in travel, for which air is generally most appropriate and cost effective, reimbursement will be the actual miles the automobile is driven at the standard rate per mile, but in no case will the reimbursement exceed the most economical airfare available at the time of travel plus any applicable ground transportation expense to the authorized destination. Lodging, meals and miscellaneous allowance incurred directly as a result of driving rather than flying will be included in the cost analysis and may not be reimbursable.

To calculate the equivalent airfare, the most economical airfare provided by www.travelocity.com with one month of advance booking will be used for comparative purposes or other on-line travel company designated by A/P as necessary if Travelocity is no longer available. If two or more people travel by automobile for business purpose, the equivalent airfare calculation is the sum of the airfare plus ground transportation costs for all of the travelers.

Individual or extenuating circumstances may necessitate employee travel via automobile. The use of a personal vehicle that is subject to approval by the Faculty Travel Committee or an administrator will be determined through the Faculty Travel Committee review process or an Administrator, as appropriate. The Faculty Travel Committee or an appropriate administrator may authorize full reimbursement for the actual miles the automobile is driven at the then standard rate per mile. All travel reimbursements for faculty travel must meet IRS guidelines.

Two or More People Traveling Together

Because private automobile expenses are to be reimbursed to the owner for the use of the vehicle, mileage and related expenses are payable only to one of the two or more persons traveling together in the same vehicle.

Automobile Travel by Rented Vehicles

The University has discount agreements with [major automobile rental agencies](#). [Automobile rental agreement numbers](#) may be obtained by contacting the Purchasing Department. The University will reimburse the traveler for the cost of renting a compact or mid size, including gasoline expenses. The Standard Mileage allowance method of reimbursement cannot be used for rented vehicles

Car rental agreements for both employees and non-employees renting for University business should, whenever possible, include "The University of Scranton" with the name of the individual. The collision damage coverage (CDW) must be declined when renting a car. The University maintains comprehensive, collision, and liability insurance on all vehicles rented or leased in the University's name. This can be done simply by adding University of Scranton to the signature block in addition to the renter's name. If collision damage coverage is accepted, the traveler will be responsible for this charge.

If a rented vehicle is involved in an accident, the employee must notify the Treasurer's Office at (570) 941-7413 as soon as possible, within 24 hours, in addition to notifying the car rental agency.

When a rental car is used for personal travel during a business trip, that portion of the cost of the rental car must be subtracted from the total rental bill before the bill is submitted for reimbursement. The personal portion is defined as the difference between the actual cost and the cost that would have occurred, had the cost been only for business purposes.

Taxi Fares

If an individual travels by common carrier, taxi fares will be allowed for transportation to and from airports. However, it is expected that bus or limousine service to and from airports will be used when available and practical. When traveling between hotel or lodging and meeting or conference site, taxi fares will be allowed. A receipt should be requested to document this expense.

Miscellaneous Expenses

Personal telephone calls, tips and gratuities, reasonable expenses incurred for baggage handlers, parking valet service, maid service, and doorman are reimbursable up to a total allowance of \$10.00 per day. All miscellaneous expenses must be itemized on the [Travel Expense Report](#). Note that Per Diem allowance includes gratuities on meals.

Hotels often charge high fees for the use of in-room telephones. The University encourages the use of cell phones and phone cards for personal use when traveling.

The University will reimburse guests of the University, such as consultants and candidates for positions who are authorized to travel at University expense. The procedures as covered in this policy with regard to meal allowance, lodging, and transportation will apply.

The University has special [room rate agreements and rates](#).

The University will also reimburse expenses of an individual who accompanies official guests of the University, but approval must first be obtained from the appropriate budget supervisor. The individual being reimbursed should sign the University Travel Expense Report. When it is not practical or possible to obtain the signature, a signed letter from the individual detailing the expenses can be attached to the [Travel Expense Report](#). The University official responsible for the budget to be charged must approve this [Travel Expense Report](#) and forward it to Accounts Payable within ten (10) business days.

Travel Expenses of Spouses and Others

The expenses of an employee's spouse, family, or others accompanying the business traveler are not reimbursable.

Cash Advances

Cash advances may be requested for out-of-pocket expenses by the traveler. Whenever possible, the University recommends the use of Credit Cards for the purchase of travel-related services.

Cash advances will be authorized for official University travel, but will not normally exceed \$200.00. Requests for travel advances must be made to Accounts Payable by a check voucher form authorized by the budget supervisor of the budget charged for the travel.

Accounts Payable must receive vouchers for cash advances at least ten (10) business days prior to the scheduled travel. Checks for travel advances may be delivered by campus mail to the department, mailed to payee, or picked up at Accounts Payable.

All advances should be documented on the [Travel Expense Report](#), which must be received by Accounts Payable with all required signature approvals within ten (10) business days after completion of the trip.

Faculty Travel

In addition to the Travel Policy, the following procedure applies only to faculty travel approved by the faculty travel committee.

Funding for faculty travel is subject to approval by the Faculty Travel Committee. Guidelines for applying for funds can be obtained from the Provost's Office, which is responsible for monitoring this program. While the Faculty Travel Committee approves funding, it is important to note that all travel expenses must be reimbursable under University Travel Policy.

In situations when travel is supported by a Dean's Office rather than the Provost's Faculty Travel Committee, travel should be pre-approved by the Dean's Office. Similarly, when travel is supported by other Provost funds not subject to the Provost's Faculty Travel Committee, travel should be pre-approved by the Provost's Office.

Reservations may be made through any travel agent or the Internet. However, the University's preferred travel agents are still recommended.

Faculty will be responsible for making all reservations and charging expenses against a major credit card. Faculty may apply for a cash advance of up to \$200.00 through the Provost's Office at least ten (10) business days prior to the scheduled travel. Faculty may also apply for reimbursement of approved funds when pre-payments are required and payment is due.

Faculty will be reimbursed after submitting a [Travel Expense Report](#) with the required documentation to the Provost's Office. Reimbursement for airline tickets requires an original copy of the ticket or the credit card statement detailing travel. If additional stops are made for personal travel, the University will obtain an estimated cost for an airline ticket for the most direct route and use that rate to determine the amount of reimbursement, or a written note from the travel agent who made the reservations can be submitted to identify the cost for the most direct route.

Grant and Contract Travel

Payment of travel expenses from special grant or contract funds will be made in accordance with provisions of the grant or contract where such instruments specify travel regulations. If no travel provisions are specified in the grant or contract, expenses will be reimbursed in accordance with the University regulations.