



## Quick Reference for University Travel Policy

### GENERAL TRAVEL POLICY

The information in this document is a summary of Troy University Travel Policies for domestic travel. Approval is required prior to all University business travel. Travel expenses are reimbursed after the trip has taken place. These policies apply to University employees, students and any others who travel on approved, official University business.

It is Troy University's policy to reimburse employees for reasonable and necessary authorized expenses incurred and directly connected with the performance of their duties. Unreasonable or unjustifiable costs are not acceptable and will not be reimbursed.

An employee in travel status is only approved for reimbursement of their own travel expense. Travel expenses paid for by the employee on behalf of another employee will not be reimbursed. If multiple employees are traveling on the same trip, each employee must pay their own travel costs and request reimbursement individually.

A completed Travel Approval form with the appropriate approval signatures must be attached to all overnight travel reimbursement requests.

**In-state Travel** covers all travel within the State of Alabama. All travel within the State of Alabama will be paid on a per-diem basis. For this reason, it is not appropriate to use a University purchasing card to pay for in-state travel expenses such as hotel charges or meals since these items are included in the State per diem amount explained below.

University purchasing cards should not be used for in-state travel because per diem must be claimed in lieu of actual expenses. The daily per diem covers lodging, meals and tips. No receipts are required. Effective July 1, 2018, the reimbursement rate is \$85 per day for travel that requires one overnight stay and \$100 per day for travel that requires a stay of two or more nights. For example:

-an individual who travels in-state and spends one night away from home will receive \$170 (\$85 x 2) per diem to cover lodging, meals and tips

-an individual who travels in-state and spends two consecutive nights away from home will receive \$300 (\$100 x 3) per diem to cover lodging, meals and tips.

When an overnight stay is not required, the reimbursement rate for meals during in-state travel is: \$11.25 for trips of 6-12 hours; \$30 for trips over 12 hours in length. Payments to individuals for the meal per diem when the travel does not require an overnight stay are taxable income to the individual per IRS guidelines.

When traveling to a conference, workshop or other meeting, you must provide a copy of the conference documents showing the date(s) and time(s) of the event as support for the length of travel requested for reimbursement.

**Out of State Travel** covers all domestic travel except in-state travel as defined above. Employees in travel status should exercise good judgment when incurring travel costs. Only travel expenses related to University business will be reimbursed. Reimbursement should not be claimed for items provided free of charge, not personally paid for by the claimant, previously reimbursed by any source, or costs that will be paid or reimbursed from any other source in the future. Any reimbursement received from another source after reimbursement has been received from Troy University shall be deposited back to the same funding source that was initially charged for the expense.

When traveling to a conference, workshop or other meeting, you must provide a copy of the conference documents showing the date(s) and time(s) of the event as support for the length of travel requested for reimbursement.

**Out-of-State Travel Meals** - For overnight trips out of state, you will be reimbursed for actual expenses up to \$31 per day (meals and tips) without receipts. If actual expenses exceed \$31 per day, you may be reimbursed up to the cost of the meal and a reasonable tip for that day with itemized receipts for every meal claimed. A credit card receipt that only shows the total cost of the meal charged to the credit card is not adequate documentation. If the restaurant does not provide itemized receipts, the employee should request the waiter or waitress to write the items purchased and the corresponding price on the back of the original receipt and sign. Alcohol is not a reimbursable item when University funds are used. The cost of alcohol and any related tax must be deducted from the amount claimed for reimbursement.

An employee in travel status is only approved for reimbursement of their own meal expense. Meal expenses paid for by the employee on behalf of another employee will not be reimbursed to the traveler. If multiple employees are traveling on the same trip, each employee must pay their own travel costs and request reimbursement individually.

Reimbursement for a meal provided by a University employee in travel status to a guest of the University must be requested by memorandum. The employee requesting reimbursement must provide the name of each person eating the meal and the business purpose supporting the need for the meal.

**Foreign Travel** - The rules used for out-of-state travel also apply for foreign travel. All requests for foreign travel must be approved by the Chancellor in advance. Requests for reimbursement of foreign travel expenses will also require the Chancellor's approval.

**Advances for Travel** - Arrangements have been made with Troy University Foundation to advance funds for authorized University travel. Those interested in a travel advance should visit the Foundation Accounting Services link at <http://trojan.troy.edu/employees/foundation-accounting/>.

**Travel Reimbursement** - The Travel Reimbursement Request form must be used to claim reimbursement for travel expenses while on University business. Proper signatures, account numbers, arrival/departure times and destination points should be included along with all supporting documents and the signed Travel Approval form. When traveling to a conference, workshop or other meeting, the employee should attach a copy of the itinerary or agenda for the conference or meeting attended to support the length of travel requested for reimbursement. Requests for reimbursement of official travel and other out-of-pocket expenses must be submitted within a reasonable period. Requests for reimbursement received after 60 days are taxable and withholding will be made from a subsequent salary check.

**Transportation** - The most economical means of transportation should be used when traveling on University business. The employee and their supervisor make this determination based upon total cost of travel and efficient use of employee time.

**University Vehicles** - Staff traveling or working on official University business have access to fleet cars, vans and trucks. Only itemized out of pocket expenses for gasoline and necessary repairs will be accepted for reimbursement when using a state car. State cars should not be used for personal travel while the traveler is conducting University business.

**Rental Vehicles** - Rental vehicles may be used if approved by your supervisor on the travel request form. For reimbursement, attach your paid, itemized receipt to your travel voucher. Gas receipts are required for reimbursement.

Before traveling and renting a vehicle, the employee should request a certificate of insurance from Human Resources well in advance. This certificate must be presented to the car rental agency at the time of rental to be covered under the University's auto policy.

If a claim must be filed with the University's auto insurance carrier, the employee will need to request the "Auto Claim Questions" form from Human Resources and provide the rental agreement, approved travel request indicating they had permission to rent the car, a police report (if applicable), and any other supporting documentation for the claim.

**Taxi, Limousine, Bus and Train** - Taxis, limousines, and other local conveyances are reimbursed when receipts are provided. Such transportation must be limited to travel between official stations and transportation terminal, and/or places of lodging and places of University business. Tips for taxi or shuttle are reimbursable when documented on the receipt. The to/from destination(s) must be listed for each trip via taxi, shuttle/limousine, or other local conveyances.

**Privately Owned Vehicles** - Odometer readings are required when requesting reimbursement of mileage in a private vehicle. The traveler should claim mileage from their home or from their base campus, whichever is shorter. If there are multiple stops for official business while in travel status, each leg of the trip must be documented and mileage provided. The University will only reimburse an employee for mileage that is required to conduct official business. Trips made in-between official

stops for personal reasons will not be reimbursed. On-campus mileage is **not** reimbursable.

Mileage rates change year to year. Please use the Travel Reimbursement Form on the Controller's website for up to date rates.

**Air Travel** – Airline tickets must be purchased using CHRISTOPHERSON BUSINESS TRAVEL to be reimbursed. Airline reservations are the responsibility of the traveler. Reimbursement for transportation shall be made at the lowest cost option for the University. Your travel itinerary, proof of payment, and any other documentation provided by the airline are required for reimbursement of airfare. For air travel that originates from a point outside of the United States, you may use an alternate travel agent or an online booking engine.

All employees will use economy/coach class for all air travel. All airfare arrangements will be charged to the traveler's university purchasing card, if available, or the traveler's individual credit card.

**Lodging** - ORIGINAL itemized receipts are **always** required. Reimbursable lodging costs will be limited to a single room rate (for individual travelers), sales tax and an instrument charge for telephone when it is listed separately. Extra charges such as meals, tips, television, movies/games, personal phone calls, laundry service, room insurance, safes, or miscellaneous charges will not be paid as lodging. Late checkout fees and room upgrades (when available) are not reimbursable.

#### **Miscellaneous**

- Parking expense is reimbursable with a receipt.
- Toll road expense will be reimbursed if the traveler is not claiming mileage. Receipts are not required.
- Hotel charges for telephone, internet, and fax services used for University business are reimbursable. Simply indicate "Business" next to the item on the lodging receipt.
- Emergency purchases of materials or services required while in travel status are allowable if original receipts and justification is provided.