

## **TRAVEL POLICY**

---

Travel activities must be approved by the Dean to assure availability of funds and to confirm compliance with the current travel policy. Any exception to the University Travel Policy must be approved **IN ADVANCE** by processing a policy exception request (call extension 8-3872 for assistance).

## **TRAVEL APPLICATION**

---

A Travel Application must be filled out if the trip requires University Personnel to :

- Be away from home overnight
- Use any form of commercial transportation

Travel Applications must be:

- Approved by the Dept. Chair/Manager AND the Dean/Director
- Filed before the trip departure**

Travel Applications may include multiple travelers if the travelers are:

- Going to the same destination
- Not requesting individual cash advances
- Not going to file an individual reimbursement request

## **TRAVEL REIMBURSEMENT**

---

Travel Reimbursement forms must be submitted **within ten days** after returning from a trip. The traveler must make an accounting of all financial activities for the trip. All trip expenses incurred must have a business purpose-- personal expenses cannot be reported on this form.

Travelers must submit **original receipts** for all expenses listed on the Travel Reimbursement form. Corporate charge card slips are not acceptable. The following list is an example of reimbursable expenses which require receipts (Please note: This list is not inclusive):

Emergency Commercial Airfare	Rental Cars
Train	Taxi
Bus	Airport Parking
Excess Baggage Charges	Other Parking
Lodging	Toll Road Charges
Registration/Conference Fees	Hosting Meals for Non-BYU Individuals

Travelers going to countries with international money exchange differences must have a copy of their American Express bill attached to their Travel Reimbursement form. This will allow us to reimburse you for the correct exchange rate you were charged.

Travelers do not need to submit receipts for meals if the amount claimed does not exceed the established allowance (usually \$30.00 per day, but the amount varies).

### **AIRPORT MILEAGE REIMBURSEMENT**

The University offers a discount for shuttle service to the Salt Lake International Airport. The traveler must obtain a voucher from Travel Management Services (C-141 ASB) to receive the reduced rate. The airport shuttle service runs every hour.

Travelers using personal vehicles to travel to and from the airport may request mileage reimbursement for the lesser of either (1) One round trip plus current airport long-term parking rates (receipts required) **OR** (2) Two round trips. Reimbursement for use of personal vehicles is \$0.325 per mile.

### **TRAVEL IN PRIVATELY OWNED VEHICLES**

The University authorizes reimbursement for transportation by private automobile only under certain circumstances. If a personal vehicle is used for transportation, the traveler should contact Travel Management **IN ADVANCE OF THE TRIP** to determine the amount to be reimbursed.

### **USE OF UNIVERSITY ON-SITE TRAVEL RESERVATIONS SERVICES**

University personnel are required to arrange all airfare, lodging, car rental and transportation by common carrier. University personnel should contact the on-site reservation center (C-141 ASB) as soon as they know travel dates and destination information. This allows the travel agents as much time as possible to secure optimal fares and schedules.

Special proprietary tour packages, exclusive organizational fares, and other special needs may be requested as an exception by contacting Travel Management for approval. Because the University receives preferred pricing in the industry, personnel may not share pricing schedules, contract terms, or other sensitive information with outside vendors as leverage to insure better pricing. Such activity endangers valuable contracts and industry relationships and is a violation of the University Purchasing policy and the business code of ethics.

## **COMMERCIAL AIR TRAVEL**

---

Frequent Flyer miles earned on travel funded by the University are maintained and redeemed individually by University personnel. Whenever possible, University personnel should redeem frequent flyer miles earned while traveling on University business to fund other university business travel. To redeem frequent flyer certificates, University personnel may take certificates to the Travel Management Services Office where the exchange will be done. This eliminates the need for University personnel to travel to an airport office.

## **TRAVEL INSURANCE**

---

Travelers will automatically receive \$200,000 air travel insurance from American Express and \$150,000 from travel industry ARC affiliation. Employees choosing to purchase additional travel insurance must do so at their own expense.

## **RENTAL AUTOMOBILES**

---

Travelers should only use a rental vehicle when it is not possible or practical to use a University vehicle. Rental vehicles should not be used if less expensive transportations is available. The University's primary car rental suppliers are Hertz and Alamo. University personnel should charge all car reservations to their University-issued corporate charge card. In addition, all rental reservation should be made through the Travel Management Services office. Traveling employees should **refuel the rental car before return to avoid the high cost of gasoline at the rental agency**. When traveling internationally, travelers should purchase all available insurance. Additional international car rental insurance is reimbursable.

## **USE OF MOTOR POOL**

---

Travelers should use University vehicles whenever possible before seeking other alternatives. Personnel traveling by Motor Pool vehicle should be aware that trips are often billed per mile. Because of this, personnel are responsible to log personal miles and reimburse the University for all personal mileage expense. Likewise, personnel must reimburse the University if requesting a larger vehicle than is needed business purposes.

## **TRAVEL SUBSISTENCE ALLOWANCE**

---

Under normal circumstances, when travel begins and ends on the same calendar day,

subsistence allowances and reimbursements for meals **do not apply**. Under special circumstances, when an employee is away from home for a minimum of 12 hours, the University will reimburse actual meal costs with receipts not to exceed the allowance per day. The subsistence allowance is different depending on the area you travel to. Contact the accounting office to determine your allowance. The FOREIGN subsistence allowance is \$46.00 or **the actual meal costs with receipts** while in approved foreign travel status.

## **TRAVELERS CHECKS**

---

Travelers may purchase American Express Travelers Checks (without a service charge) at the Cashier s Office (D-155 ASB) between 8:15 a.m. and 4:00 p.m., Monday through Friday. Travelers Checks can then be picked up in D-208 ASB.

## **CORPORATE CHARGE CARDS**

---

The University provides American Express and Visa corporate charge cards (upon approved application and at no charge) to any full-time faculty or staff members with a yearly income of at least \$15,000. Applications are available from the Travel Management Services office. The employee can initiate an application at any time.

## **TRAVEL ADVANCES**

---

Personnel requesting cash advances must comply with the following restrictions:

The advance must be obtained by a University employee and must be used for business expenses incurred in connection with services performed as an employee.

An employee must substantiate all cash advance expenses **within 60 days of issuance**.

Employees must base the advance on a reasonable estimate of anticipated expenses.

Employees must draw the advance within a reasonable period before incurring the expenses.

Personnel must account for all expenses and return any unspent portion of any advance within ten days of returning from a trip or within 60 days of the original date issued, whichever is earlier.

Travelers may receive advances when necessary and approved by the Dean/Director. Individuals may request and receive an advance (minimum advance is \$50.00) in the following situations:

Where establishments do not accept corporate charge cards for travel expenses  
If University personnel have applied for, but have been denied access to the  
corporate charge card plan  
Under unusual and special circumstances approved in advance by Travel  
Management Services.

Personnel should request travel advances on an approved Travel Application Form.  
Travel advance requests require a minimum of five working days to process. The  
University will not issue travel advances more than ten working days before the approved  
travel dates. Travelers must pick the advance up in person at D-148 ASB with proper  
identification. After a trip, the traveler should deposit unspent cash at the Cashier's  
Office. **Travel advances left unsubstantiated, and unspent balances not returned  
within 60 days after issuance will be deducted from the traveler's next payroll  
check.**