

Travel Policy – Summary of Substantive Changes from Prior Version

1. Significantly changes the meal reimbursement section
 - a. Per Diem reimbursement allowed but actual reimbursement also still allowed
 - b. Traveler cannot combine both methods in one trip.
 - c. Distinguishes business entertainment meals from personal travel meals
 - d. Adds specifics of Per Diem implementation
 - e. Explains reimbursement options for university corporate travel cardholder
 - f. Adds chart for reimbursement method for different types of situations
2. Titles and office names changed as applicable
3. Adds language to indicate that the VP Finance has the authority to prohibit other items not specifically listed in a university policy.
4. Allows travel insurance, if appropriate for the significant circumstance
5. Require receipts be attached to 8 ½" x 11" paper to aid faster review and prevent loss.
6. In the past some travelers have used the dollar thresholds as an excuse to submit lists of expenses exactly equal to the amount of the threshold to avoid attaching a receipt and as a per diem substitute. We have clarified that the exact amount of the expense is required.
7. Notes that expenses on a university credit card must follow those policies as well
8. Clarifies that travel reports are due 15 business days after end of travel
9. Adds a requirement for interim monthly expense reports for trips lasting more than 2 months
10. Adds references to the university travel portal website and the university's preferred travel agency
11. Clarifies that upgraded classes for plane/rail travel must be specifically noted because we report we had any upgrades annually to the IRS.
12. Notes that personal vehicles used for travel must be personally insured according to the rules of the traveler's local jurisdiction
13. Updates the language of foreign vehicle coverage, according to university's current insurance policy
14. Miscellaneous tips disallowed because Per Diem rate covers incidentals
15. Adds that a university corporate travel cardholder cannot usually receive a travel advance
16. Clarifies rules on travel reimbursement for non-employees (e.g. consultants)
17. Clarifies current spousal travel rules – rarely tax-free for the traveler