

The University of Tampa

Travel Policy and Guidelines

Update of 1/1/2018

1. **PURPOSE:** The purpose of this policy is to define The University of Tampa's position regarding travel, the reimbursement of travel expenses, and associated expenses incurred while conducting business on behalf of the University.
2. **SCOPE:** This policy encompasses all travel administered by The University of Tampa regardless of the source of funds. This policy applies to all employees of The University of Tampa as well as to consultants hired to conduct business on behalf of the University.
3. **GENERAL:** Travel is an inherent part of business for the University faculty and staff. The University accepts the obligation to reimburse individuals for expenses they incur on behalf of the University in connection with normal business activities. In return, the University expects individuals to exercise good judgment and discretion while incurring business related expenses. It is the responsibility of each member of the University community to control and properly report these expenses in accordance with accounting policies and procedures as specified. Whether traveling abroad or within the United States, both traveling members and supervisors have an ethical obligation to monitor the efficient and effective use of University funds.
4. **RESPONSIBILITY:**
 - A. The Vice President for Administration and Finance is responsible for final interpretation and application of this policy. The Vice President for Administration and Finance will submit revisions or additions to the Travel Policy for adoption by the Senior Staff.
 - B. Department Responsibilities:
 - (1) Designate a travel agency or use internet sites of their choice to handle airline reservations, hotel accommodations and vehicle rentals in compliance with the University's policy.
 - (2) Secure the prior approval of the responsible Dean or Vice President for the travel arrangements before reservations are confirmed.
 - (3) Reviews all Workday Expense Reports to ensure necessary information is accurate and complete.
 - (4) Ensure all expenditures are recorded on the Workday Expense Report and there are valid receipts attached reflecting cost of services being claimed.
 - (5) Submit all Expense Reports to Accounts Payable within 10 days of completion of travel.
 - C. Employee Responsibilities:
 - (1) Ensure the Expense Report is filled out properly, information is reflective of approved travel, and all claimed expenditures have digital copies of original receipts attached for reimbursement.
 - (2) Complete the Workday Expense Report in a timely manner in order to meet the 10 working day suspense.

D. Accounting Department Responsibilities:

- (1) Monitor adherence to the travel policies and administrative procedures of the University.
- (2) Audit and process the Workday Expense Report once necessary approvals are completed.
- (3) Send back Expense Reports in Workday with comments attached and advise if the Expense Report is incomplete or requires further documentation.
- (4) Seek guidance from Comptroller on questionable expenditures.

5. TRAVEL DOCUMENTATION CHECK LIST:

A. The following information is required for a travel expense reimbursement and should be maintained by the traveler:

- Reason for travel
- Date, time, and location travel was initiated
- Date, time, and location travel terminated
- Digital copy of the original itemized receipts for lodging
- Digital copies of original receipts for business or group meals(non per diem related meals)
- Digital receipt for registration fees and proof of payment
- Digital receipt for transportation (public, rental, ride sharing)
- Digital receipts for toll or parking

B. Travelers should keep receipts and accurate records of all expenses to ensure correct reporting and submission of travel vouchers. Individuals are required to attach digital copies of the original receipts to the Workday Expense Report.

6. EXPENSE REPORT:

A. Individuals requesting reimbursement for official travel on behalf of the University will submit their claims in Workday on an Expense Report. Individuals will include digital copies of original hotel bills, business and group meal receipts, and transportation expenses to support reimbursement of their travel expenses. Failure to provide the appropriate documentation within a reasonable time will result in delays in payment or no pay due. **(Note: All foreign receipts must be converted to US dollars on both the receipt and the Workday Expense Report.)**

B. When submitting an expense report in Workday, the individual is certifying the accuracy of all information and legitimacy of the travel. Expense reports will be routed to the traveler's superior to certify he/she agrees the travel was necessary and the requested reimbursements, are-in-fact, justified expenditures. The individual traveler is ultimately held responsible for any improper reimbursement claims.

7. REIMBURSABLE EXPENDITURES:

A. **Transportation:** Individuals traveling at the University's expense are expected to use the most reasonable and cost effective means of transportation.

(1) **Use of Personal Vehicles:**

- (a) An all inclusive mileage allowance of **\$.40 per mile** to cover expenses (such as fuel, depreciation, maintenance and insurance) associated with the use of a personal vehicle in connection with approved University travel.
- (b) The cost of commuting between an individual's home and their principal place of business is considered a personal expense and non-reimbursable. When a faculty or staff member travels directly from his/her home to conduct business at another location other than their assigned office, the amount reimbursed is based upon the round-trip distance between the University and the location at which the business is conducted.
- (c) Use of a personal vehicle in lieu of air travel for business purposes is allowable as long as the total mileage reimbursement for the trip is no more than the cost of air travel. Documentation supporting this must be included with the Workday Expense Report.

(2) **Air Travel:** All air travel must receive approval of the Dean or Vice President before reservations are made.

- (a) The University will reimburse only coach or economy class tickets aboard a regularly scheduled commercial carrier. Travelers are expected to obtain the lowest available fare that reasonably meets their business travel needs.
- (b) Upgrades to first class, business class, and economy plus/comfort are allowed only if the upgrade cost is paid with the travelers personal funds. Fees for preferred or premium seating, early check-in, club memberships, and travel insurance will not be reimbursed by the University.
- (c) Airline fees for one piece of checked baggage within the airline's weight and size limits and one carry-on bag is allowable. Costs for additional baggage beyond the first checked piece and overweight or oversized baggage may be reimbursed by providing a business justification.
- (d) Same day flight change fees will not be reimbursed unless a documented business travel need is provided.
- (e) Domestic and international airfare incurred on grants, contracts, sponsored programs, or restricted funds must comply with University policy and any specific expenditure policy of the funding source, if more restrictive than University policy.
- (f) Travelers are expected to take the most direct route available when traveling for the University. The University will not reimburse additional airfare cost incurred for unexplained layovers or non-university related business. i.e. to meet requirements for frequent flyer mileage, conduct personal business, visit friends.
- (g) Mileage earned during business travel on behalf of the University accrues to the benefit of the traveler.
- (h) The University will not approve payment for a higher airfare when such fare is incurred to meet requirements of flight insurance policies or frequent flyer mileage awards. In those instances reimbursement is limited to the amount of the lowest applicable airfare.

- (i) Digital copies of airline ticket receipts must be included with the expense report for reimbursement.
- (j) When a trip is cancelled after an airline ticket has been issued, the traveler should inquire about a refund or whether a credit can be issued for future travel.
- (3) **Taxi Fares, Limousine, Ride Sharing, and Public Transportation:** The University will reimburse a reasonable amount of expenditures incurred for taxi, limousine service, ride sharing and public transportation for University associated business. Travelers are encouraged to use the least expensive form of transportation available. Whenever possible, public transportation and courtesy vans between the airport and hotel will be used. Digital copies of transportation receipts must be submitted with the expense report for reimbursement.
- (4) **Automobile Rentals:** The University will reimburse vehicle rental cost and fuel cost for expenditures associated with University business. Automobile rentals will be arranged through the designated travel agency or internet websites at the lowest available rate. Reimbursement will not exceed the rate charged for mid-size automobile. The University will reimburse the cost of optional rental vehicle insurance if the traveler is using their personal credit card for the rental. Travelers using University issued credit cards should decline optional rental vehicle insurance as the University's auto insurance policy will provide them with coverage. Individuals will refill the fuel tank prior to returning the vehicle in order to avoid any refueling costs charged by the rental company. Digital copies of vehicle rental and fuel receipts must be submitted with the expense report for reimbursement.
- (5) **Parking Fees and Tolls:** The University will reimburse travelers for parking fees and tolls while traveling and conducting University business. Individuals should always use the most economical parking facility that is reasonably accessible to their destination. Travelers are required to use a long-term/economy parking lot for overnight parking at airports. Traffic citations, parking ticket fines and related court costs will not be reimbursed. Parking fee receipts and toll receipts must be submitted with the expense report for reimbursement.

B. Lodging: The University will reimburse individuals for lodging expenses incurred only in connection with University business. To comply with IRS rules, a hotel must be located over 50 miles away from the University in order to receive reimbursement. Hotel charges for personal weekend trips surrounding business trips become the legal responsibility of the traveler and should not be included with the expense report for reimbursement.

- (1) Hotel reservations may be made through the designated travel agency or internet website. Selection of hotels should be based on price and convenience relative to the business purpose of travel.
- (2) Individuals must confirm a corporate rate at the time of reservation with the hotel. Rates lower than corporate rates may be available in the locale or due to special promotions. The individual should verify that the lowest available rate is confirmed at the time of the reservation.
- (3) Reimbursement will not exceed the single room rate.
- (4) Hotel charges that result from the failure of an individual to cancel a guaranteed confirmed reservation will not be reimbursed. It is the traveler's responsibility to call the hotel if travel plans change. A record of the cancellation number provided by the hotel should be kept in the event of a billing dispute.

- (5) Digital copies of the original itemized hotel bills are required for reimbursement. Any unusual charges must be fully explained on the expense report.
- (6) Tips to porters, skycaps, bellhops, maids etc. are not reimbursable as they are included with the daily per diem.

C. Per Diem for Meals and Incidentals:

(1) **A Meal and Incidentals Per Diem** allowance will be paid for overnight travel away from home in connection with the performance of services as a University of Tampa employee. This per diem is intended to cover the cost of meals, tips and incidentals and is intended to streamline processing and ease documentation requirements for certain activities. Receipts are not required to support this allowance. The per diem allowance for most domestic travel will be \$60 per day while international and certain high cost US metro area travel will be \$70. The daily per diem is broken down as follows:

Domestic Travel \$60 per day	
Breakfast	\$11
Lunch	\$19
Dinner	\$30

International and Certain High Cost US Metro Areas* \$70 per day	
Breakfast	\$13
Lunch	\$22
Dinner	\$35

*High Cost US Metro Areas include San Francisco, New York, Boston, Honolulu, Seattle, White Plains, Washington D.C., Chicago, Los Angeles, and Philadelphia.

Meals for first and last days of travel are based on times of departure and return. On first and last days, travel must begin before 6am and extend past 8am to qualify for breakfast, begin before Noon and extend past 2pm to qualify for lunch, and begin before 6pm and extend past 8pm to qualify for dinner.

Incidentals include all service fees or tips including but not limited to bellhops, skycaps, maids, waiters/waitresses, laundry expense, and personal telephone calls. Tips paid to a cab driver or car sharing service such as Uber are not included in the Per Diem.

The per diem allowance will be processed after the travel period has been completed. Even though the travel reimbursement is granted on a per diem basis, proper business substantiation is still required on the Expense Report, such as business purpose and dates of travel. An example of appropriate business purpose documentation for conference travel would be to attach the conference itinerary.

- (2) **One Day Travel:** Per IRS rules, meals for travel may be reimbursed if the business trip is overnight or long enough that one needs to stop for sleep or rest to properly perform one's duties. Thus, one-day trips will not be reimbursed unless the workday exceeds 10 hours. The one day trip reimbursement request may include a per diem for the evening meal if the one day trip exceeds 10 hours and the time of departure and time of return are noted on the Travel Expense Report. Breakfast and lunch per diems would not be paid in this situation.
- (3) **Meals Provided at No Additional Cost:** Whenever meals are provided at no additional cost to the traveler (e.g., complimentary hotel breakfasts, meals included in conference registration fees), the traveler shall not be entitled to any per diem for those particular meals. For example, if a registration fee includes lunch and dinner, the breakfast per diem may be included on the travel reimbursement request. Per Diem reimbursement requests must not be submitted if meals are included in the registration fee.
- (4) **Group Meals with University Employees:** In situations where University employees may be traveling together, one employee ("host") may purchase a meal for other employees ("guests"). In this instance, the host employee must claim the actual meal expense for that meal and submit receipts or other supporting documentation, including the names of the guest employees, with their Travel and Entertainment Expense Report. The host employee may claim the per diem for that day's other meals, in accordance with per diem section. Guest employees must reduce that day's per diem allowance by the appropriate amount for the meal purchased by the host employee.
- (5) **Travel under External Grant/Contract Funding:** Travel under grants/contracts funding must follow sponsoring agency requirements which may mean that per diem cannot be used, instead source documentation may be required (original receipts, etc.) If the grant or contract provides specific per diem rates for domestic travel, these rates will be honored but must be supported by a copy of the relevant page of the grant or contract.
- (6) **Business Meals while in Travel Status:** When the primary purpose of a meal while in travel status is for conducting University business with individuals not employed by the University, the names and business affiliation of the participants, as well as the business purpose of the meeting, must be provided. An original itemized receipt must be submitted with the Travel Expense Report or the University credit card statement. The traveler will not be reimbursed at the per diem rate for that particular meal. All remaining meals for that day will be reimbursed according to the breakfast/lunch/dinner breakdown listed above.
- (7) **Personal Guest:** If the employee travels with a personal guest, the cost of the guest's meals will be the responsibility of the employee or the personal guest.
- (8) **Non-University employee Reimbursements:** The per diem method for meals is only allowable for University employees. Reimbursements for non-employees and students should be supported by original, itemized receipts to receive reimbursement. Reimbursements will be limited to a maximum daily amount of \$60 per day for domestic travel and \$70 per day for international travel for meals and incidentals.

D. **Travel Advances:** Employees may obtain, with their supervisor's approval, an advance to cover estimated expenses in Workday using a Spend Authorization. The travel advance must be settled within Workday with an expense report no later than two weeks after travel has been completed.

I. **Submitting Claims:** Requests for reimbursement of expenses incurred by an individual traveling on official business will be on a Workday Expense Report. Digital copies of original itemized receipts must be included with the expense report submission. Original copies of receipts should be kept until the expense report has been settled in case questions arise.

(1) When receipts are lost, the University may consider accepting the following documentation of incurred expenses:

- Canceled check or imaged check copy.
- Copy of bank statement or credit card bill.
- If all measures have been exhausted to obtain a receipt, the employee will be required to submit a missing receipt affidavit with the expense report with a Dean or Vice President's signature

(2) It is the responsibility of the individual traveler to deposit any unused portion of advance funds with the Bursars office and submit a digital copy of the Deposit Receipt with the expense report.

8. NON-REIMBURSABLE EXPENSES: Certain miscellaneous expenditures are not considered reimbursable business expenses. These items include but are not limited to the following:

- Clothing
- Gifts to employees or supervisors
- Non-business related publications
- Personal services such as barber, beautician, manicurist, masseur/masseuse
- Toiletries
- Special room service or use of extra cost facilities like health club, sauna, etc.
- Expenses for children (childcare) spouses and companions
- Theater or other personal entertainment
- Traffic fines and court cost
- Transportation to/from home to regular place of work
- Guaranteed "no show" hotel/motel reservations
- Membership fees to airline clubs
- Movies charged to hotel room

Address questions and comments concerning travel policy to:

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