

PROCEDURE TITLE:	TRAVEL AUTHORITY – BUSINESS RULES
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RESPONSIBLE ADMINISTRATOR(S):	VPF&A / CONTROLLER
EFFECTIVE DATE:	11/14/14
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APPROVED BY:	PRESIDENT

1.0 AUTHORITY FOR TRAVEL

- 1.1 All travel (same-day and overnight) in-country and international must be authorized and approved in advance by the appropriate administrative supervisor responsible. Such approval indicates that the employee is authorized to travel on official university business and that related travel expenses will be covered per this policy.
- 1.2 For overnight travel, an Authorization for Official Overnight Travel form at <http://www.shawnee.edu/offices/controller/media/overnighttravel-2.pdf> must be completed, approved by the administrative supervisor, and submitted to the Finance Office *prior* to the expenditure of any University funds for travel expenses.
- 1.3 A supervisor's signature on the Travel Expense Report found at <http://www.shawnee.edu/offices/controller/travel.aspx> must be submitted after the travel has been completed, indicates approval and the propriety of all expenses and allowances listed as necessary to the performance of travel on official University business. Persons traveling on University business are expected to incur the lowest practical and reasonable expense while completing the travel process in an efficient and timely manner.

2.0 RULES REQUIRED FOR DRIVING

- 2.1 Rules addressing driving for University-sponsored travel are found at: [Driving Rules for University Sponsored Activities.](#)

3.0 REIMBURSEMENT OF TRAVEL EXPENSES

- 3.1 To ensure the proper handling of deposits and appropriateness of expenses, prior to approving a University-sponsored trip, the supervising official should contact

the Controller's office to review the purpose of the trip, the source(s) of funding, and the nature of the anticipated expenditures.

- 3.2 For reimbursement purposes, headquarters is Shawnee State University, 940 Second Street, Portsmouth, OH.
- 3.3 Travel Expenses – Use of purchasing card (PCard)
 - 3.3.1 The preferred method of payment for all travel expenses, EXCLUDING meals and fuel for personal vehicles, is the Shawnee State University purchasing card (PCard). Personal credit cards are discouraged as a method of payment for any travel expenses allowed on the PCard.
 - 3.3.2 Requests for reimbursement of travel expenses not eligible for PCard use shall be made on the Travel Expense Report, at the conclusion of travel. For procedures, forms and details on authorized travel expenses refer to the procurement and payables department web site at:
<http://www.shawnee.edu/offices/procurement-services/>
- 3.4 Travel Expense Advances
 - 3.4.1 University personnel may obtain cash advances prior to embarking on official overnight travel to cover eligible expenditures reimbursable to the traveler. Expenditures eligible to be reimbursed to the traveler are listed under the Reimbursable to Traveler section of the Authorization for Travel form. The Authorization for Travel form can be found at:
<http://www.shawnee.edu/offices/controller/media/overnighttravel-2.pdf> .
 - 3.4.2 Personnel wishing travel advances shall request the advance by checking the Yes box under the Reimbursable to Traveler section of the Authorization for Travel form. The traveler may request an advance of 90% of the total reimbursable amount.
 - 3.4.3 Once the Procurement Services Office receives a properly approved Authorization for Travel form requesting an advance, a check will be printed and available for the employee no less than two business days prior to the anticipated departure date of the travel.
 - 3.4.4 Upon delivery of the check for the advance, the Procurement Services Office personnel shall explain the conditions for providing the advance, including the procedures for recovery of the advance by either:
 - 3.4.4.1 subtracting the travel advance amount from the total amount

reimbursable to the employee on the Travel Expense Report filed after the travel, or

3.4.4.2 depositing the advance amount at the Bursar Office if the advance amount was greater than the amount of reimbursable expenses noted on the Travel Expense Report filed after the travel, or

3.4.4.3 the University may deduct the advance amount from the employee's pay check if Travel Expense Report is not filed by the employee within thirty days of the anticipated travel date.

3.4.5 As a condition of the advance, the Procurement Services Office personnel shall obtain a completed Authorized Travel Advance form from the employee prior to the distribution of the travel advance check. A copy of the Authorized Travel Advance form is available on the Controller's web site at: <http://www.shawnee.edu/offices/controller/> .

3.4.6 If an employee has been provided a travel advance for a trip but is delinquent in repayment of the advance by one of the methods noted in Section 3.4.4 above, no additional travel advances will be issued to the employee until the initial advance has been recovered.

4.0 TRAVEL BY PRIVATELY-OWNED VEHICLES

4.1 Travel by a privately-owned vehicle is authorized only if the owner is insured under a policy of liability insurance as required by Ohio Revised Code Section 4509.51 and compliant with [Driving Rules for University Sponsored Activities](#).

4.2 Reimbursement is authorized at the Internal Revenue Service personal use automobile rate per mile. Current rates can be found at: <http://www.shawnee.edu/offices/controller/perdiem.aspx#Mileage>

4.3 For safety and liability reasons, motorcycles are not authorized to be used and will not be reimbursed.

4.4 Travel Expense Reports shall indicate all intermediate destinations between the commencement and termination of travel and vicinity mileage after arrival at destination. Reimbursement shall be made to only one of two or more employees traveling in the same privately-owned vehicle. The names of all personnel traveling in the same vehicle shall be listed on the Authorization for Official Overnight Travel form and the Travel Expense Report.

- 4.5 Allowable Mileage
Allowable mileage is the mileage from either the employee's headquarters or home address (whichever is less) as the starting location using an approved online mapping tool. Any additional mileage must be explained on the Travel Expense Report.
- 4.6 When using a personal vehicle on University business, the owner of the vehicle must carry automobile liability insurance. The owner's automobile liability insurance coverage is the primary coverage.
- 4.7 There is no physical damage coverage through the University on a personal vehicle. The employee is responsible for the deductible portion of the personal collision coverage and is responsible for any increased personal automobile insurance premiums as a result of an accident.
- 4.8 The owner's automobile liability insurance card received from his/her insurance agent needs to be in the driver's possession when using personal vehicles for University business.

5.0 TRAVEL BY COMMON CARRIER

- 5.1 Travel by common carrier (e.g., commercial airline) is authorized at the lowest available rate. Authorized travel expenses include, tickets purchased directly from the carrier (or agency if at a lower total rate), luggage charges (up to two bags), and any supplemental fees assessed to all passengers by the carrier. Whenever possible transportation by common carrier should be charged to the PCard and should not be included on the Travel Expense Report.
- 5.2 Employees not using a PCard are encouraged to order their tickets through the University's purchase order process. In that case, payment will be made directly by the University to the travel agent, and the expense will not be listed on the Travel Expense Report. Travelers who purchase tickets with a personal credit card will be reimbursed after the date(s) the trip was to have been taken or was taken. Tickets which are unused, but for which the traveler has been reimbursed, may only be later used for travel on official University business. It is expected the traveler will reschedule unused tickets for approved University travel within the time allowed by the carrier.

6.0 RENTAL VEHICLES

Employees not using the PCard will be reimbursed for automobile rental when traveling on official business provided such mode of transportation is advantageous to the University over other means of transportation. Rental must have prior approval of the appropriate administrative supervisor and compliant with [Driving Rules for University Sponsored Vehicles](#).

7.0 LODGING EXPENSES REQUIRING OVERNIGHT LODGING

7.1 Lodging

- 7.1.1 Reimbursement for lodging for those employees not using a PCard will be for reasonable rates as established by the University. If the rates exceed the established per-night ceiling, justification for the employee staying at this location must be provided and approved by the supervisor. Employees must ask for the "governmental rate" when reserving lodging.
- 7.1.2 The per-night ceiling rate is subject to adjustment each fiscal year with the CPI change as a basis for this adjustment.
- 7.1.3 A per-night lodging rate will be established for "high cost cities" effective each fiscal year. International travel will be reimbursed at the applicable "high cost city" per-night lodging rate.
- 7.1.4 Current lodging rates can be found at:
<http://www.shawnee.edu/offices/controller/perdiem.aspx#Lodging>
- 7.1.5 Non-commercial lodging, such as in a private home, will be reimbursed at the rate of \$12 per night.

8.0 MEALS WHILE IN TRAVEL

- 8.1 Breakfast is reimbursable if the employee is in travel status beginning at 6 a.m. or earlier and continuing through 11 a.m.
- 8.2 Lunch is reimbursable if the employee is in travel status beginning at 11 a.m. or earlier and continuing through 2 p.m.
- 8.3 Dinner is reimbursable if the employee is in travel status beginning at 2 p.m. and returns home after 7 p.m.
- 8.4 If an employee is in travel status beginning at 6 a.m. or earlier and continuing overnight, s/he is entitled to the daily per diem rate.
 - 8.4.1 Each meal and its per-diem amount must be listed on the Travel Expense Report.
 - 8.4.2 Expenses for meals are prohibited from being paid via a University-provided purchasing card (PCard).
 - 8.4.3 Current fiscal-year meal rates are posted at the Finance and Administration website at: <http://www.shawnee.edu/offices/controller/perdiem.aspx>. Per-diem meal rates are subject to adjustments effective the beginning of each fiscal year using CPI change as a basis for rate adjustments.

- 8.4.4 Reimbursement for “same-day” meal expenditures are subject to taxation as required under applicable IRS rules.

9.0 CONFERENCE REGISTRATION FEES

- 9.1 For employees not using the PCard for conference registration, registration fees may be paid directly by the University if verification of the fee is provided by the employee. The Request for Pay form should be submitted to the Procurement Services Department, along with a copy of the registration form for fee verification.
- 9.2 If registration fees are paid by the employee and reimbursement requested, the registration fee and other expenses under this section must be verified by receipt, conference brochure identifying applicable cost, and/or other documentation with similar validity.
- 9.3 Reimbursement is authorized for reasonable meals and lodging expenses if they are an integral part of the conference. Reimbursement of any expenses under section 8.0 of this policy must be verified by receipt, conference brochure identifying applicable cost and/or other documentation with similar validity.

10.0 MISCELLANEOUS TRAVEL EXPENSES

- 10.1 For employees not utilizing the PCard for approved miscellaneous travel expenses, reimbursement may be requested for parking charges, highway tolls, and other reasonably incurred travel expenses directly related to authorized travel.
- 10.2 Other out-of-pocket expenses, such as road services and towing and miscellaneous gratuities above \$5.00/day (i.e., baggage handlers, taxi drivers), will not be reimbursed. Miscellaneous travel expenses must be listed separately on the Travel Expense Report.
- 10.3 Miscellaneous expenses required for official University business, such as photocopying charges, storage of baggage, telephone calls or internet fees, rental of equipment, or temporary meeting or office facilities, may be reimbursed to those employees not utilizing a PCard. However, rental of equipment, meeting, or office facilities must be approved by the administrative supervisor prior to agreements being consummated for such rentals.
- 10.4 Expenses incurred for alcoholic beverages are not reimbursable.

11.0 CLAIMS FOR REIMBURSEMENT

- 11.1 Reimbursement claims for transportation, lodging, meals, and incidentals must be itemized on the Travel Expense Report. The lodging and incidental claims must be accompanied by original itemized receipts. Credit card slips are not acceptable.

- 11.2 Miscellaneous expenses must be itemized on the Travel Expense Report. Original itemized receipts shall be submitted for all miscellaneous expenditures in excess of five dollars (\$5.00). Personal credit card slips are not acceptable.

12.0 EXPENSES ASSOCIATED WITH INTERVIEWING APPLICANTS

- 12.1 When not utilizing the PCard, reimbursement may be requested for expenses for transportation by common carrier and for lodging expenses associated with interviewing applicants for approved University position openings. The following travel expenses associated with interviewing applicants for approved University position openings will also be reimbursed:

12.1.1 Reasonable meal and lodging costs

12.1.2 Transportation costs in accordance with this policy

- 12.2 Costs associated with a spouse to accompany the applicant will not be reimbursed.
- 12.3 Costs incurred by Shawnee State University employees will be reimbursed per policy 4.13 "[Entertainment Policy](#)."

Ref: [Driving Rules for University Sponsored Activities](#)

History

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