

PROCEDURE TITLE:	TRAVEL AUTHORITY – BUSINESS RULES
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RELATED POLICY:	4.10REV TRAVEL AUTHORITY
PAGE NO.:	1 OF 5
RESPONSIBLE ADMINISTRATOR(S):	VPF&A / CONTROLLER/DIR. PROCUREMENT
EFFECTIVE DATE:	11/08/19
NEXT REVIEW DATE:	11/2022
APPROVED BY:	PRESIDENT

1.0 PURPOSE

The purpose of these procedures is to establish rules and guidelines for traveling on university business and for university-sponsored activities.

2.0 AUTHORITY FOR TRAVEL

2.1 Prior approval for travel (same-day and overnight), domestic and international, is necessary from the appropriate administrative supervisor. This approval authorizes the employee to travel on official university business and the coverage of related travel expenses per this policy.

2.1.1 Approval for same-day and normal business travel that is regularly scheduled should be gained through timely communication (verbal or email) with the appropriate supervisor.

2.1.2 Approval for overnight travel is obtained through the BearTrax system. Guidance to complete this task can be found at [Create Overnight Travel Authorization](#)

2.2 Travelers are expected to incur the lowest practical and reasonable expenses.

3.0 RULES REQUIRED FOR DRIVING

Guidance and rules for drivers for University-sponsored travel are found at [Driving Rules for University Sponsored Activities](#).

4.0 TRAVEL EXPENSES

4.1 The preferred method of payment for travel expenses is the Shawnee State University travel card. The use of personal credit cards is discouraged as a method of payment for any travel expenses allowable on the travel card.

4.1.1 Requests for reimbursement of travel expenses not allowable on the University-provided travel card may be submitted at the conclusion of the trip. For guidance on reimbursement of such expenditures through BearTrax go to: [Create and Submit an Expense Report](#)

5.0 TRAVEL BY PRIVATELY-OWNED VEHICLES

5.1 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](#). When using a personal vehicle on University business, the owner of the vehicle must be in possession of proof of insurance. The owner's automobile liability insurance coverage is the primary coverage.

5.2 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.

5.3 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.

5.4 Mileage for the use of a personal vehicle is payable in accordance with the Internal Revenue Service personal use automobile rate per mile. 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.

5.5 Current rates can be found at the [Controller's Office website](#).

5.6 For safety and liability reasons, the use of motorcycles is not authorized and travel expenses will not be reimbursed.

6.0 TRAVEL BY COMMON CARRIER

- 6.1 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.
- 6.2 If it is not possible to use a University travel card to order commercial travel tickets, the employee should order his/her commercial travel tickets through the University's purchase order process so that payment can be remitted by the University to the vendor.
- 6.3 Travelers who purchase commercial travel tickets with a personal credit card will be reimbursed after the trip's end date. 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.

7.0 RENTAL VEHICLES

- 7.1 The use of rental vehicles is permitted when traveling on official business provided such mode of transportation is advantageous to the University over other means of transportation. Prior approval is necessary to use a rental vehicle by the appropriate administrative supervisor. The driver must comply with [Driving Rules for University Sponsored Activities](#).
- 7.2 The University's travel card should be used to reserve rental vehicles.

8.0 EXPENSES FOR OVERNIGHT LODGING

- 8.1 Lodging
- 8.1.1 Reservations for lodging accommodations will be made using the University travel card.
- 8.1.2 In the rare case in which lodging is reserved using a personal credit card, reimbursement will be at the end of the trip in accordance with established rates.

8.1.3 If lodging rates exceed the current per-night ceiling rates found at the [Controller's Office website](#), justification and approval for staying at the higher rate location is required. Employees are expected to request the "governmental rate" when reserving lodging.

8.1.4 Non-commercial lodging, such as in a private home, will be reimbursed at the rate of \$12 per night.

9.0 MEALS WHILE IN TRAVEL

9.1 Guidance and rules related to the University's established per-diem meal rates for travelers are found at [Controller's Office website](#).

9.2 Processing and reimbursement, when required, of per-diem meal rates occurs through the BearTrax expense module. These expenses should not be paid via the University travel card.

9.3 Per-diem meal rates are subject to adjustments effective the beginning of each fiscal year using Consumer Price Index change as a basis for rate adjustments.

9.4 Reimbursement for "same-day" meal expenditures occurs through the BearTrax expense module and such reimbursement is subject to taxation as required under applicable IRS rules.

10.0 CONFERENCE REGISTRATION FEES

10.1 The travel card is the primary method to register for a conference.

10.2 If an employee registers for a conference by a means other than the travel card, reimbursement will occur after the conference end date and must be supported by receipts.

10.3 If meals are provided as part of the conference and the employee chooses to eat elsewhere, thereby incurring additional expense, reimbursement for the additional expense will not be approved. These expenses will be the responsibility of the employee.

10.4 Reimbursement of any travel-related expenses as described in this policy must be verified by receipt, conference brochure identifying applicable cost and/or other documentation with similar validity.

11.0 MISCELLANEOUS TRAVEL EXPENSES

- 11.1 The University's travel card is the primary method for payment of travel-related expenditures, including parking, highway tolls, and other reasonably incurred travel-related expenses. For employees not utilizing the travel card for approved miscellaneous travel expenses, reimbursement may be requested by the submission of receipts through BearTrax.
- 11.2 Expenses incurred for alcoholic beverages are not reimbursable.
- 11.3 Reimbursement of other out-of-pocket expenses, such as road services, towing and miscellaneous gratuities, not to exceed \$5.00, (i.e., baggage handlers, taxi drivers) will be handled on a case-by-case basis at the discretion of the administrative supervisor.
- 11.4 Travel expenditures are to be submitted for processing via BearTrax within five (5) days after the trip ends.
- 11.5 Reimbursement claims for transportation, lodging, meals, and incidentals must be itemized and requested electronically through the BearTrax system. The lodging and incidental claims must be accompanied by itemized receipts. Credit card slips are not acceptable.

12.0 EXPENSES ASSOCIATED WITH INTERVIEWING APPLICANTS

- 12.1 The University's travel card is the primary method for expenditures related to applicant interviews.
- 12.2 When not utilizing the travel card, expenses that are incurred for transportation by common carrier and for lodging expenses associated with interviewing applicants for approved University position openings may be reimbursable for reasonable meal and lodging costs and transportation costs in accordance with this policy
- 12.3 Costs associated with a spouse to accompany the applicant will not be reimbursed.
- 12.4 Costs incurred by Shawnee State University employees during the interviewing of applicants will be reimbursed per [Policy 4.13 "Meeting Expenditures."](#)

History

Effective: 01/17/14

Revised: 11/08/19