

University Policy 100.01 TRAVEL

Responsible Administrator: Associate Vice President of Fiscal Affairs

Responsible Office: Office of Fiscal Affairs

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Policy Statement

It is the policy of Claflin University: to define and establish an understanding of University related and authorized travel; to describe travel charges and reimbursable expenses; and to inform employees (including those who approve travel), students, and other agents of their responsibilities to manage and report travel costs.

Statement of Purpose

The electronic processing of University travel began in July 2016. This policy reflects and coincides with that process. This policy establishes guidelines for employees, students and/or agents who travel on Claflin University business.

Applicability

- 1) This policy is applicable to all employees, students, and agents of the University otherwise who travel on University related business.
- 2) This policy is applicable to all University business travel regardless of the source of funds (whether institutional, federal, state, private, or general).

Definitions

1. CONUS (the Continental United States) - a technical term used by the federal government in reference to the 48 continuous states of the United States.
2. Foreign Travel - Travel to, between, or within countries 'outside' the United States.
3. OCONUS (outside of the Continental United States) - a technical term used by the federal government in reference to Alaska, Hawaii, and territories and possessions of the United States including Guam and Puerto Rico.
4. Official Travel - Travel on approved university business between home or the regular place of business and another destination. (The travel between one's personal residence and one's regular place of business is commuting, not official travel.)
5. Receipt - A written acknowledgement that something has been received; generally documentation includes the date, the amount, and that a

payment was made (cash register receipt, credit card receipt, a bank or credit card statement, a copy of a check, or a cancelled check).

6. Same Day Travel – When a traveler returns to his or her home or the official station within the same day without purchase of lodging.

Travel Guidelines

Major guidelines regarding Claflin University travel follow:

1. A leave request form must be attached to the travel form.
2. All travel requests must be approved at least ten work days in advance of travel by the appropriate Vice President and are contingent upon the availability of funds; unauthorized travel will be borne by the employee. (see Appendix A, the University's travel form)
3. Employees must complete and submit appropriate travel documents within 10 work days after travel. (also related to the travel form)
4. Original, not copies of, itemized receipts are required for travel reimbursements.
5. Meal allowances for students, employees, and other agents of the University are the same.
6. Student requests for official university travel must be submitted via the e-requisition system, with appropriate supporting documentation attached.

Note: Not following travel guidelines, especially those related to the approval of anticipated expenses before travel (#2) and reconciliation after travel (#3) may result in the suspension/cancellation of a credit card or reporting of the employee's failure to adhere to policies and procedures to the applicable supervisor.

Travel Reimbursements

Reimbursements by travel categories are detailed below and on the following pages.

Meals

The University pays for the costs of meals incurred by employees traveling on University business in two ways. The first is through the University credit card for the President, the Provost and Vice Presidents. The second method is through reimbursement of the cost of meals for all other employees/agents of the University. **These individuals who are directly reimbursed for the costs of meals are not required to maintain receipts for meals. Instead, meals are reimbursed on a per diem basis in accordance with rates established by the federal government by locality. For example, an employee who travels to City A (which has a daily federal meal allowance of \$65) and remains there for the day will be reimbursed \$65 without receipts.** (Also, see the Policy on Credit Cards, Policy #100.06 regarding restrictions on use of the University credit card.)

The web address, <http://www.gsa.gov/portal/category/>, accesses the federal meal rates for the continental United States (CONUS); the sites respectively for outside of the continental U.S. (OCONUS) and foreign travel are found below the map on this site. Meal rates generally include an allotment for each meal and an adjustment for what is usually a shorter day for the first and the last day of travel.

A copy of the federal rates for the travel destination must be attached to the travel form.

Lodging

The decision regarding lodging is sometimes impacted by factors other than costs. For example, the ability of a traveler to participate in and to attend functions at a conference may be outweighed by staying at a higher priced conference hotel rather than another hotel. In addition, a traveler may incur charges such as those for taxi if he/she stays at a hotel other than that designated as the conference site or another site secured as conference lodging. To this end, just as the ultimate decision to determine the necessity for travel is at the discretion of the Provost or appropriate Vice President, approving a particular place or rate of lodging is at the discretion of these officials.

Employees are required to maintain receipts related to lodging.

Airfare

Airfare will be reimbursed at the most reasonable and economical rate.

Vehicle Mileage

When a vehicle is the mode of transportation needed, University employees should use a University vehicle. Private vehicles may be authorized under the following conditions:

- A University owned vehicle is not available. (See the Policy on Motor Vehicles, Policy #100.07)
- The use of a personal vehicle is determined to be more cost effective; or
- The employee has a disability and requires special accommodations that a University vehicle does not provide.

An employee, student, or agent of Claflin University who uses a personal vehicle for official University business shall be reimbursed at current IRS approved mileage rate. Vehicle mileage shall be computed and supported with "MapQuest" documentation (or other mileage websites such as Google, etc.) using the most practical and cost efficient starting point. For example, an employee who resides in Columbia may choose their residence in Columbia as a starting point for a trip to Charlotte rather than Claflin University, 400 Magnolia Street, Orangeburg as a starting point.

Further, it is important to note that reimbursement of both gas and mileage may not be claimed for reimbursement for the same destination. For example, if an employee fueled his/her vehicle with the university credit card, that employee is unable to also request reimbursement for mileage for the same trip. This scenario would result in the University reimbursing the employee two times for the same trip.

Finally, in regard to rental of vehicles, persons who rent a vehicle outside of the University should rent an appropriately size vehicle at the most economical cost. As previously noted, issues regarding University owned vehicles are addressed in the Policy on Motor Vehicles.

Employees are required to maintain transportation receipts.

Methods of Payment

There are three methods of payment for travel.

1. The University's Credit Card is the preferred method of payment for travel.
2. A second method of payment is through personal means (for example, a personal credit card or cash) by the traveler who in turn, is reimbursed by the University.
3. A travel advance, a payment made prior to travel, is discouraged but may be considered in extenuating circumstances. A travel advance requires approval by the Provost or the appropriate Vice President and the Vice President of Fiscal Affairs.

