

TRAVEL MANAGEMENT

University of Kentucky Official Travel



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Background

- The University of Kentucky is an agency of the State of Kentucky and as such receives State budgetary support . Although the University has some options with regards to the State Travel Regulations, it has been a long standing practice to adopt them as a model for the Official Travel Regulations of the University of Kentucky.
- The University of Kentucky also receives Federal funding that must be disbursed in accordance with Federal regulations. Therefore, the University's travel regulations reflect many of the Federal guidelines as well.
- So, generally the University's regulations reflect the Federal and State guidelines, yet they are designed to manage Official Travel in a manner that meets the goals and objectives of the University without compromising the integrity of the business purpose.

Policy

- University travel must support the mission of the University and be consistent with the business and professional needs of the department and the institution.
- University travel must be conducted in a manner that demonstrates integrity and excludes personal benefit.
- University travel must be efficient and economically feasible.
 - Any expenses incurred by traveling more expensive alternate routes or using less economical types of transportation and lodging must be assumed by the traveler.

Responsibilities of Business Officers & Supervisors

- Ensure that all travel within their department is in accordance with University policy
- Ensure that their employees understand and follow all University travel policies
- Verify that the purpose of the travel is on behalf and for the benefit of the department and the University
- Verify that the travel is by the most economical means feasible.
- Verify Travel Expense Vouchers and validate that all expenses claimed are properly documented and that they were paid from the traveler's personal funds and not previously paid from University funds.
- Verify that the dates of the travel are consistent with the dates published in the event agenda or brochure.
- Process and approve Travel Expense Vouchers in a timely manner.

Responsibilities of the Traveler

- Read and understand the travel policies and procedures
- Obtain approval prior to traveling from the appropriate level required by their department
- Travel only when it is in the best interest of the department and the University
- Travel by most economical means feasible
- Submit proper documentation, including original itemized receipts, itineraries and conference brochures or agendas and retain copies of all documentation submitted
- Submit documentation to the Business office for processing no later than 10 days from date returned from trip, with the exception of monthly mileage reimbursement requests. These need to be submitted within 30 days of the 1st date of travel.

Reimbursable Expenses

- Necessary business expenses incurred which are paid from personal funds, in the course of conducting official University business may be reimbursed on a Travel Expense Voucher. Optional expenses and expenses incurred for personal reasons are the responsibility of the traveler
- Examples of business expenses include:
 - Transportation expenses
 - Airfare
 - Automobile rental
 - Mileage for use of a private vehicle
 - Taxi, Train, Bus and other public ground transportation
 - Parking and Toll fees
 - Lodging (single room rate)
 - Meals
 - Conference and event registration fees
 - Communication and IT charges
 - Laundry expenses for trips exceeding seven days
 - Tips and Gratuities
 - Miscellaneous expenses incurred for official business purposes

Transportation

➤ Ground Transportation

- University owned vehicle
- Private vehicle
- Rented vehicle
- Public Transportation
 - Train
 - Taxi
 - Bus

➤ Airline Transportation

- Commercial Airlines
 - Tickets purchased for commercial airline travel must be nonrefundable coach class or other similarly reduced airfare.
 - Additional expenses incurred for first-class and business-class travel or ability to upgrade will not be reimbursed.
 - The preferred method for purchasing commercial airline tickets is University Travel Services with a University Procurement Card. But they may also be paid for from personal funds.
 - Tickets may also be purchased through alternative vendors, but when done so, they must be paid for from personal funds & a valid cost comparison must be provided (see Cost comparison slide)
 - Federal funded grants may require airline travel to be in compliance with the Fly America Act. Compliance with the Fly America Act is the responsibility of each traveler/department. So before making arrangements for air travel the funding should be checked and, if applicable, ensure the booking is in accordance with the Act. See <http://www.irs.gov/>
- Private Aircraft
 - Private aircraft may be used when it can be documented that doing so benefits the University in terms of both time and expense a valid cost comparison must be provided

Lodging for Domestic Travel

- **Domestic Lodging (Within the 50 United States, the District of Columbia, and U. S. territories.)**
 - Actual lodging expenses based upon original itemized receipts may be reimbursed
- **Generally, facilities that provide discounts or special government, commercial, or educational institution rates should be used when feasible.**
- **The University does not pay lodging expenses for an overnight stay within 40 miles of the traveler's official workstation or home.**

Subsistence Rates For Domestic Travel

- U.S. Government per diem rates are used to reimburse travelers for subsistence for domestic (including U.S. territories) travel.

- Procedures for determining per diems for subsistence. (Excluding Alaska, Hawaii and the U.S. territories)
 - Go to www.gsa.gov/perdiem
 - Choose the correct fiscal year for the travel period.
 - Click on the state for the travel destination.
 - Determine the meals and incidental expense (M&IE) rate for the location; the standard CONUS rate noted at the top of the page for each state applies for all destinations not specifically listed in the table
 - To determine the rate per meal for current periods, go to www.gsa.gov/mie and choose the column corresponding with the total M&IE rate determined in the above step
 - Select the amounts for Breakfast, Lunch and Dinner.

Subsistence/Lodging Rates for Foreign Travel

- U.S. Government rates are also used to determine the subsistence and maximum lodging reimbursement for foreign travel.
- Foreign lodging expenses are limited to the actual paid expenses, up to the per diem amount allowed by the U.S. Department of Defense.
- Procedures for determining the maximum lodging amounts and the allowance for subsistence by meal.
 - Go to <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>
 - Use the drop down boxes on the right side under “OUTSIDE CONUS, Non-Foreign Overseas, and Foreign” to select the travel destination (country).
 - Note: select the button to exclude U. S. military installations
 - Click on “CALCULATE”
 - Locate the city/town and season (use “other” if the location is not listed) and choose the associated amount for maximum lodging.
 - Procedures for determining subsistence reimbursement rates. (Including Alaska, Hawaii and the U.S. territories)
 - Locate the city/town and season (use “other” if the location is not listed) and select the amount from the “Local Meals” and “Local Incidental” columns .
 - Add together the amounts in the “Local Meals” and “Local Incidental” columns to arrive at the total allowance.
 - Go to http://aoprals.state.gov/content.asp?content_id=114&menu_id=81 to determine the rate per meal.
 - Locate the amount (total from above) in the M&IE rate column and select the amounts for each meal.

Subsistence/Incidentals

- Subsistence, or meal expenses, are reimbursed at per diem rates established by the U.S. Treasury for domestic travel and the U.S. Department of Defense for foreign travel.
- Meal per diem cannot be claimed for meals included in registration fees or otherwise provided at no cost to the traveler as part of the event. A traveler attending a function such as a luncheon or dinner meeting/event may be reimbursed for the actual meal cost instead of the per diem when the traveler's attendance is required.
- Laundry expense, baggage tips, housekeeping tips, and other lodging-related tips are considered incidental and are covered by the per diem rate and, therefore, are not reimbursable.
- The per diem allowance is broken down into a specific amount for breakfast, lunch and dinner.

Subsistence Continued

- The University will reimburse meals and incidental expenses incurred on the first and last days of travel at 75% of the standard per diem rate regardless of what time of day the travel begins or ends.
- Subsistence may not be claimed for breakfast or lunch unless the trip includes an overnight stay at a location more than 50 miles from the traveler's home and workstation.
- If a trip exceeds the local travel distance and the traveler is in travel status for more than 12 hours, but the traveler chooses not to stay overnight, personal meals will be eligible for reimbursement at 75% of the standard per diem rate for the locality visited during the day

Documentation

- **Original Receipts must be attached for everything included in the business trip except for per diem subsistence reimbursement and small dollar purchases (\$10 and under).**
 - **Lodging – an itemized receipt showing a zero balance and the method of payment. The receipt should also include the location, date and single room rate. Subsistence rates are paid based on the city where you are lodging.**
 - If employees share lodging then they will be reimbursed on a pro rata share of the total room charge.
 - If employees share lodging with family/friends documentation from the hotel showing the single room rate is required in order to be reimbursed for the single room rate otherwise they will be reimbursed on a pro rata share of the total.
 - **Airfare – Should include original ticket receipt showing the ticket number, date of issue, name of vendor, complete itinerary, method of payment and total amount charged, including service fee.**

Documentation continued

- **Registration/Conference** – should include a receipt showing the amount of the fee and method of payment. As well as a line item detail showing dates and all expenses included in the fee (i.e. page from the conference brochure, copy of the webpage, ect...)
- **Rental Car** – should include an itemized receipt showing a zero balance and method of payment.
 - Additional insurance is not necessary and is not a reimbursable expense for domestic travel. Additional insurance is strongly recommended for foreign travel and is a reimbursable expense.
- **Miscellaneous Expenses** – requires a receipt for anything over \$10
 - Receipts should always include the date, location and amount paid
- **Please remember to retain copies of all documentation that you submit to the business office for reimbursement processing**

Cost Comparison

- **A cost comparison must be submitted with the travel voucher for the following circumstances:**
 - **If an alternate vendor is used for airfare**
 - **Approved UK Vendors**
 - Concur (preferred)
 - AAA
 - Avant

 - **If the traveler decides to drive instead of fly when the destination is 500 or more miles (ONE WAY) from the traveler's workstation or residence**

Cost Comparison continued

- A valid cost comparison must be generated by one of the UK approved vendors and must include:
 - For use of alternate vendors
 - Listing of itineraries/airfare for the same dates of travel, the same travel destinations and the same approximate times of departure as shown on the ticket purchased
 - First page of available itineraries/airfare from Concur <https://www.concursolutions.com/Default.asp> which also shows the search parameters used and the airline matrix across the top of the screen.
 - Comparisons should be printed the same day as the ticket is purchased and the date must be printed on the comparison
 - For driving 400 miles or over ONE WAY
 - A comparison should be obtained at the time airfare would have normally been booked, or at least three weeks prior to the date of the trip.

Cost Comparison continued

- For combining personal with business
 - Listing of itineraries/airfare for the business dates only of travel with the business travel destination
 - When personal travel is included with the business trip, airfare must be purchased with personal funds

Quick Links

- UK Travel Management Services

<http://www.uky.edu/Travel/>

UK-Office of the Treasurer Official University Policy

<http://www.uky.edu/EVPFA/Controller/files/BPM/E-5-1.pdf>

CON Website Faculty Resources

<https://www.uky.edu/nursing/about-us/our-faculty/facultystaff-governance-resources>