



# UNIVERSITY OF RICHMOND

## Policy Manual

<b>Policy #:</b>	FIN-4200	<b>Policy Title:</b>	Travel Policy
<b>Effective:</b>	07/01/2019	<b>Responsible Office:</b>	Office of Strategic Sourcing & Payments
<b>Date Approved:</b>	06/13/2019	<b>Approval:</b>	Executive Vice-President & Chief Operating Officer
<b>Replaces Policy Dated:</b>	02/01/2016	<b>Responsible University Official:</b>	Senior Associate Vice President and University Controller

### PURPOSE:

This policy is to provide guidance to individuals who are traveling on behalf of the University and to ensure the appropriate use of University resources to further the University’s mission of teaching, research, scholarship and service.

### SCOPE:

This policy applies to University of Richmond faculty, staff, visiting scholars and students travelling on behalf of or utilizing funds administered by the University as well as University guests, visitors, and independent contractors who incur expenses on behalf of or utilizing funds administered by the University. Externally funded awards may have additional requirements not specifically addressed in this policy. Principal investigators should review the grant’s or sponsor’s specific requirements, or contact the Grants Accounting Office for assistance.

University Affiliates may have their own travel policy, if approved by the Executive Vice President/Chief operating Officer (EVP/COO). As used in this policy, the term “Affiliates” means organizations or entities in which the University owns a controlling interest or has the right to elect the majority of the entity’s governing board.

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## **POLICY STATEMENT:**

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### *4200.1 – Definitions*

#### Accountable Plan

An accountable plan is a reimbursement arrangement or method for reimbursing employees for business expenses that complies with the Internal Revenue Code and the related Treasury regulations. The accountable plan requirements must be satisfied to ensure that employees may be reimbursed on a tax-free basis.

#### Allowable Expense

A necessary, reasonable, and appropriate expense incurred for the primary benefit of the University.

#### Ancillary Fees

Ancillary fees are fees assessed by airlines, railways, or other modes of transportation, in addition to ticket costs. Examples include the cost for extra leg room, exit row seating, or aisle or window seating.

#### Appropriate

Appropriate means an expense is suitable or fitting in the eyes of an objective third party and fulfills a valid business purpose.

#### Business Purpose

The business purpose establishes that a particular good, service or activity is necessary to fulfill the mission of the University and primarily benefits the University, not the individual. For an expense to be reimbursed under the University's accountable plan, or allowable on a University purchasing card (P-Card) a legitimate business purpose must be provided:

#### Necessary

An expense is necessary when it is required to achieve a particular business objective.

## Reasonable Expense

A reasonable expense is ordinary – not lavish or excessive – and reflects a prudent decision to incur the expense on behalf of the University in furtherance of its business.

## Receipt

A receipt is a document that substantiates the business transaction and provides proof of payment of that expense. A receipt will typically include the date of transaction, merchant name, list of items purchased or services received, form of payment (cash, check, credit card), and amount paid.

## University Guest

For purposes of this policy, a University guest is defined as an individual who is not a University employee or student who incurs travel-related expenses on behalf of or utilizing funds administered by the University. This will include, but is not limited to, visiting speakers, job candidates, independent contractors, and consultants who are traveling, usually to Richmond’s campus, to assist with a legitimate University business purpose.

## *4200.2 – Overview*

The primary sources of University revenue are students and their families (e.g., tuition, room, board) and individuals and philanthropic individuals and organizations that have been inspired to give to the University in support of its mission (e.g., current use donations, endowment support). Members of the University community have a responsibility to exercise good judgment and prudence when incurring travel-related expenses on the University’s behalf.

The University will pay for reasonable, appropriately documented and properly authorized travel expenses that are necessary to achieve a legitimate business purpose so long as those expenses adhere to the guidelines outlined in this policy.

In general, the quality of travel, accommodations, and related expenses should be governed by what is reasonable and appropriate for the purpose involved.

## *4200.3 – Accountable Plan*

The University’s reimbursement policy is intended to meet the Internal Revenue Service’s definition of an “accountable plan.” Reimbursements made under an accountable plan are generally nontaxable and are not reportable as compensation on an employee’s Form W-2. Under the accountable plan, travel advances and reimbursement of expenses must meet these requirements:

- Expenses must be for specified deductible business expenses paid or incurred by the traveler in connection with the performance of University business;
- Expenses must be substantiated within a reasonable period of time, sixty (60) days, after completion of the trip or event. Receipts must be provided for the expenses;
- If an advance was received, excess funds must be returned to the University within sixty (60) days after completion of the trip.

Failure to satisfy an expense or clear an advance within 60 days of the completion of the trip or event may cause the expense to be treated as though it were paid under a non-accountable plan and treated as compensation, subject to required payroll tax withholding and reported on the employee's Form W-2.

In the case of guest and student travelers, payment and reimbursement requests submitted past the sixty-day deadline may be treated as compensation and reported on a 1099-MISC form when the \$600 threshold is reached.

### *4200.4– Paying for Travel Expenses*

There are several options available for payment of business-related travel expenses.

#### University Credit Cards (P-Cards)

Employees who travel frequently on University business (generally, five or more times per year) are encouraged to use the University's credit card (P-Card) for business-related travel expenses. By using the University credit card, employees do not incur out-of-pocket expenses for allowable University expenses. They also receive several benefits provided by the credit card provider including travel accident insurance (in addition to what the University provides), lost or stolen baggage reimbursement, hotel burglary reimbursement, and emergency evacuation and transportation coverage.

Individuals who utilize a University P-Card are expected to comply with the requirements of *FIN-4301 Purchasing Card Policy*.

#### Reimbursement

Travelers seeking reimbursement for business-related travel expenses must comply with the requirements of this policy, and submit the appropriate documentation within sixty (60) days of the completion of the event or trip.

All employee reimbursements will be issued as direct deposit payments. Employees seeking reimbursement should ensure they have direct deposit set up in Banner Web prior to submitting their reimbursement request.

Situations in which travel payments are made on behalf of individual students or reimbursements are provided to students must conform to *FIN-2101 Policy on Provision of Financial Resources to Students*. Although students may receive their reimbursement by check or direct deposit, direct deposit is strongly encouraged.

All reimbursements must be processed through the Chrome River travel and expense management system.

#### Direct Bill

In limited situations, such as group travel, the department may request that the vendor or merchant direct bill the University for travel-related expenses.

### *4200.5– Making Travel Arrangements*

Travelers are encouraged to use traditional travel sites such as hotel sites, airline sites, rail, or common online booking tools such as Orbitz, Expedia, or Travelocity when booking their travel reservations. Travelers using alternate travel sites are strongly encouraged to vet these sites carefully before utilizing them.

The University is not responsible for reimbursing fraudulent charges when alternative sites are used.

## Reservation Timing

Travel planning should be completed as far in advance as practicable. Advance travel planning is key to obtaining the lowest airfares and securing first choice flight times and room accommodations.

*Cancellations, changes, or unused tickets:* In the event a trip is canceled or changed, the University will cover the cancellation, change fee, and other incurred expenses provided there is adequate business justification documented for the change, cancellation, or failure to complete the travel. The University will also cover the cost when the trip is interrupted, canceled, or changed due to unforeseen circumstances. For transportation tickets, the ticket, if cancelled in time, can often be reused within one year of the original ticket date and should be used for the next business trip.

Unused tickets may not be used for personal travel. It is the responsibility of the department to track unused tickets.

## *4200.6 – Travel Pre-Approval*

Advances are allowed in limited circumstances, typically when a credit card cannot be used as an appropriate or effective means of payment. Advances must be requested through the Chrome River Pre-Approval Request.

Departments may also require employees to submit a Pre-Approval Request prior to booking a trip. It is the supervisor's responsibility to let the traveler know if pre-approval is required.

**Individuals who are traveling internationally for University business or using University or sponsored research funding must register their travel itinerary with the University's international travel registry in advance of their travel: <http://studyabroad.richmond.edu/?go=TravelRegistry>.**

## *4200.7– Transportation*

### Air Travel

Travelers are encouraged to book the lowest priced coach class airfare available. Coach class should be used for all domestic travel, including Hawaii and Alaska. Travelers wishing to maximize comfort and convenience for domestic travel (i.e., utilizing business or first class) must pay the difference between the lowest priced coach class fare and the final fare.

Business class airfare may be allowed for international travel with prior approval from the EVP/COO. Business class may also be allowed for employees or students who have an approved accommodation request from a University disability advisor; advance approval by the EVP/COO is required. Information about disability advisors is found on the Disability Services website, <https://disability.richmond.edu/>.

Private jets are normally not allowed for employee travel due to the risk involved. Contact the Office of Risk Management, <https://risk.richmond.edu/>, before traveling on a private jet. Approval from this office must be included with any related reimbursement request.

### Train

The University will reimburse for the cost of a reserved coach or business class train fare. Travelers are expected to make prudent financial decisions when selecting the class of train fare.

## Vehicle Rental

Vehicle rentals may be used when justified as an economical business necessity. Travelers are expected to rent the most economically available car for the business purpose. Rental of 15-passenger vans is not permitted.

When traveling in groups, sharing of vehicles is encouraged to reduce costs. Travelers must refuel the vehicle prior to returning it to the rental car company. Fuel costs are a permissible business expense based on actual fuel purchased, not mileage.

The University has discount arrangements with several car rental agencies. For more information regarding contracted rental companies, including a list of University contracted car rental companies, visit the Controller's Office website, <http://controller.richmond.edu/sourcing-payments/travel.html>. Employees may use the University's negotiated rate for their own personal use. This benefit is part of the University's contract with the rental company.

*Approved Drivers:* All students and any employee who regularly rent a vehicle for University business or drives a University-owned vehicle must be a University-approved driver. See <https://risk.richmond.edu/fleet/driver.html> for more information.

*Car rental insurance coverage within the U.S. or Canada:* The University has automobile coverage for its employees traveling on official University business in the United States and Canada. Therefore, all car rental insurance should be declined when traveling within the U.S. or Canada. If elected, the insurance is not reimbursable and is not permitted on a University P-Card. The University's insurance will cover the cost of damage to a rental car.

*Car rental insurance coverage outside of U.S. and Canada:* When traveling outside the United States or Canada, travelers on official University business are required to purchase full local insurance when renting a vehicle. This expense is a permissible business expense.

Car rental insurance information is provided on the University's Office of Risk Management's website, <http://risk.richmond.edu/insurance/index.html>.

*Accidents:* An individual involved in an accident while driving on official University business must report the accident immediately to the local police department and obtain the police report number for the accident. Within 24 hours, notify the University Police Department, <https://police.richmond.edu/contact/index.html> with the report number. If a rental vehicle was involved, also notify the rental car company immediately.

## *Personal Vehicles*

Use of the traveler's personal vehicle for business-related travel will be reimbursed at the University's current published mileage reimbursement rate. The rate is designed to cover gas, oil, and fixed costs such as insurance and depreciation. The mileage reimbursement costs should not exceed the cost of the most economical available round-trip coach class airfare or train fare. Gas costs are not permissible expenses for personal vehicles; they are not reimbursable and should not be charged to a P-Card.

Travelers are expected to maintain the appropriate insurance on their vehicles when they are to be used for University business travel.

## Taxis, Rideshare, and Other Forms of Transportation

The cost of taxis, rideshare services (Uber, Lyft, etc.), shuttle services, subway, or other forms of transportation to and from hotels, airports, railroad stations or other businesses, in connection with business

activities is a permissible business expense. Alternative arrangements for travel to airports should be considered when airport parking charges will exceed the cost of a round-trip taxi or shuttle service.

Limousine or sedan service is allowable only when it is the most economical method of ground transportation, such as when several employees are traveling together. Documentation and justification for the use of this type of transportation must be provided whether seeking reimbursement or purchased on a University P-Card. If documentation is not provided or the justification is not adequate, the expense will not be allowable.

### Transportation Fees

*Airport Airline Club/ Lounge Memberships:* Dues/memberships are generally not reimbursed or provided by the University. Exceptions must be approved by the EVP/COO.

*Ancillary fees:* Ancillary fees, such as extra leg room, window or aisle seating, exit row seating, etc., assessed by airlines, are a permissible business expense, provided appropriate documentation of the expense is provided.

*Baggage fees:* Reasonable baggage fees while traveling on University related business are a permissible expense.

*Frequent Flyer Rewards:* The University will not reimburse for tickets purchased with frequent flyer miles. Frequent flyer memberships should not influence travelers to make more expensive travel decisions.

*Lost baggage:* The University will not reimburse for lost baggage, as the airlines are responsible for compensating for lost baggage. The University's credit card provider provides reimbursement for lost baggage when the travel was booked with the P-Card.

*Tolls and parking fees:* Tolls and parking fees are permissible business expenses.

*Trip protection fees:* Trip protection, also referred to as trip insurance, should not be purchased and is generally not a permissible business expense.

### University Vehicles

When using a University vehicle for business travel, fuel and oil expenses are permissible at the actual cost incurred by the traveler, not the mileage reimbursement rate. The use of a University vehicle should be noted on the expense reimbursement form or on the P-Card report. Review the Office of Risk Management's website, <http://risk.richmond.edu>, for information regarding University vehicle usage.

### *4200.8– Lodging*

The University will pay actual and reasonable costs of lodging as supported by the detailed bill, for each day that lodging away from home is required for business purposes. Travelers should choose good quality, non-luxury hotels whenever practical. However, when attending a conference, travelers may stay in the conference hotel even if it is not the most economical option available.

Charges for personal items such as movies, in-room mini-bar, etc. are not permissible business expenses and should not be added to the hotel bill. These items must be paid with personal funds.

Many hotel brands have frequent guest programs that reward travelers with free accommodations for previous paid stays at the hotel. The University will not reimburse travelers for the value of the free accommodations used for business. The University will only reimburse for the actual amount that was paid for accommodations used for business travel.

*Airbnb, Vacation Rental by Owner (VRBO), and Other Lodging Alternatives:* The rental of homes directly or through such sites as Airbnb or VRBO when traveling on University business is generally not permitted for group travel. The use of such lodging is discouraged for individual business travel.

*Lodging with friends or family:* While in travel status, an employee traveler may elect to stay with family or friends in lieu of staying in a hotel. A meal or non-cash gift in lieu of hotel costs is permissible. The gift or meal should be reasonable and may not exceed the cost of appropriate accommodations. The traveler must provide receipts for the expenses incurred. Cash payments to hosts are not allowed. Documentation for such items should be submitted with the reimbursement request or P-Card report.

### *4200.9– Meals*

The University will reimburse or pay for reasonable meal expenses incurred while traveling away from home or entertaining while on University business. Travelers should use good judgment when spending University funds for meals during travel. Travelers may use the federal government's published per diem rate for the destination city as a measure of how much is appropriate to spend on meals.

Student meal expenses should not exceed per diem limits, regardless of payment method for meal purchases.

There are three methods which travelers may use for their meal purchases and / or reimbursements.

- Receipt Method - The traveler is required to provide actual receipts to support the expense upon returning from their trip.
- Per Diem Method – Receipts are not required. The traveler is reimbursed for meal and incidentals based on the federal government's published per diem rate for their destination city, in lieu of submitting receipts.
- Meals purchased on a University P-Card – Actual receipts are required to support the transaction on the card.

The traveler may choose any of the listed methods, as authorized by their department, but may not combine the per diem method with P-Card usage or receipt method within a single trip, except in very limited circumstances, such as when paying for meals of guests or co-workers when traveling together.

Meal expenses discussed in this section include meals while traveling away from the University while in attendance at a conference, presentation, or other University related business event that requires travel. For information about business meals and entertainment expenses incurred locally, please refer to *FIN-4204 Business Meals and Entertainment*.

### Receipt Method

Meal expenses incurred while traveling may be reimbursed on a tax-free basis when the traveler provides the receipt. If a traveler does not have receipts for all travel meals, the per diem method should be used instead of the receipt method for reimbursement of meals.

## Per Diem Method

In lieu of submitting actual receipts, a traveler may elect to receive a meal per diem based on the federal government's published per diem rates. For domestic travel, the federal government per diem rates for meals and incidentals are available on this website, <https://www.gsa.gov/portal/content/104877>. For international travel, the federal government per diem rates for meals and incidentals are available on this website, [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp).

The meal per diem is intended to cover the meal as well as incidental expenses (fees and tips for meals, baggage handling, maid service, etc.). The traveler may claim a meal per diem only for meals which were not otherwise provided during travel. If a meal is included in a conference; is paid for by another colleague, vendor, or other third party; or when traveling a partial day, the full per diem amount should not be claimed. The daily per diem will be reduced as follows:

- Breakfast: 20%
- Lunch: 30%
- Dinner: 50%

## Meals Purchased on a University P-Card

When a traveler elects to use a University P-Card for their meal purchase, they must provide the meal receipt with their P-Card report in the Chrome River system. Meal per diems are not allowed for meals purchased on a University P-Card.

## Group Meals

If multiple University employees are present at the same travel-related meal, the most senior University representative present at the meal is responsible for the expense and must be the individual who charges the meal to their P-Card or seeks reimbursement, unless all who were present at the meal are using per diem method or paying for their own meals.

When submitting the reimbursement request, the names of the guests for that meal must be included, along with the receipt or other supporting documentation.

Employees who were guests at such a group meal who are using the per diem method must deduct that meal from their claimed per diem for that day.

## *4200.10– International Travel*

Individuals who are traveling internationally for University business or using University or sponsored research funding must register their travel itinerary with the University's international travel registry in advance of their travel: <http://studyabroad.richmond.edu/?go=TravelRegistry>.

Reimbursement requests for international travel generally follow the same guidelines as domestic travel. Additional information about international travel is provided below.

## Transportation

*Airfare:* Business class airfare may be allowed with prior approval from the EVP/COO. Otherwise, the University will pay for or reimburse coach class airfare.

*Vehicle rentals:* When renting a vehicle outside the United States or Canada, the traveler should purchase full local insurance coverage. This expense is reimbursable.

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## Additional Expenses for International Travel

In addition to typical travel expenses, employees travelling internationally on University business may be reimbursed for applicable passport/visa fees, required immunizations, airport taxes, exchange rate fees, and other necessary items.

## Traveling in Remote Locations

When traveling in remote locations, it may be difficult for the traveler to obtain receipts for expenses. On these occasions, the traveler may provide a detailed log of expenditures, including type of purchase, date, business purpose for the purchase, amount, and the reason why the receipt is not available.

## Payment Process for International Travel

Travelers must provide an explanation or translation for any receipts written in a language other than English. The University uses official currency conversion rates as of the date of travel. Chrome River will calculate currency conversion automatically when a traveler submits documentation of international travel.

### *4200.11– Tips and Gratuities*

Tips and gratuities are reimbursable for normal services associated with business travel such as food services, taxi cabs, bellman, housekeeping, etc. Tips included on meal receipts are a permissible business expense. As a rule, travelers should not tip more than 20% of the bill. Tips should be reasonable and any unusual amounts should be explained.

Tips and gratuities are not reimbursable when a traveler elects to use the per diem method for meal reimbursement, as these items are part of the incidentals provided for in the per diem.

### *4200.12– Combining Business and Personal Travel*

When business travel is extended for personal reasons, the employee is responsible for any expenses incurred as part of their personal travel, including but not limited to rental cars, lodging, meals, tips, entertainment, etc.

When an employee's travel includes transportation to or from a non-business travel location, the University will pay or reimburse only that portion of the transportation that is business related. The employee must provide documentation to support the cost for the University's portion of the trip.

*Example: An employee is flying from Richmond to Los Angeles to Boston and then back to Richmond. The Boston leg of the trip is for personal reasons. The employee must provide screenshots from the airline site or travel site (such as Orbitz) of the round-trip airfare for the Richmond/ Los Angeles portion of the trip, for the same date/time of the planned trip. The University will reimburse the traveler for this amount only.*

*An employee using a University P-Card cannot include any personal expenses on the card.*

### *4200.13 – Group Travel*

## Charter Flights

Charter flights are normally not permitted for business-related travel unless prior approval is received from the EVP/COO. The department must contact the Office of Risk Management for approval prior to booking a charter flight.

## Charter Buses

For group travel, the University has contracted with several charter bus companies. Please visit the transportation website at <http://transportation.richmond.edu/other-services/charter-service/index.html> for

information about Charter Bus service and a list of contracted charter buses.

### *4200.14– Disability Companion*

When an employee, student, or University guest traveling on University business requires a disability companion to support their needs, the traveler must have an approved accommodation request from a University disability advisor in order for the expenses of the companion to be paid for or reimbursed by the University. Information about disability advisors is found on the Disability Services website, <https://disability.richmond.edu/contact/index.html>.

### *4200.15 – Sharing Expenses with External Organizations*

On occasion, a University traveler may conduct business on behalf of the University and an external organization. When travel expenses are being shared with external organizations, the travel report should clearly indicate which portion of the travel expenses were paid by the external organization.

### *4200.16– Travel Advances*

Travel advances should not generally be necessary and will be issued in very limited circumstances.

Travel advances will not be issued for expenses that can be prepaid, paid with a University P-Card or direct billed to the University. Travel advances will also not be issued when the total requested is less than \$100. Employees who travel on University business should apply for an individual P-Card or use a Departmental P-Card rather than seeking a travel advance in instances where a credit card can be used. Travel advances may be provided if necessary to distribute meal per diems as part of student group travel or when business travel includes locations where a credit card cannot be used.

If a University employee accompanies students on University-related travel, any advance must be issued in the name of the employee, even if the advance will be distributed in part to students. Advances will not be issued directly to students.

Travel advances may not exceed the traveler’s estimated out-of-pocket expenses for the trip.

It is expected that no more than two (2) advances will be outstanding during any given time; however, exceptions may be allowed for areas that have frequent group travel, such as athletic team travel. Additional advances will not be issued if there is a delinquent (older than 60 days) advance outstanding.

### *4200.17– Family Travel (Spousal/Partner Travel)*

The University will not pay nor reimburse for the travel expenses of family members of a student or family members of a University guest.

Expenses attributable to an employee’s family member(s) or personal guests will not be paid for by or reimbursed by the University except in very limited circumstances, preapproved by the EVP/COO.

### *4200.18– Travel Insurance Information*

Generally, faculty and staff traveling on University business are covered by the University’s insurance. This coverage does not extend to students or guests. This coverage is at no cost to the employee traveler.

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For information about insurance coverage, visit the Office of Risk Management’s website, <http://risk.richmond.edu/insurance/index.html>.

Additionally, when the University P-Card is used to book travel with a common carrier, our credit card provider provides travel accident insurance. Information about this insurance is included in the insert provided to new cardholders.

## *4200.19 – Roles and Responsibilities*

### Responsibilities of Traveler

The traveler bears the responsibility to:

- Ensure all expenses being paid or reimbursed by the University are valid, have a legitimate business purpose, were necessary, reasonable, appropriate, and conform to University policy and grant or donor restrictions (where relevant);
- Attest that expenses submitted for reimbursement have not been previously paid through a prior submitted expense report, travel advance, an outside agency or other third party, or a University P-Card;
- Ensure meal allowances claimed are allowable, based on the dates and times of departure and return;
- Submit all forms related to the trip or event to the University via the appropriate approver within sixty (60) days of the completion of the trip or event;
- Retain accountability for ensuring all expenses are in accordance with this policy document and sponsoring agency, if applicable, even though the employee may delegate responsibility for the preparation of the reimbursement request to another employee.

The electronic submission of the expenses for payment or reimbursement affirms that these responsibilities have been met.

### Responsibilities of the Authorizer/Approver

Individuals authorized to approve business expenditures of others bear the responsibility to:

- Review the expenses;
- Attest that the purpose of the expense is valid and directly related to University business;
- Ensure information contained on the request is properly documented and supported by attached receipts;
- Affirm the expenses were necessary, reasonable, and consistent with University policies and the stated business purpose;
- Request further documentation or explanation for expenses that appear to be excessive or unusual in relation to the nature of the trip or event. Explanation of such expenditures must be included with the reimbursement request or P-Card report;
- Submit the approval through Chrome River on a timely basis;
- Understand that while Accounts Payable will review the reimbursement request, the primary responsibility for the appropriateness of expenditures rests with the traveler/employee and the approver.

The electronic approval of the expenses for payment or reimbursement affirms that these responsibilities have been met.

### Responsibilities of Supervisors and Employees Making Travel Arrangements on Behalf of Others

Supervisors are responsible for ensuring that faculty, staff, students, and guests traveling on University business on behalf of their unit are aware of, and adhere to, this policy document and other policies related to business

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travel. Employees who make travel arrangements on behalf of others are responsible for adhering to this and other applicable University policies and making travelers aware of applicable policies.

### Responsibilities of Accounts Payable (Controller's Office)

The Accounts Payable Office is generally responsible for reviewing reimbursement requests prior to processing to verify that expenses are reasonable. They are also responsible for:

- Ensuring information on the reimbursement request is supported by accompanying documentation and/or receipts, and is both complete and in accordance with this policy;
- Reviewing expenses for compliance with University policies;
- Ensuring the requests have received the appropriate approval(s) and are mathematically accurate;
- Ensuring additional information or clarification is provided for any unusual requests;
- Processing the properly documented and approved requests expeditiously.

Accounts Payable may contact the traveler or approver, return the request for corrections, deny payment, and/or request repayment to the University for expenses for which the University was charged directly.

### Responsibilities of Principal Investigators

In addition to the responsibilities outlined in this policy, grant principal investigators (PI) who are approving or incurring international travel expenses associated with an externally funded grant must adhere to the requirements defined in FIN-1203, International Grant Travel. PIs are also responsible for being aware of and complying with any grant-specific requirements related to domestic or international travel specified as part of the grant award that differ from the University's institutional policies. Contact the Grants Accounting Office for assistance.

### **RELATED POLICIES:**

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*FIN-4101* – Policy on Use of University Funds and Financial Responsibilities

*FIN-4204* Business Meals and Entertainment

*FIN-4301* Purchasing Card

*FIN-16001* Policy on Reporting and Investigating Suspected Financial Fraud, Waste, and Abuse

*FIN-2101* Policy on Provision of Financial Resources to Students

*FIN-1203* International Grant Travel

### **POLICY BACKGROUND:**

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This policy was reviewed by Academic Deans and President's Cabinet prior to approval on 06/13/2019. This policy replaces the University Travel policy in effect since before 2009 and the Policy on Meals While Traveling on University Business, which was most recently revised on 02/01/2016.

### **POLICY CONTACTS:**

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Accounts Payable Manager, Accounts Payable Office  
Director of Strategic Sourcing & Payments, Office of Strategic Sourcing & Payments  
Senior Associate Vice President and University Controller.