

**Effective:** July 1, 2009

**Administrative Policy  
TRAVEL EXPENSE REGULATIONS**

**Approved:** September 1, 2009  
President's Cabinet

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**General Policy**

These travel expense regulations are applicable to management and all non-coalition bargaining unit employees. In cases where specific travel matters are addressed in the collective bargaining agreements of employees covered by this policy, the collective bargaining agreements shall take precedence over this policy. An employee not covered by this policy should refer to the appropriate provisions of the collective bargaining agreement covering the employee's classification.

The University President (or designee) may authorize Millersville University employees to travel on official business at University expense, and in accordance with any regulations of the local council of trustees not inconsistent with the provisions of this policy. All persons who travel at University expense are expected to exercise prudence and economy.

All individuals who anticipate traveling on official business shall submit a Travel Request form in advance. This may be found at: [http://www.millersville.edu/~purchase/forms/trav\\_req.pdf?counter=17407](http://www.millersville.edu/~purchase/forms/trav_req.pdf?counter=17407) This form will be utilized to obtain necessary supervisory approval, to encumber funds, and to ensure Workers' Compensation coverage in the event of accident. An approved Travel Request must also be on file in the Purchasing Office prior to prepayment of registration fees, transportation, etc.

Reimbursement to employees for official travel shall be made on the basis of approved Travel Expense Vouchers. Travel Expense Vouchers shall be audited by the University prior to payment. Each voucher must be signed by the employee and by the employee's supervisor, with the exception of the University President, whose travel vouchers shall be signed by the Vice President for Finance and Administration and submitted to the chair of the Council of Trustees. Employees are liable for repayment of expenditures disallowed by any audit of a Travel Expense Voucher or other travel related documents.

The University does not provide employees with travel advances for official travel. Exceptions can only be made with written approval from the President or his/her designee.

Employees are expected to provide themselves with sufficient funds to defray minor expenses, and are encouraged to use personal credit cards or a University-sponsored corporate Visa Travel Card for major expenses. Transportation expenses also may be paid by University check or arranged through an approved travel agent.

### **Special Provisions**

Within the limitations of available funds, members of the University Council of Trustees, University President, University Vice Presidents, and – when designated by the President – official volunteers in service to the University, are not subject to the maximum per diem rates herein prescribed and shall be eligible for reimbursement for actual expenses associated with official travel. Original itemized receipts will be provided and attached to the travel voucher when actual expenses are claimed in excess of the maximum per diem rates.

### **Rates of Reimbursement**

Employees shall be entitled to receive reimbursement of expenses incurred in the performance of their official duties within prescribed maximum rates. The most economical means available should be used *consistent with the purpose and constraints of the travel*. It is the employee's responsibility to document that the most economical means of travel has been selected. An employee who does not use the most economical means of travel available, consistent with the purpose and constraints of the travel, will be reimbursed as if the most economical means of travel had been used. Exceptions to these requirements may only be made with approval of the President or his/her designee.

When traveling with other employees, travelers should obtain separate itemized receipts and submit only their own expenses on Travel Expense Vouchers. This is necessary in order to avoid duplicate payments.

### **Automobile**

The official rental car agency on University contract should be utilized whenever possible. The contract includes all necessary insurance coverage in the fee structure. Rental car selection is limited to compact or intermediate unless a larger car can be justified by circumstances, e.g. when carrying large equipment, multiple employees, etc. When renting a car in a region not covered by the University contract, the Collision Damage Waiver should be taken and will be reimbursed. Liability insurance supplemental, personal accident insurance, safe trip insurance, and personal effect coverage **are not** reimbursable.

Rental vehicles may only be used during the period of approved travel, and turned in immediately at the end of that period.

An employee using automobile transportation must compare the cost of using a rental vehicle to the cost of the standard mileage reimbursement rate for use of personal automobile. Documentation of the comparison should be provided with the subsequent Travel Expense Voucher. Only the less expensive option of the two will be reimbursed regardless of the chosen mode.

Actual mileage incurred by an employee on official business in a personal vehicle will be reimbursed at the mileage rate established by the Office of the Chancellor. An employee traveling as a passenger in a personal automobile is not entitled to mileage reimbursement.

The mileage rate reimbursement is the only reimbursement the employee may receive for use of a personal automobile on official travel, except for parking and tolls. The reimbursement rate includes depreciation, fuel, insurance, fees, licenses, oil, repairs, tires, and all accessories.

## **Vans**

Group and team travel requirements should be met primarily by the use of Millersville University vans available from the Bishop Garage motor pool. If suitable vehicles are not available when required, similar vehicles may be rented from the official rental agency on University contract, as noted above for rental cars.

## **Commercial Transportation**

Employees using commercial transport for official travel may book transportation themselves or arrange it through the University's travel agents in order to obtain the lowest fares. Charges for first class air or rail accommodations will not be reimbursed. Cancellation and/or rescheduling fees resulting from a decision to cancel a trip will be paid by the University with approval by the President or his/her designee. It is the employee's responsibility to utilize the cancelled ticket for the next official travel opportunity.

Employees are not permitted to use, for personal travel, frequent flyer miles or credits of any other kind obtained as a result of University paid travel, regardless of funding source; however, employees may use such credits on other University business travel. An employee may not be compensated or reimbursed for using credits obtained as a result of personal travel to obtain tickets for official University travel. Employees must take adequate precautions to segregate credits obtained from University travel from credits obtained from personal travel.

Travel expenses to and from an airport or train station are reimbursable, however, the most economical combination of transport and parking fees should be utilized. Limousine transportation may be used only with direct approval of the President.

## **Miscellaneous Expense**

Employees may be reimbursed for business expenses incurred for such items as telephone, telegraph, registered or certified mail, taxi, local transportation, and other miscellaneous expenditures. Charges for laundry, dry cleaning, or other personal services are not reimbursable unless the employee is in continuous travel status for more than five days.

Employees may be reimbursed for parking, tolls, and similar expenses, regardless of the type of vehicle used (i.e., personal, University, or rented). Employees may be reimbursed the actual cost of fuel for rented or University vehicles, but not personal

vehicles. Employees may not be reimbursed for the cost of citations for traffic violations of any kind, regardless of the type of vehicle used.

Original itemized receipts are required for any single miscellaneous expense reimbursement requested for amounts in excess of \$10. Itemized receipts are expected for all expenses.

Reimbursement for alcoholic beverages is strictly prohibited.

### **Overnight Lodging**

Lodging costs are limited to rates established by the chancellor. The chancellor may set separate rates for high cost areas. See web link [http://www.millersville.edu/~purchase/pdf/2009\\_domestic.pdf](http://www.millersville.edu/~purchase/pdf/2009_domestic.pdf). Lodging costs may be paid directly to the provider by the University or reimbursed to the employee. Reimbursements to employees are limited to the actual cost of lodging and must be supported with itemized receipts. Employees may not be reimbursed for personal services such as the incremental cost of lodging family members or friends, movies, recreational charges, etc.

Employees are required to identify themselves as University employees and request state or governmental rates when obtaining price quotations for lodging when appropriate. Lodging costs in excess of the maximum set by the Chancellor's office are authorized as follows:

1. When lodging cannot be located with a reasonable effort within the maximums.
2. When employees must stay in a specific hotel or motel where their presence is required by the nature of the official business.
3. When employees reside at a host establishment while attending a conference or convention on official business.
4. Claims for lodging and meal expenses will be allowed under the American Plan (i.e., when the cost of lodging and meals is contracted as a package) when incurred by employees residing at a host establishment while attending a conference or convention on official business.

A complete explanation of lodging costs in excess of the maximum established by the Chancellor's office must be included on the travel expense voucher.

### **Subsistence**

Subsistence shall be paid as follows:

Overnight travel status – Employees in overnight travel status will be paid the current per diem rate established by the chancellor for the region. The subsistence rate shall cover meals, tips, tax, and all other expenses not specifically addressed in this policy, for each 24-hour period spent in a continuous overnight travel status. The travel period begins at any time of day or night that the employee leaves headquarters or residence to embark

upon overnight travel on official business. The chancellor may set separate subsistence rates for high cost areas.

For overnight travel not part of a full 24-hour period, the subsistence rate shall be prorated (rounded to the nearest dollar) as follows:

0 minutes to less than 3 hours	No reimbursement
3 hours to less than 6 hours	25%
6 hours to less than 15 hours	62.5%
15 hours to less than 24	100%

The maximum allowable reimbursement amount must be reduced for meals provided to the employee at no cost, included in a registration fee, facility rental, or the cost of lodging. The maximum amount must be reduced by the following rates: 21% for breakfast; 21% for lunch; and 58% for dinner.

### **Expenditures Incurred while not in Overnight Travel Status**

An employee who works more than two hours before the normal start of the work day or past the scheduled quitting time in non-overnight travel status will be reimbursed for the cost of a meal, up to the maximum rate established by the chancellor (\$8), only if the travel assignment takes the employee 50 miles or more from both residence and headquarters. An employee must state his or her normal work hours on the travel voucher and provide original itemized receipts.

Reimbursement for the cost of noontime meals is not permissible for employees not engaged in overnight travel except as specifically provided for in this directive or in labor agreements.

Reimbursement may be made for meals when in non-overnight travel status with permission of the President or appropriate Vice-president and **only** when there is a clear business purpose **and** non-University employees or students are present. An original itemized receipt listing names of all participants and business purpose shall be submitted for reimbursement.

Employees on official business may receive reimbursement for the actual costs of meals in connection with workshops, organization luncheons, business meetings, or similar events. Itemized receipts are required for this reimbursement. Such events must meet the following criteria:

1. The employee's attendance at the event must be approved by the employee's immediate supervisor.
2. The meal must be an integral part of the event.
3. The event must have a business purpose, which must be documented on a voucher.
4. The event must include employees from more than one University entity or participants who are not University employees.

## **Reimbursement of Expenses Incurred on Behalf of Others.**

Vice Presidents and other employees designated by the President are eligible to be reimbursed for actual meal expenses incurred by themselves and on behalf of others in the conduct of official business. Such reimbursement may be made for incurred meal expenses only when the meal is an integral part of the business meeting and includes either persons who are not employed by the university or employees of other Commonwealth agencies whose attendance is relative to the official business being conducted. Original itemized receipts are required for reimbursement and should list the participants and the business purpose.

## **Reimbursement of Travel Expenses Incurred by Applicants**

Please refer to the separate Applicant Travel Policy.

## **Responsibility**

The University and a third party (e.g., professional organizations, governmental agencies) may share in the payment of travel costs as long as an employee is not reimbursed twice for the same costs. If an employee receives payment by a third party, the employee must reduce the amount of reimbursement requested from the University by the payment received, or refund that amount to the University.

Supervisors are responsible for reviewing and approving travel vouchers submitted by employees. Employees are responsible for insuring that expenses claimed on their travel reimbursement vouchers are proper and accurate. Careless, fraudulent, or negligent preparation of a travel voucher will require financial restitution and may result in disciplinary action, up to and including dismissal. A traveler who knowingly presents a false, fraudulent, or fictitious claim may be subject to penalties under criminal statutes.

## **Definitions**

**Bishop Garage:** The University vehicle maintenance building on Creek Drive.

**Mileage rate:** Rate of reimbursement per mile of travel in a personal automobile for official University business. The rate is established by the Chancellor and adjusted periodically. The rate is calculated to include the fuel, insurance, and vehicle wear-and-tear costs.

**Non-travel status:** When on official University business less than 50 miles for which an approved Travel Request has been submitted.

**Official rental car agency:** Car rental agency with which the University and/or PASSHE maintains a current contract for employee travel. Currently "Enterprise".

**Official travel:** Official University business for which an approved Travel Request has been submitted.

**Original itemized receipt:** The actual receipt received by the employee from a vendor or provider of service. This is NOT the signed credit card voucher, but is the receipt which details the purchase and/or the number of persons for which the goods and/or

services were provided. Employees are expected to request receipts for all expenses for which they are entitled to reimbursement.

**Overnight travel Status:** When on official University business more than 50 miles from the University for which an approved Travel Request has been submitted.

**P-card:** A credit card issued to an individual staff member to use for approved University expenses and paid directly to the credit card company by the University.

**Per diem:** An amount set by the Chancellor to reimburse all an employee's routine expenses while in Official Travel Status. This amount may be adjusted to accommodate high cost areas as appropriate. The employee is expected to pay for his/her food and miscellaneous gratuities from this amount. The amount may be reduced if meals are provided as part of the official event the employee is attending.

**Travel Card:** A credit card issued to an individual staff member against the University's credit for his/her personal official University travel expenses only. The monthly invoice is received directly from the credit card company and paid directly to them by the staff member.

**University vehicle:** A University-owned vehicle covered under the University's liability and insurance program driven by a University employee who has submitted an approved Vehicle Request Form to the Facilities Department.