

# Travel Procedures

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This policy statement provides guidelines for reimbursement of travel and related expenses incurred while on official business. It incorporates travel policies as approved by the Board of Governors of the State System of Higher Education, and implements streamlined University forms and procedures for processing travel expenses.

1. **SCOPE.** This policy applies to all employees, management employees, students, trustees, and volunteers authorized to travel at the University expense. This policy applies to all travel and related expenses regardless of the source of funds from which expenses are paid.
2. **OBJECTIVE.** To provide travelers with reimbursement for out-of-pocket expenses incurred in the performance of their duties within prescribed maximum allowances.
3. **POLICY.** This policy is consistent with the Millersville University's travel expense policy which are modeled from the State System of Higher Education's (SSHE) Travel Expense Regulations and can be found on the Purchasing website Travel Page. In those cases where the provisions of a collective bargaining agreement are inconsistent with this policy, the provisions of such agreement shall take precedence insofar as they apply to the employees encompassed by such agreements.
4. **RESPONSIBILITIES.**
  - a. Employees are responsible for ensuring that expenses claimed on Travel Expense Vouchers (TEV) are proper and accurate. As directed by SSHE policy, careless, fraudulent, or negligent preparation of a travel voucher will require financial restitution and may result in disciplinary action. Also, a traveler who knowingly presents a false, fraudulent, or fictitious claim may be subject to penalties under criminal statutes.
  - b. Department heads and/or responsible persons are responsible for reviewing and approving travel requests and travel expense vouchers to ensure the propriety and correctness of expenses incurred.
  - c. The Purchasing Office is responsible for auditing travel requests and vouchers to ensure compliance with University policy.
5. **GENERAL PROVISIONS.**
  - a. All persons who travel at University expense are expected to exercise prudence and economy.
  - b. All travel shall be by the most direct and expeditious route and the most economical means available must be used. When an employee travels directly from home to a travel site, the distance from home or the University, whichever is shortest, will be used to compute mileage. The most economical means of transportation will be reimbursed. Mileage is not estimated on TEV, nor "rounded up".
  - c. 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.
  - d. All modes of transportation are authorized consistent with and appropriate to the requirements of an assignment and the efficient and economic conduct of official business.
  - e. Alcoholic beverages are not reimbursed and should not be submitted. A separate bill for alcohol should be received.

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## 6. PROCEDURES.

- a. **Travel Request.** All individuals who anticipate traveling on official business shall submit a Travel Request (TR) form in advance. This form will be utilized to obtain necessary supervisory approval, to encumber funds, and to ensure Worker's Compensation coverage in the event of accident. An approved TR must also be on file in the Purchasing Office prior to prepayment of registration fees and/or transportation costs. Employees should describe the purpose of the travel and estimate total costs. Any limitations on reimbursements from a fund source should be noted. If expenses are to be paid from more than one account, responsible persons from both accounts should sign the request and the breakdown should be included on the TR so that funds can be properly assigned. Completion of Out-Service Training form is no longer required except for credit-bearing courses.
- (1) Registration fees may be paid by departmental Purchasing Cards. If credit cards are not accepted, a traveler may request that registration fees be paid directly to sponsoring organization by submitting a completed TR form including any completed registration materials indicating "Prepay Registration" to the Purchasing Office at least two weeks prior to the registration deadline. The Purchasing Office should subsequently be notified of any cancellations in order to seek refunds.
  - (2) In the interest of convenience and cost efficiency, the University has arranged with certain travel agencies (see Purchasing Travel web page for current list) to provide airline tickets and certain other forms of transportation at the best fare available given scheduling and other constraints. Under this plan, arrangements may be made by contacting these travel agents and expenses may be charged to the University credit card by giving your TR number and cost center or WBS number (provide these to agent). The Purchasing Office would be billed directly. Alternatively, employees may use these or other travel agencies and pay transportation expense themselves, in which case they are eligible to be reimbursed for registration and transportation prior to the date of the trip. In this case, the itemized receipts must be submitted with a completed TR and check the "Prepay Registration" and/or "Prepay Transportation" to the Purchasing Office in a timely fashion.
  - (3) If prepayment is made on a TR and the trip is cancelled, the Purchasing Office must be notified and the funds must be reimbursed back to Millersville University.
  - (4) After signature by the Department head/Responsible Person and the appropriate Vice President or Dean, the TR form should be submitted to the Purchasing Office.
- b. **Travel Expense Voucher (TEV).** Reimbursement for travel and related expenses will be made on the basis of approved and audited TEVs. Vouchers may be prepared for each trip, for a group of trips, or on a monthly basis, but in any case, a voucher should be submitted within 90 days from the last date of travel for that trip. Please note: any time you leave to and return from a destination, it is a trip. Expenses for each trip must be submitted within 90 days in order to be eligible for reimbursement. Corresponding TR numbers must be referenced on

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the TEV, a description of the purpose for travel should be included and any necessary itemized receipts must be taped to a piece paper in chronological order and attached. The traveler and Department Head/Responsible Person must sign the voucher. The Department Head/Responsible Person must indicate any limitations on reimbursements from their funding source, verify accuracy of the account to be charged, and forward the TEV to the Purchasing Office. If expenses are to be paid from more than one account, the breakdown should be indicated clearly. Travel expenses are charged to the fiscal year in which the travel occurs.

**When staying in a hotel, you must indicate whether or not the hotel chosen is the conference required hotel or not by choosing the yes or no button on the TEV.**

## 7. RATES OF REIMBURSEMENT.

- a. **Personal automobile.** When travel is by personal automobile, reimbursement will be made at the mileage rate established by the General Services Administration for Federal Government employees. Employees and supervisors are responsible for the accuracy of the mileage claimed. The mileage chart of the "Office Transportation Map" published by the Pennsylvania Department of Transportation or other references such as "Google Maps" or "MapQuest" may be used as a guide to determine the reasonableness of mileage claimed. Include justification on the TEV for any mileage in excess of normal guidelines. When employees travel together in a personal automobile, only one is entitled to mileage reimbursement. Employees are encouraged to utilize the "mileage calculator" on the Purchasing Travel page at: <http://www.millersville.edu/purchasing/travel/index.php>. If the cost for the planned trip will be less using a rental, the employee should arrange to use an appropriate rental. If the employee chooses to use a personal vehicle, they will be reimbursed at the Enterprise rate if less.
- b. **Commercial transportation.** The most economical means of transportation available should always be utilized, including car rental. Rental car selection is limited to compact or intermediate, unless a larger car/van can be justified. Collision Damage Waiver insurance should be taken. Liability insurance, supplemental, personal accident insurance, safe trip insurance, and personal effect coverage **are not** reimbursable. Charges for first class air or rail accommodations **will not** be reimbursed. Transportation should be arranged through the University's Travel Agents in order to obtain the lowest fares (see Section 6a (2) for procedures). Cancellation fees resulting from a decision to cancel a trip will be paid by the University if the supervisor approves. Upgrades such as early check-in, early boarding, first-class seating, etc. **are not** reimbursable expenses.
- c. **Rental Cars – Enterprise:** An agreement with Enterprise Auto Rentals has been reached for the procurement of vehicles for University business. Faculty, staff and student employees may operate Enterprise rental vehicles at the MU rate while in pursuit of University business. An employee is only authorized to drive a rental car for University business if (1) he/she is operating the vehicle pursuant to his/her employment responsibilities, (2) is 21 or older (25 for 15 passenger vans), and (3) possess a valid driver's license. Rental reservations can be made from the link in MyVille (you can get there by using the link on the Purchasing home page).
- d. **Car Rentals – Other:** When traveling locally on University business, a university owned vehicle or public means of transportation is not available, and you must rent a car, it must be

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Enterprise, as stated above. If flying to a destination, the least expensive rental car agency can be used, if the need is justified, to have the car for travel from hotel to meeting site, etc. If the use of a rental is for convenience, or it is used for personal sightseeing, it should not be submitted for reimbursement. All such expenditures must be justified. Itemized receipts are required for rental cars, for gas, and/or emergency repairs.

- (1) Rental car selection is limited to compact or intermediate unless a larger car can be justified.
- (2) Collision Damage Waiver insurance will be reimbursed. Liability insurance, supplemental, personal accident insurance, safe trip insurance, and personal effects coverage are not reimbursable.
- (3) The reimbursement of the utilization of a van or car service (limousines are not reimbursable expenses) will not exceed the reasonable cost of mileage and parking. If car service is provided, receipt must show the type of car used.

- e. **Miscellaneous Expenses.** Employees may be reimbursed for business expenses incurred for such items as telephone, fax, registered or certified mail, taxi, local transportation and other miscellaneous expenditures. Personal phone calls are not reimbursable. 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. Original, itemized receipts should be obtained and are required for all transportation expenses, taxi cabs, local transportation, etc., as well as other services or expenses.

Employees may be reimbursed for parking, tolls, and similar expenses regardless of the type of vehicle used (ie, personal, State System, or rented), when itemized receipts are provided. Employees may be reimbursed the actual cost of fuel for rented or State System vehicles, but not personal vehicles, as that is included in the mileage reimbursement rate.

Reimbursement for alcoholic beverages is strictly prohibited. A separate receipt should ALWAYS be requested for your alcohol purchases.

**Parking fines or moving vehicle violations are not reimbursable.**

- f. **Overnight lodging.** Reimbursement for lodging is authorized at sites not within a reasonable commuting distance of the University or employee's residence. Generally, 50 miles is considered reasonable commuting, subject to itinerary, weather, and time considerations. Employees should attempt to obtain State Government rates when seeking price quotations for lodging and should carry some form of official identification such as a University ID. When traveling in PA you MUST complete and date the "Tax Exempt for Hotels" form to take with you along with the "tax Exempt for Hotels Part 2" letter from the Purchasing web site to show the tax exemption. MU is exempt from PA state sales & use tax, local occupancy, city occupancy, county occupancy, etc. (please note: we ARE NOT exempt from state occupancy tax). Lodging costs are limited by SSHE policy, but since lodging costs typically exceed these SSHE limits, costs in excess of the maximum are authorized\*:
- (1) When lodging cannot be located with a reasonable effort within maximum allowances;

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- (2) When employees must stay in a specific hotel or motel where their presence is required by the nature of the official business; or,
- (3) When lodging and meal expenses are contracted for a minimum rate under the American Plan at a host establishment while attending a conference.

\*These requests for exceptions must be justified on the TEV form. For example: "conference hotel booked, next cheapest hotel was within 10 miles and would have involved more charges for transportation. Stayed at XYZ hotel as was closer and cheaper than hotel and transportation".

Itemized receipts are required, and an explanation of lodging costs in excess of the maximums must be included on the Travel Expense Voucher.

Meals must be submitted on separate itemized receipts in order to be reimbursed.

Room Upgrades, room service charges, etc. **are not** reimbursed.

- g. **Subsistence.** Subsistence will be paid only with original, itemized receipts up to the per diem rate for the area of travel. Reimbursement will not be made if not original, itemized receipts.

## (1) Overnight Travel Status

- (a) While in overnight travel status original, itemized receipts are required up to the maximum per diem reimbursement at the established rates by the General Services Administration for Federal Government employees which include tips and sales tax for each 24-hour period spent in a continuous overnight travel status. The 24-hour period begins at any time of day or night that the employee leaves headquarters or residence to embark upon overnight travel on official business. This allowance covers all meals and subsistence expenses not specifically provided for elsewhere.
- (b) Per diem subsistence allowances in locations identified as high cost areas will be determined by the Chancellor. Fractional day allowances (FDA) for high cost areas will be calculated pursuant to the Commonwealths regulations as follows:

Less than 2 hours	No reimbursement
3 hours to less than 6 hours	25% of per diem
6 hours to less than 15 hours	62.5% of per diem
15 hours to less than 24 hours	Full per diem

## (2) Non-overnight travel status

An employee who works more than two hours before the normal start of the workday or more than two hours past the scheduled quitting time (in other words, working your normal shift plus 2 or more hours) in non-overnight travel status will be reimbursed for the cost of a meal up to a maximum of \$8.00 only if the travel assignment takes the employee 50 miles or more (one way) from both residence and headquarters. Reimbursement for noontime meals is not permissible for employees not engaged in overnight travel except as specifically provided for in this policy or in labor agreements.

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## (3) Meals associated with official meetings

(a) Employees on official business attending breakfast, luncheon, or dinner meetings may be reimbursed for actual costs incurred. Original, itemized receipts should be obtained and a list of individuals in attendance must be included or attached to the TEV. Such meetings must meet the following criteria:

- The meeting must be planned in advance and approved by the supervisor
- The meal must be an integral part of the meeting
- The purpose of the meeting must be to discuss business and the nature of the business must be stated on the Travel Expense Voucher; and
- The event must include employees from more than one State System entity or participants who are not State System employees.

(b) Employees in overnight travel status while attending breakfast, luncheon or dinner meetings and seminars or conventions at which meals are provided and included in the registration fee, shall have their total per diem claims reduced by the amounts for meals provided in the Meals & Incidental Expenses (M&IE) breakdown at such meetings.

## h. Special Provisions

Within the limitations of available funds, members of the Board of Governors, University Council of Trustees, the Chancellor, Vice Chancellor, University President, University Vice Presidents and, when designated by the Chancellor or a President, official Volunteers in Service to the State System are not subject to the maximum rates herein prescribed and shall be eligible for reimbursement for actual expenses associated with official travel. In accordance with Board of Governors Policy 1991-04 Section B-4 volunteers are not permitted to operate University vehicles, and in accordance with Section B-5 damage to vehicles is not covered. Original, itemized receipts shall be attached to the travel voucher for actual expenses.

i. **Reimbursement of Travel Expenses Incurred by Applicants.** *(Please see Applicant Travel Procedures for more details).* Applicants for employment may be reimbursed for the cost of reasonable travel expenses in connection with the interview process. Hotel accommodations can be made by the University employee at an approved hotel/motel (see Purchasing Travel page for current list). The number of applicants authorized to travel at State System expense shall be held to the minimum required, in the opinion of the Chancellor or the President. Original, itemized receipts are required for all expenses.

j. **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 conducted. A list of the individuals in attendance must be included or attached to the TEV.

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Complete justification for incurring expenses must be included on the TEV.

- No item of expense will be approved if an original, itemized receipt is missing.
- k. **Submission and Audit of Travel Expense Vouchers.** All travel expenses are subject to audit by the Purchasing Office. The audit will include a review of the propriety of the expenses incurred. As part of a normal audit procedures, the Purchasing Office is authorized to request additional information for any expenses claimed. If there is pattern of unusual claims, the Purchasing Office may require an employee to provide details of every expense.
- l. **Short-term Lodging.** Employees who are required to work at a temporary worksite, away from the University or their residence for an extended period of time of 60 days or more, may, if approved in advance, enter into a short-term lodging agreement. All requests for such short-term lodging agreements must be submitted to the Purchasing Office for review and approval. Failure to obtain prior approval from the Purchasing Office prior to entering into a short-term lodging agreement (contract or lease) will result in employee or individual giving authority to enter into such an agreement being liable for any resulting costs.
- Detailed justification showing a cost comparison of both the regular travel expense reimbursement and the alternative short-term lodging costs must be provided.
- Reimbursement under a short-term lodging agreement is limited to lodging, necessary utilities (extra costs for telephone and cable are excluded). Subsistence expenses will not be allowed under a short-term lodging agreement which includes kitchen facilities. No mileage will be allowed between the short term lodging and the temporary worksite.
- m. Any exceptions to this policy must be approved by the University Vice President of Finance.