



Procedure Administrator: Director of Disbursement Services
Authority:
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Approved By: Dr. Harvey Kesselman, President

The purpose of this procedure is to make travelers, approvers, deans, directors, and

University Issued Credit Card

Travelers may use the University issued Visa credit card for business travel. Proper use of the card and prompt submission of reconciliation with the appropriate receipts upon the traveler's return can alleviate the need to use personal funds for business travel expenses. The University will pay the credit card balance in full; the traveler will be required to complete a reconciliation of all credit card expenses. Credit cards will be issued to individual employees at the request of an employee's Budget Unit Manager and appropriate Cabinet Member, (see Credit Card Procedure). In other cases, University offices have credit cards for travel expenses if an employee does not have a card issued to them.

Check Request

Travelers may request a University check to prepay certain expenses. The department support staff may submit a direct pay document to the Disbursement Services Office for check disbursement to pay for such expenses as conference registrations and hotel reservation deposits. If this option is utilized and the trip is cancelled, the traveler is responsible for the expense.

class instead of economy class), must pay the difference between the most economical method and the traveler's selection.

When travelers must use premium transportation or other upgrades for medical reasons, travelers should provide justification to Human Resources. If deemed medically necessary, Human Resources will authorize the upgrade.

Where reimbursement for travel is from a grant or contract, the employee must receive prior approval from the Grants Accountant to ensure that all anticipated travel costs will be allowable for reimbursement in accordance with the grant/contract terms.

Meals and Lodging & Incidental Expenses

Meals:

Meal expenses are ordinarily reimbursed using the University approved breakfast, lunch and dinner per diem rates.

Meal per diem is authorized when overnight stay is required. The first and last day of travel are to be included in the calculation; the calculation should include the departure time as well as a deduction for meals provided by other sources (e.g. part of conference registration).

Reimbursement is approved for the full cost of an official convention meal when such a meal is scheduled as an integral part of a convention or conference

All travel requests for University-authorized travel and reimbursement outside of the Continental United States requires pre-approval and must comply with the University's international travel procedures, the Office of Global Engagement (OGE) procedures, and other University procedures. Unless approved by the Provost or appropriate Cabinet member, no employee shall be permitted to travel outside of the Continental USA. Employees must attach to requests for travel outside of the Continental USA, any State Department issued prohibitions on travel or travel warnings to the area. Employees must sign a waiver of liability prior to travel outside of the Continental USA.

Individuals are encouraged to purchase travel insurance for international travel. Faculty travel funds may be used to cover this cost, however, any amount over the faculty travel fund threshold will not be covered by institutional funds.

Individuals with travel insurance must seek a refund directly from the vendor (airline/hotel, etc.).

Employees and students are to have passports and medical/evacuation insurance in order to be approved for travel outside of the United States.

It is the sole responsibility of the employee and student approved for travel outside the Continental USA to ensure that he/she has appropriate insurance coverage, is medically suited for travel, and is fully capable of undertaking this travel.

The traveler's health insurance policy, including medical and emergency evacuation insurance, must be examined by OGE to ascertain whether coverage is effective (in force) at travel destination. The insurance information will be kept on file in the Office of Risk Management.

the Travel Expense Reimbursement

