

**BIOLOGICAL SCIENCES DIVISION  
TRAVEL REIMBURSEMENT POLICY**

*Effective July 1, 2017*

Travel on behalf of our research, educational and teaching missions is an important function of the work we do here, yet it is important that when spending institutional funds on travel, we manage these expenses in a way that is appropriate for a non-profit institution. This details the Biological Sciences Division’s (BSD) policies for **official travel** and describes the procedures by which the BSD or its departments and units reimburse individuals for expenses incurred. These policies **apply to all official Divisional travel and related business meals**, regardless of funding source. All individuals who travel on behalf of the BSD or its departments or approve expenses incurred by those who travel are responsible for knowledge of, and adherence to, these travel policies.

The BSD follows University policies related to business related expenses and reimbursement; this policy supplements [University policies on travel](#). Please note the following differences between the University’s spending policy and the BSD’s Policy:

	UNIVERSITY	BSD
<b>Supporting documentation requirements</b>	Receipts are only required for all expenses of \$75 or more (with exceptions for hotel and lodging which must have receipts regardless of amounts.)	<b>All expenses</b> are required to have an original itemized receipt.
<b>Per Diem</b>	Per diem reimbursement is allowable based upon approved domestic and foreign per diem rates published by University.	Per diem reimbursed is no longer allowed effective July 1, 2017. Instead, all expenses should follow the new guidelines with receipts submitted for reimbursement of actual expenses incurred.

Additionally, faculty should note the [conflict of commitment policy](#) which addresses the maximum expenditure of time spent on external activities by a faculty member in a given year.

**GENERAL POLICIES**

- Travel expenses may be reimbursed from these sources as approved by your Division Chief or Department Chair, annual faculty development allowance, the general operating fund, restricted funds, or gift funds. For travel expenses to be reimbursed from a restricted fund, please keep in mind any restrictions of the individual grant or contract including obtaining prior approval from the granting agency in writing as required.

- Travel Expense Reports should be submitted for approval within thirty (30) days of returning from the trip. Expenses received later than three months after the date of expenditure may not be eligible for reimbursement.
- All expenses require an original itemized receipt. The BSD does not reimburse on a per diem basis. Reimbursement is based on actual expense incurred.
- Travel expense incurred in excess of the traveler's funding limit (Professional development, CME, grant, award) will be expected to be reimbursed by the individual to the faculty's department. Where necessary, this will be completed via payroll deduction.
- Travel expenses reimbursed by external meeting organizers should not be charged to a GEMS card or purchased via Concur. If this policy is not followed reimbursement to the University will occur via payroll withholding.

## **TRAVEL GUIDELINES**

### **A. Transportation:**

#### **1. Commercial Air Travel:**

- Commercial air travel expense will be paid directly via the Concur online tool. Travelers should utilize normally traveled routes at economy or premium economy class.
- First class and business class travel is not allowed. In exceptional circumstances, approval for Business Class travel may be granted by written approval from the Dean when a) flights exceeds eight hours in duration; or b) medical conditions warrant.
- Faculty members may choose to upgrade as a personal preference. In this event, the faculty member is responsible for the difference between the Coach fare and the Business Class or First Class fare.
- The Department will not reimburse travelers for a "free" ticket when airline miles have been used.

#### **2. Personal Automobile Travel:**

- Travel by automobile is an allowable expense when deemed the most economical and reasonable mode of transportation. Reimbursement will not exceed the total cost of round-trip coach airfare to and from the nearest commercial airport serving the destination. Mileage reimbursement will not include the normal distance to travel to the employee's worksite.
- When reimbursement for mileage is requested, a detailed breakdown of the trip should be attached to the request for reimbursement including the origin, destination, date of travel, business purpose, and number of miles traveled.
- Travel using personal vehicles will be reimbursed at the current IRS determined mileage reimbursement rate for the dates of travel.

### 3. Local Transportation:

- Costs of public transportation, reasonable airport shuttles, taxis and Ubers are acceptable for service to and from airports and railroad stations, between appointments, and between hotels and meeting locations. Original receipts should be submitted with the travel expense report.

### B. Lodging:

- Hotels selected should be moderate in price. Many hotels offer discounted rates for educational institutions. Such rates should be requested upon registration. Reasonable internet related charges for work purposes will be reimbursed, but are not chargeable to federal grants.

### C. Meals During Travel:

- Reimbursement for meals during travel is limited to a daily limit of \$100. **Legible, original itemized receipts and a credit card signed receipt should accompany the Travel Expense Report in GEMS** (a pdf of both items can be uploaded).

### **ALL TRAVEL EXPENSE REQUESTED FOR REIMBURSEMENT FROM U OF C FUNDS MUST BE SUBMITTED VIA THE CONCUR TRAVEL SYSTEM.**

- Receipts need to show proof of payment (e.g., credit card number, paid by cash).
- Incidental expenses of a personal nature will not be reimbursed (e.g., magazines, spa, golf, etc.).
- Expense reports should be submitted within 30 days of returning from the trip.
- No travel expenses will be reimbursed for any persons accompanying travelers on university business. This includes dinners with external colleagues and their spouses.
- **Note:** Departments/ Centers may, at their discretion, **elect to establish lower per person limits**. It is recommended that if departmental guidelines differ from this policy, you submit these to the Dean or the Dean's delegate for compliance review.