

POLICY MEMORANDUM

Policy No. 8

TRAVEL REIMBURSEMENT

March 7, 2007

This policy memorandum provides the policies and establishes procedures for all faculty, staff [including residents] and students, as well as other authorized individuals on the School of Medicine's behalf, hereinafter referred to as travelers, incurring travel expenses while conducting official business. This policy is applicable regardless of the source of funds supporting the travel and business expenses. If such expenses are to be charged to a sponsored program, the terms of the grant or contract will take precedence if they are more restrictive than this policy. **In all cases the person traveling must have written authorization to travel from his or her supervisor prior to travel. In the case of students written authorization will be from the Student Affairs Office prior to travel.**

1. Objectives

- a. To ensure School of Medicine is fiscally responsible while providing travelers with policies and procedures for business travel that are consistently defined.
- b. Provide travelers with a reasonable level of service and comfort at the lowest possible cost.

2. Responsibility/Enforcement

- a. The School of Medicine will authorize reimbursement of travelers for all reasonable, necessary, and appropriately documented expenses within this policy while traveling on authorized business.
- b. The traveler is responsible for complying with the travel policy. Travelers submitting expenses that do not comply with this policy risk delayed, partial or forfeited reimbursement.
- c. The approver(s) is responsible for ensuring that travelers within their department adhere to the travel policy and for accurately reviewing expense reports for compliance.
- d. Only actual expenses incurred within the guidelines of this policy will be reimbursed. Travelers should neither gain nor lose personal funds as a result.
- e. The School of Medicine assumes no obligation to reimburse travelers on behalf of the University for expenses that do not comply with this policy.
- f. The Business/GME Office will be responsible for promptly reviewing and taking action on all Travel Expense Vouchers submitted to insure that employees receive reimbursements timely.

3. Travel Authorization

Travelers must obtain prior approval of all travel on behalf of the University before making any travel arrangements. Travel on behalf of the University includes any business travel while on "University time" even if the University does not reimburse the travel.

4. Required Pre-approvals

- a. When requesting approval [an email will suffice], travelers must provide the dates of the trip, purpose, destination, and estimated cost of the trip including air and ground transportation, lodging, conference fees, meals and incidentals.
- b. All travel must be pre-approved in writing [an email will suffice] by an administrative superior. If funding for travel is not under the authority of the administrative superior, approval of the official authorized to make expenditures from the account from which the travel is to be paid is then also required.
- c. Deans, Directors, and Graduate Medical Education staff are authorized to request travel authorization from their department and/or individual resident fund account[s].
- d. Academic faculty members are authorized to request travel authorization from their department account through the Department.

- e. All other travel requests should be made in accordance with School of Medicine Policy No. 6 – Education and Training Requests dated September 18, 2003.
- f. Refer to the Required Approvals Table [Appendix A] for required approvals and documentation for pre-approval.

5. University Travel Card

- a. The University Travel Card may only be used for expenses incurred in connection with official travel such as authorized travel advances, hotel accommodations, meals, car rentals, transportation expenses, and other expenses incidental to official travel. In no circumstances will the University Travel Card be used for other than meeting the expenses of officially approved travel.
- b. Employees who use the issued University Travel Card will be responsible for reading and adhering to all policies and procedures governing the use of the University Travel Charge Card.
- c. Misuse of the University Travel Card and account delinquency is considered misconduct and subject the cardholder to disciplinary actions ranging from a reprimand to removal.

6. Travel Receipts, Documentation and Requirements

- a. A receipt is required for all lodging, airfare, rental cars, and registration with a conference itinerary regardless of cost and for all other single item expenditures in excess of \$75.00. Summary statements provided by credit card companies will not be accepted as justification for reimbursement.
- b. If a receipt is lost, it is the traveler's responsibility to obtain a duplicate from the provider.
- c. A copy of the pre-approval must be attached to the submitted travel voucher.

7. Air Travel

- a. The School of Medicine will authorize the reimbursement of 100% of the cost of airfare; however, at a rate not to exceed the lowest available coach airfare. Travelers are encouraged to reserve flights in advance to get the best fare.
- b. If travelers elect to fly First Class, the reimbursement rate will reflect the lowest available coach fare; the difference will be paid from the travelers personal funds.
- c. The used passenger coupon is the receipt for air travel unless ticketless travel is used. In that case, attach the original travel itinerary. If the itinerary does not show the method of payment, attach a paid receipt or a copy of the canceled check [front and back].

8. Lodging

- a. Lodging is reimbursed at the single rate plus taxes. Room upgrades, suites, concierge level, or luxury accommodations are not reimbursable expenses.
- b. A receipted-itemized-folio statement furnished by the hotel or motel is required for all lodging expenses.

NOTE: Many hotels and motels throughout the country offer a discount if the facility is informed the staff member represents the University. In addition, University of Missouri employees who purchase goods and services from Missouri hotels and/or motels solely for University purposes, and in conformity with University travel regulations, may request that Missouri and local sales taxes not be added to their bill. At the time of check-in, the employee should present to the hotel/motel management: (1) a copy of the Missouri Sales and Use Tax Exemption Certificate, and, (2) their University identification card. The Missouri Sales and Use Tax Exemption Certificate and the State of Missouri Tax Exemption Letter may be found at <http://www.umsystem.edu/ums/departments/fa/management/travel/tr106.shtml>.

9. Car Rentals

- a. The use of a rental car will be reimbursed when the vehicle is necessary for the traveler to conduct University business and not as a matter of personal convenience.
- b. Travelers may rent a car **to** their destination when it is less expensive than airfare or mileage reimbursement for their personal car and when transporting large or bulky material and shipping is more costly.
- c. Travelers may rent a car **at** their destination when it is less expensive than other transportation modes such as taxis, airport limousines and shuttles, particularly for a group.

- d. The University has a self-insurance program that covers vehicles rented for University-related travel. Travelers should decline all insurance coverage when renting a vehicle. If the traveler accepts the insurance, they will not be reimbursed for this expense.
- e. Vehicles must be returned on time and with a full tank of gas to avoid additional hourly and excessive refueling charges. Travelers should decline the refueling option when picking up their car. Refueling charges will not be reimbursed.
- f. At the time of rental, the vehicle should be inspected and any damage found noted on the contract **before** the vehicle is accepted.

10. Automobile Travel

- a. Election to Drive Personal Vehicle Rather Than Fly
 - 1. If you choose to drive, the University will reimburse for the lowest reasonable mode of transportation. If you elect to drive a personal vehicle rather than fly, a comparison of costs must be made between the cost to drive and the cost to fly.
 - 2. For this comparison, the cost to drive includes mileage, meals and lodging incurred en route to and from the destination.
 - 3. For this comparison, the cost to fly includes airfare and reasonable travel expenses between campus and airport and between airport and hotel in the destination city. The cost of the airfare should be based on a 7-14 day advance coach fare. Include with the travel voucher the following information:
 - a. The agency where you obtained the quote and the phone number and name of the agent.
 - b. The date you obtained the quote.
 - c. The fare quoted based on a 7-14 day advance coach fare. The University will reimburse the lesser of the cost to drive and the cost to fly.
- b. Personal Automobile

The use of personal automobiles for business will be reimbursed at the standard rate prescribed by the IRS. This mileage allowance covers all auto costs (e.g. gasoline, oil, repairs, insurance, etc.) other than parking and tolls.
- c. Non-Reimbursable Personal Automobile Expenses
 - 1. Traffic violations
 - 2. Parking tickets
 - 3. Towing
 - 4. Repairs
 - 5. Personal insurance
 - 6. Deductibles

11. Taxi and Other Local Transportation

The cost of a taxi to and from places of business, hotels, airports or railroad stations in connection with business activities is reimbursable. Use of a taxi is authorized when more economical services (hotel vans, shuttles, etc.) are not available. Ground transportation solely for the purpose of a personal travel meal is generally not reimbursable. Using Rental Car at destination in lieu of taxi, shuttle or public transportation must be documented with cost justification on travel voucher.

12. Travel Meals

Travel meal expenses are the cost of meals when on an out-of-town or overnight business trip. Actual and reasonable meal expenses (including gratuities) will be reimbursed up to the **daily** meal per diem rate allowed by the University. The following criteria will be utilized when reimbursing personal travel meals:

- a. The **daily** per diem rate as defined by the University will be reimbursed.
- b. Meals in route are allowable during business travel days dependent on travel schedule.

13. Personal/Vacation Travel

Travel expenses for a personal portion of a trip when it is combined with business travel or for a spouse, companion or family member are the responsibility of the traveler. The University travel card prohibits the payment and/or use for any personal/vacation travel expenses.

14. Other Reimbursable Expenses

- a. Seminar/Conference registration fees [include conference itinerary]

- b. Tolls and parking
- c. Business Communications such as telephone, telegram, fax and similar charges

15. Other Non-Reimbursable Expenses

- a. Child care
- b. Airline club dues
- c. Barber/Hairstylist
- d. Health Clubs
- e. Hotel room movies
- f. Kennel fees
- g. Recreation and personal entertainment
- h. Luggage, briefcases
- i. Personal sundries such as tobacco, toiletries, clothing, newspapers
- j. Fees for frequent flyer programs or hotel point programs

16. Third Party Reimbursement

It is the responsibility of the traveler to ensure that all refunds and third party reimbursements are received by the University.

17. Required Receipts and Documentation

If a receipt is lost, it is the traveler's responsibility to obtain duplicate from the provider.

18. Travel Expense Voucher

- a. The Travel Expense Voucher is used to request reimbursement of travel expenses. A separate Travel Expense Voucher must be submitted for each trip and should include all expenses, travel advances, and all prepaid expenses, [i.e., University paid airline fare, hotel, etc.]
- b. Employees who want to be reimbursed for travel expenses should submit their Travel Voucher with supporting documentation (hotel receipts, etc.) to the Business Office. Medical Residents should submit their Travel Voucher with supporting documentation to the GME Office. Both are to be submitted within 30 calendar days after completion of an episode of travel. After review and processing by the Business/GME Office the Travel Expense Voucher will be forwarded to Accounting Services processing/payment.

19. Rescission

Policy Memorandum No. 8 Travel Reimbursement dated January 20, 2004.

PREPARED BY: BUSINESS OFFICE

APPROVED BY:


BETTY M. DREES, M.D., F.A.C.P.
DEAN AND PROFESSOR OF MEDICINE

Appendix A

Required Approvals

Pre-trip Authorization Approval Requirements

Type	Written Supervisor or Designee <u>and</u> Fund Administrator
Domestic Travel (includes Canada and US territories)	X
International Travel	X
Travel Charged to a Sponsored Program Fund	X
Travel on behalf of another University department/unit	X Requires approval of the funding department in addition to the supervisor of the home department

Note: All required documentation must be submitted with the Travel Expense Voucher