

**Title:** University Travel Policy

**Responsible Official:** VP Business Affairs and Finance

**Policy Numbers:**

**Date:** October 17, 2012

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**3344-69-01 Purpose.**

The purpose of the university travel policy is to facilitate travel of faculty, staff and students by the most expedient means and at the most reasonable cost.

**3344-69-02    Basic policy.**

- (A) With prior approval, the university will pay all or a prearranged portion of reimbursable expenses for travel to attend an important meeting for one or more of the following purposes:
- (1) To represent the university on official business;
  - (2) To present a professional paper;
  - (3) To chair a national or regional committee meeting; or
  - (4) To participate in professional development activities.
- (B) This policy applies to all university travel regardless of the source of funding.
- (C) Reimbursements for travel outside the USA will be made at the appropriate US currency rate of exchange.

**3344-69-03    Authorization of travel.**

To obtain authorization for travel for which reimbursement is expected, the top portion of the travel approval and expense report must be completed indicating the purpose, date, and duration of the trip, estimated total expense, portion to be paid by the university, and bear the appropriate supervisory approval signature.

**3344-69-04 Prepayment of expenses.**

- (A) To request prepayment of common carrier transportation, either:
- (1) Contact one of the authorized travel agencies and make your travel arrangements. Instruct the travel agency to deliver your tickets to your department along with an invoice. Attach the original invoice to a small order form or to a purchase requisition (if the amount of the invoice exceeds the maximum limit for a small order form). Forward small order forms to accounts payable; purchase requisitions should be sent to purchasing services. Use of a pcard is also permitted.
  - (2) Purchase your tickets directly (from the carrier, from a web site, or from a travel agent) and obtain a receipt showing proof of payment. Attach the receipt to a small order form or to a purchase requisition (if the amount of the invoice exceeds the maximum limit for a small order form). Forward small order forms to accounts payable; purchase requisitions should be sent to purchasing services. Use of a pcard is also permitted.
- (B) To request prepayment of conference registration fees, the traveler shall submit a completed small order form or a purchase requisition (if the amount of the registration fee exceeds the maximum limit for a small order form), along with the original registration form and a copy of the registration form. Forward small order forms to accounts payable; purchase requisitions should be sent to purchasing services. Accounts payable will submit the registration form along with a check. Use of a pcard is also permitted.
- (C) When airfare and lodging are purchased as a package from a travel-related web site, lodging may be reimbursed in advance of travel, provided that the traveler demonstrates that booking lodging in this manner has saved the university money.
- (D) All other travel expenses shall be paid for by the traveler and original receipts submitted for reimbursement on the travel approval and expense report.

- (E) Faculty and staff who are traveling out of the country for an extended period may, with the approval of the appropriate vice president, receive a travel advance.
- (F) Lodging for students may be prepaid by submitting either a purchase requisition or a small order form.

**3344-69-05 Allowable transportation.**

(A) Common carrier

- (1) Reimbursement for travel by air, rail, bus, or other common carrier shall not exceed the cost of coach fare or the economy rate in the chosen method of travel.
- (2) The traveler shall be personally liable for any charges assessed due to his/her failure to cancel reservations within the time limit specified by carriers, unless the failure is due to circumstances beyond his/her control.
- (3) Expenses claimed under this section must be supported by an original receipt.

(B) Personal automobile

- (1) A traveler may be reimbursed for the use of a privately owned automobile at the federal government rate then in effect. The current mileage rate can be found on the university's web site.
- (2) Reimbursement for use of a privately owned automobile shall not exceed the round trip coach air fare of all persons traveling in the car or the mileage allowance, whichever is the lesser.
- (3) Mileage is payable to only one of two or more persons traveling on the same trip in the same vehicle. The names of all persons traveling on the same trip and in the same vehicle must be listed in the designated section of the travel and expense report.
- (4) The mileage rate provided for in subparagraph (1) of this section is meant to cover all expenses incurred in using a privately owned vehicle for university business except those covered under subparagraph (1) of section (D).
- (5) Mileage while commuting to and from work will not be reimbursed. Mileage while commuting from home to an off-campus location may be reimbursed, but only to the extent that it exceeds mileage from the employee's home to CSU's campus.

- (6) No traveler may be reimbursed for expenses on the mileage basis unless he/she carries motor vehicle liability insurance with coverage equal to or greater than that required by section 4509.51 of the Revised Code.

(C) Rented automobile

- (1) With prior approval, the traveler may be reimbursed for the rental of an automobile used for official university business; and for gasoline purchased for the rented automobile. Original receipts must be submitted.
- (2) The traveler must read and comply with the rental agreement's provisions covering driver eligibility, use of seat belts, and other restrictions.
- (3) Reimbursement for use of a rented automobile shall not exceed the round trip coach air fare for all persons traveling in the car.
- (4) Insurance requirements for rented vehicles vary based on vendor and location. Refer to the university's driving and motor vehicle policy for more information.
- (5) The university has an exclusive agreement with Enterprise for rentals made in northeast Ohio. Under this agreement, Enterprise provides vehicles at discounted rates that include liability insurance. The traveler should visit the department of risk management's web site for more information.

(D) Other transportation expenses

- (1) Reimbursement may be claimed for parking charges, ferry and taxi fares, bridge, highway and tunnel tolls, seat assignment and the first item of luggage charges. Excess baggage expenses are reimbursable in any of the following circumstances:
  - (a) Traveler is transporting university materials;
  - (b) Traveler is on an approved extended period of travel;
  - (c) Each item of expense claimed under this section must be listed on the travel approval and expense report. An original receipt is required for each item of expense greater than five dollars.



(E) Membership rewards programs

Frequent flyer and hotel reward program credits earned by university employees for travel on university business cannot be used for personal travel. These credits must be applied towards future university travel.

**3344-69-06 Allowable lodging expense.**

- (A) The employee will be reimbursed for the actual reasonable expense for lodging in a hotel or motel. Reimbursement is for room and applicable taxes only. Reasonableness is determined by the appropriate supervisor. Use of a pcard is permitted.
- (B) Original itemized receipts are required to support the reimbursement claim for the expense of lodging.
- (C) Cost of lodging of members of the traveler's family is not reimbursable.
- (D) Tips associated with lodging are incidental expenses as defined in paragraph (G) of rule 3344-69-07 of the Administrative Code.

**3344-69-07 Meals and incidental expenses.**

- (A) The traveler will be reimbursed for meals and incidental expenses according to the federal standard meal allowance (F.S.M.A.) then in effect. Receipts are not required. When one or more meals are provided, the F.S.M.A. reimbursement must be adjusted accordingly.
- (B) Allowable reimbursements vary by city. Rates for most major cities can be accessed from the university's web site.
- (C) Generally, there will be no reimbursement for meals unless the traveler is away from home over night. However, with supervisory approval, when the traveler is away from home for more than twelve hours and lunch is not provided, the traveler may be reimbursed for the lunch portion of the applicable F.S.M.A. (indicate times of departure and return on the travel approval and expense report).
- (D) Reimbursement for the day of departure and the day of return is equal to seventy-five per cent of the F.S.M.A.
- (E) If the travel is to more than one location in one day, use the F.S.M.A. for the city where the traveler has overnight accommodations.
- (F) There will be no reimbursement for alcoholic beverages.
- (G) Tips and gratuities are included in the F.S.M.A.
- (H) Actual and reasonable expenses for a qualified business meal may be claimed for the traveler and non-university guest(s). The traveler must submit an original itemized receipt along with an explanation of the business purpose of the expense. An overnight stay is not required.

**3344-69-08**    **Miscellaneous expenses.**

- (A)    Expenses incurred for conference registration fees, stenographic fees, storage of baggage, fax or telephone calls for official university business, and rental of equipment or temporary meeting facilities necessary for the conduct of official university business may be reimbursed.
  
- (B)    Miscellaneous expenses must be itemized separately on the travel approval and expense report. Original receipts must be submitted for all miscellaneous expenses.

**3344-69-09 Reporting and documentation of expenses.**

- (A) All requests for reimbursement of travel should be made on the standard university travel approval and expense report. If additional space is required, a supplementary schedule may be attached.
- (B) The travel approval and expense report must be submitted after completion of travel unless prepayment of registration by the university is the only expense incurred.
- (C) The travel approval and expense report should be completed and filed with the appropriate supervisor within two weeks of the travel completion date.
- (D) The travel approval and expense report must be signed by the traveler and the expenses approved in accordance with rule 3344-69-03 of the Administrative Code. The approvals received prior to the trip were intended only to authorize the travel. The travel approval and expense report is then forwarded to accounts payable.
- (E) If the trip is cancelled and there has been any prepayment of fees by the university, the department will be charged for these expenses. If Cleveland state university is due a refund, it is the responsibility of the department to follow-up with the vendor and ensure that credit is received.
- (F) If a receipt is lost, the traveler must provide a written statement indicating that it was lost. This statement must be signed by the traveler.
- (G) If the traveler received a travel advance, original receipts must be submitted and remaining funds returned to the university within two weeks of the travel completion date. If funds are not returned within a reasonable time, the full amount of the travel advance will be taxed to the traveler and included on his/her W-2. Subjecting the advance to taxation does not relieve the traveler from the responsibility of accounting for the advance and returning any unused funds.

**3344-69-10 Audits of travel expenses.**

The department of audits will periodically audit a sample of travel approval and expense reports. Violation of travel policies could lead to suspension of reimbursement for travel expenses by the university and to disciplinary action.