



Travel Policy Summary

Travel on University business and for research, education and public service activities is a valuable and necessary activity for many of the University’s faculty, staff, and students as well as for official business visitors. Expenses incurred for business travel and other business expenses are reimbursable when properly documented, approved, and in compliance with University policy and IRS and sponsor regulations.

What do I need to know?

Receipt Requirement	Itemized receipt required for expenses \$25 or greater
Advances	On a limited exception basis
Business Class Airfare	Airfare upgrades are not reimbursable unless approved by President and/or Provost. Upgrades needed for medical reasons need documentation from Occupational Health Center for approval.
Conference Registrations	All conference registration fees should be paid using the Travel Card, regardless of whether the conference involves an overnight stay.
Meals	Receipts for individual meals should accompany the expense report.
Per Diems Lodging	Per Diems for Lodging are not permitted. The University Travel card should be used to purchase all hotel stays.
Per Diems Meals/Incidentals	Yes if pre-approved by supervisor, or allowed on a sponsored project. Method must be used for entire duration of trip.

Expense Reporting Process

All travel and business related expenses must be processed electronically using the University’s expense management system. The system provides employees with an efficient and streamlined process to report travel and business expenses. Travel reports are required to be filed within 30 days after the end of each trip. Late filings of travel reports contribute to inaccuracies in financial reporting, and make departmental and central management of University resources more difficult.