Clark Atlanta University
Travel Policy and Procedures

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Travel Policy and Procedures

POLICY

Each faculty, staff, student or official guest traveling on preapproved and authorized business is expected to promote good stewardship of University funds, and comply with the rules and related policies of the University to ensure compliance with State and Federal regulations and guidelines. The University will cover actual expenses incurred when employees and other individuals travel on authorized business, unless predetermined cost limits have been set. Commuting between one’s home and regular place of employment is not considered authorized University business.

This Travel Policy updates and in some cases replaces sections of other University policies and procedures addressing travel. Specifically, the Travel Policy updates Section 2.2, and replaces Sections 2.2.1, and 2.2.2, as well as Appendix “F” of the University’s Administrative Policies and Procedures, dated January 2006. Also, the Travel Policy replaces Sections 2.10.2 and 2.10.3 of the Faculty Handbook related to faculty travel.

The President’s travel process and procedures are governed by his contract and separate travel procedures developed and monitored by the Vice President for Finance and Business Services, in consultation with the Executive Committee of the University Board of Trustees.

PROCEDURES

The travel procedures support the University policy to: provide simplified procedures to guide University travelers; present the identification of travel rules, regulations, and authorizations; report proper expenditures incurred by faculty, staff, members of the Board of Trustees, and official University guests; and to standardize the processing requirements of all Travel Expense Reporting.

1.0 - Authorization and Approval

All travel on behalf of the University must be preapproved and properly authorized by evidence of signatures of authorized signers on the Travel Requisition/Authorization form. Authorized signers shall include department/unit heads, and when applicable, department chairs, deans of the respective schools, and the principal investigators/project directors (when restricted funds are to be used). Authorized approvals also include the Budget Office and the Office of Grants and Contracts (for restricted funds). The Vice President for Finance and Business Services (or designee) or the Vice President for Academic Affairs (or
designee) must approve travel costs estimated to exceed $5,000. The respective academic deans must also approve travel costs expecting to exceed $5,000. Having designee approve and sign the Travel Requisition/Authorization form does not relieve the Vice Presidents of their overall responsibility to ensure the estimated costs are reasonable and necessary. Travel may be singular or group in nature (i.e., students).

1.01 Authorization for Foreign (International) Travel
All University travelers planning international travel must have the Executive Vice President's and the academic dean's prior written approval before any travel arrangements are made, even if the awarding agency granted approval. No foreign travel will be paid from restricted funds unless it is clearly stated in the grant or cooperative agreement proposal, with justification and approval by the funding agency prior to the anticipated travel date. Therefore, travel planning should occur at least 30 days prior to date of departure.

If the anticipated foreign travel is not identified in the original grant proposal and it is later deemed necessary as part of the sponsored project, written approval must be requested and received from the awarding agency's program manager prior to the travel.

2.0 - Travel Requisition/Authorization Form
Travel Requisition/Authorization form (CAU PUR-4) shall be used by all faculty, staff, students, and official guests, when requesting approval for the performance of travel to University events, meetings, seminars, conventions or conferences. The form shall include, but not be limited to, appropriate budgetary codes, provision for the name and title of each traveler, traveler's University ID number, contact information, purpose of travel, departure and arrival periods of travel, traveler's estimated out-of-pocket expenses, prepaid costs made by the University, and combined costs of prepaid and out-of-pocket cost items to the University, and a statement of benefits accruing to the University by virtue of such travel. A copy of the program or agenda of the convention or conference, itemizing registration fees and any meals or lodging included in the registration fee, shall be attached to, and filed with, the copy of the Travel Requisition/Authorization form.

The Travel Requisition/Authorization form is preprinted and prenumbered, and is designed to capture all pertinent information necessary for the identification,
review, and approval of all estimated travel costs. The Travel Requisition form must be processed by the Purchasing Department prior to the traveler’s departing for the particular trip. Travel Requisition/Authorization form received in the Purchasing Department after the travel date has begun will be reported to the appropriate senior manager for possible disciplinary action. In the event documents are late to the Purchasing Department, the reason for late submission must be fully documented and approved by the traveler’s senior manager.

The Travel Requisition/Authorization form will also be used to generate purchase orders for prepaid items related to the particular travel, like airfare, hotel, vehicle rental, and registration fees. Record various prepaid items under Column “B” of the form.

2.01 Certification by Traveler
The form shall be signed by the traveler and by all respective authorizing officials. By signing the form, the traveler will certify to the reading and understanding of the travel policy governing the form and will acknowledge that all costs proposed are reasonable and necessary. The traveler, by signing the form, will also authorize the University to withhold from his or her paycheck any portion of the travel advance not supported by a Travel Expense Report.

3.0 - Travel Cash Advances
Travel Advances are funds issued to the traveler for out-of-pocket expenses, prior to departure, which may include per diem, parking, taxi, and other business related costs not prepaid or paid directly to booking travel agency (airfare), hotel, or vehicle rental agency. To request an advance, Traveler must indicate the amount needed in the “Advance Request” section of the Travel Requisition/Authorization form. After receiving all the appropriate approvals, the form shall be submitted to the Purchasing Department at least two weeks prior to the anticipated travel date. Travel cash advances will be issued to University employees, students, trustees or official guests only. Cash advances should be used for estimated out-of-pocket travel expenses not prepaid, invoiced, or prearranged by the University for lodging, airfare, conference fees, or substantial costs.
3.01 - Cash Advance Amount and Documentation
The amount of cash requested by faculty, staff, or students should cover estimated and reasonable out-of-pocket travel expenses. The advance expense items should appear in Column "A" of the Travel Requisition/Authorization form. When employees travel with students as part of the University’s sports teams, bands, or other University programs, the advance amount could possibly be the costs of the entire trip. Copies of all pertinent information must be attached to the Travel Requisition/Authorization form, such as registration and conference hotel fees, copies of agenda and/or announcement showing name, location, and all-inclusive date of the conference.

A request for advanced payment indicated on the Travel Requisition/Authorization form must be submitted to the Purchasing Office between thirteen (13) and twenty (20) calendar days before date of departure. Additional cash advances will not be issued to a traveler until all Travel Expense Reports have been received by the Purchasing Office and reconciled to all previously disbursed travel advances. The travel advance, once paid to the traveler, is recorded to a special university account and not to the traveler’s department, office or grant account.

United States tax codes require the reporting of unreconciled travel advances as taxable income to the employee. However, the University will deduct the amount of the travel advance from the traveler’s paycheck, if a travel expense report is not filed and submitted to the accounting office within thirty days (30) after the return from the official trip.

3.02 – Travel Advance Issuance
All travel advances must be issued directly to the traveler or the person(s) authorized to receive the travel advance for the traveler. Under no circumstances are students allowed to pick up their own travel advances.

4.0 - Domestic and International Travel
Domestic travel includes travel within and between any of the 50 United States and its territories and possessions. It also includes travel between the United States and Canada when the travel is sponsored by a federal agency. International travel is defined as any travel other than domestic travel as defined above.
4.01 - Senior Management Air Travel Limitation
When traveling by air, leaders of schools, divisions, departments, and the senior executive management should avoid traveling together in large numbers on the same flight. Likewise, the number of staff and faculty from a single department traveling together should be reasonably limited.

The following guidelines are meant as suggestions but not absolute rules:
• No more than three department chairs should fly together, no more than five employees from the same department.
• The Chair of the Board of Trustees, the President, and the Executive Vice President should always fly separately.
• No more than two senior executive members or deans should fly together in any combination.

4.02 - Booking Domestic Air Travel
In an effort to help control costs and secure the best rates for the University, preferred travel agencies have been chosen for booking University's business travel. The travel agencies and contact telephone numbers are available online and from the Office of the Controller.

Use of the preferred travel agencies is highly encouraged for booking all business travel. The Travel Agencies charge established fees for their services. To determine the fees charged by the University's preferred travel agencies, please contact the Office of the Controller.

4.03 - Booking International Air Travel
For security and safety reasons, it is highly encouraged that all domestic and international travel be booked through the University's two preferred travel agencies. Booking outside of the two preferred travel agencies may not allow for any notification process should a crisis occur while traveling.

4.04 - Air Travel Payment Procedures
The University’s preferred travel agencies offer the simplest payment method for airfare for travelers. Airline tickets are booked through the issuance of a purchase order and prepaid from the traveler's budget. The issuance of a blanket purchase order for airfares for a frequent traveler offers the most expedient method for securing air transportation at the lowest possible price to the University. The traveler must consider the most efficient method for using University funds.

4.05 - Airline Class of Service
Travelers are expected to book the lowest possible airfare at the time of booking. For domestic travel, Business Class and First-Class travel cannot be
booked or expensed. Business Class for International travel is authorized and expendable if the trip is 6 hours or more in duration. Under certain restricted circumstances, the Executive Vice President will have to preapprove first class travel on a case-by-case basis.

Federal regulations prohibit the charging of business class or first-class air travel to any federally sponsored projects. They also prohibit the inclusion in indirect costs of the differential between a coach-class fare and a business- or first-class fare.

4.06 - Airfare
Whenever possible, travelers should take advantage of the savings available from the University’s preferred travel agencies. It costs University money to do business with a travel agent that will not have the services and special savings that the preferred agencies will provide per our agreement. Reservations should be made as soon as travel plans are finalized and approved to receive advance purchase discounts. If possible, all reservations should be finalized 14 days prior to departure.

- Search for flights three hours on either side of the preferred departure and arrival times to secure possibly lower fares.
- Use an alternate airport serving the destination city to secure possibly lower fares.
- Connections should be considered if connecting does not add more than three hours to the total elapsed travel time with at least $100 savings.
- All domestic ticketing should be electronic ticketing, thereby avoiding the additional fees of paper tickets.

4.07 - Air Travel Upgrades
An upgrade at the expense of the University is not permitted. An upgrade at the expense of the traveler out of the traveler’s personal funds is permitted but is not reimbursable. A free upgrade must be noted as such on the Expense Report.

4.08 - Airline Frequent Flyer Programs
The University will not reimburse travelers for tickets purchased with frequent-flyer miles, because it is difficult to determine the dollar value of these tickets. Frequent-flyer memberships should not influence travelers to select a flight that is not the lowest-priced flight available.

4.09 - Airport Airline Club/Lounge Memberships
Dues for membership in an airline club/lounge are not allowable expenses to the University.
4.10 - Lost or Excess Baggage
The airlines are responsible for compensating the owners of lost baggage. The University will not reimburse travelers for personal items lost while traveling on business. The traveler must take all reasonable means to protect, save, and/or recover any carry-on property at all times. Travelers will be reimbursed for excess baggage only when traveling with heavy or bulky materials or equipment necessary for business or when traveling for more than fourteen days. University’s preferred travel agencies may be able to secure special arrangements if given advance notice.

4.11 – Cancellations
When a trip is canceled after arrangements have been made and tickets issued, the traveler should work with the University's preferred travel agency that issued the ticket to cancel the reservation prior to the travel date. In some cases, if the reservations are not canceled, the entire value of the ticket may be lost. If canceled in time, the ticket may be reused for official travel within one year of the original ticket date. The traveler must inquire about using the old ticket when making new arrangements. Travelers can reuse airline tickets for their future University business travel if airfare eligibility requirements are met. These requirements should be verified with the issuing travel agency.

4.12 - Unused/Voided Airline Tickets
Unused airline tickets or flight coupons have a cash value and therefore must not be discarded or destroyed. To expedite refunds, unused or partially used airline tickets must be returned immediately to the travel agency that issued the ticket. Travelers must not include unused tickets with their Expense Reports. For a small change fee, many nonrefundable tickets can be used for future travel. If the travel agency books tickets, they can be voided free of charge within 24 hours after ticketing for most airlines.

4.13 - Lost or Stolen Airline Tickets
Upon discovery of a lost or stolen paper ticket, the traveler should immediately report the loss to the issuing travel agency, which will file a lost-ticket application.

4.14 - Flight Insurance
The University provides coverage through workers’ compensation for employees traveling for University business. Also, when direct billing for airfare is used through the two preferred travel agencies, the traveler is automatically insured against accidental loss of life, limb, sight, speech or hearing while riding as a passenger in, or entering or exiting any licensed common carrier, provided the entire cost of the traveler’s fare has been charged to an eligible account.
4.15 - International Travel
The University’s insurance policy provides coverage for travel to all countries except for any country or jurisdiction, which is subject to trade or economic sanctions imposed by the laws or regulations of the United States. The policy is for employees and student, and provides workers' compensation and repatriation coverage that includes endemic disease. The University also provides coverage for rented autos and general liability coverage. The purchase of additional coverage should not be necessary for travelers. If you have any questions or plan to travel to a country currently not covered, please contact the Office of Research and Sponsored Programs at 404-880-6985.

Additional requirements may be imposed by various Federal agencies related to the country you plan to visit. See related links below:

- **U.S. State Department**: http://www.state.gov/travel/
  (list of countries with U.S. travel sanctions, study abroad, etc.)

  (Immigration and Naturalization Service, passports, etc.)

- **Centers for Disease Control and Prevention**: http://www.cdc.gov/travel/
  (vaccinations, travel advisories for diseases, etc.)

- **World Health Organization**: http://www.who.int/ith/
  (immunizations, health risks, etc.)

  (restrictions of specific food and exotic animals entering the U.S.). Referenced to the U.S. Department of Homeland Security.

4.16 - Sponsored Project Travel
Some travel requires preapproval by the sponsor. Since sponsors' regulations vary, project directors should be familiar with those regulations that are applicable to their projects. Requests for approval typically include the destination, costs, and justification for the proposed travel. Some agencies require additional information. If the proposal to the awarding agency has domestic or international cost included, and is subsequently approved, then no additional sponsor approval may be necessary.

4.17 - Use of U.S. Carriers
Except as noted below, travelers on federally sponsored trips must travel on U.S. carriers. A U.S. carrier must be used on federally sponsored trips except when:
A U.S. carrier does not provide service to a destination. A U.S. carrier must be used, however, for any leg of travel, when available.

Use of a U.S. carrier would delay travel time by 24 hours or more; would require a layover of six hours or more; or would extend the total travel time by six hours or more.

Travel by a foreign carrier would eliminate two or more aircraft changes en route.

For short distance travel, regardless of origin and destination, a foreign carrier is only permissible if the travel time on the foreign carrier is three hours or less and service by a U.S. carrier would double the travel time.

Justification for any exception to the federal requirements must be documented on the expense report and be authorized by the Office of Grants and Contracts, and the Office of Research and Sponsored Programs.

4.18 - Travel on Private Aircraft
The University does not approve and will not allow the expensing or the cost reimbursement for travel using private aircrafts.

5.0 - Lodging
Actual and reasonable costs of lodging incurred while on University business are expendable. The University will allow travelers to expense "standard" accommodations at hotels. ("Standard" means a single room with private bath in a business class hotel/motel.) University business travelers are strongly encouraged to use one of the two preferred travel agencies when making hotel reservations. If traveling to a conference and a conference hotel rate is offered, check to see whether the travel agencies can obtain an even lower room rate.

University travelers are expected to utilize University discount rates or educational discounts whenever possible. Expensing deluxe accommodations (e.g., suites) is not allowed unless the business purpose requires such an accommodation or use by more than one employee is less than the standard room rate. Description of the business activity that necessitates rental of deluxe accommodations must be included in the Travel Expense Report. If someone who is not traveling on business for the University accompanies the traveler, the expense to the University will be only for a single-room rate.
Charges for personal items, such as movies and babysitting service, are not allowable expenses to the University and should be paid for separately with the travelers’ personal funds.

5.01 - Conference Reservations
When traveling to a conference, the traveler should stay at one of the hotels hosting the conference. In most cases, any of the two travel agencies will be able to obtain the conference rate on behalf of the University traveler.

5.02 - Hotel Upgrades
An upgrade at the expense of the University is not permitted.

5.03 - Hotel Cancellation Procedures
The traveler has the responsibility to notify the travel agency with which the reservation was made and the hotel directly to cancel a room reservation in order to avoid a one-night room and tax charge (no-show charge). Travelers should remember that cancellation deadlines are based on the local time at the destination hotel. Travelers should request and record the cancellation number in case of billing disputes. University will not allow expensing for "no-show" charges.

5.04 - Hotel Personal Expenses
Most personal expenses incurred while traveling cannot be expensed to the University. These include but are not limited to the following:

- In-room movies, video rentals
- In-room alcoholic beverages
- Baby-sitting service
- Recreational activities
- Newspapers, books for leisure

5.05 - Hotel Frequent Guest Programs
Many hotels have frequent guest programs that reward travelers with free accommodations in exchange for a specified number of paid room nights at the hotel. University will not reimburse travelers for the value of free accommodations used for business travel.

Travelers on University business should select hotels based on lowest pricing and not on their frequent guest memberships. Membership fees associated with joining these hotel frequent guest programs are not allowable expenses to the University.

5.06 - Lodging in a Private Residence
A traveler(s) who stays in a private residence with relatives or friends while traveling on business:
Will be reimbursed for reasonable and actual expenses incurred to extend appreciation to friends or relatives for their hospitality.

May need to get prior departmental approval for any token of appreciation given to relatives or friends.

Must submit original receipts for any token of appreciation costing $50 or more.

Note: When traveling on sponsored project funds, tokens of appreciation are not allowable.

6.0 - Ground Transportation and Parking
The University will cover travel charges for ground transportation and parking while the traveler is on official University business. Automobiles rented for official University business should always be rented in the name of Clark Atlanta University, Inc.

If the traveler rents the vehicle in his own name and later suffers a loss due to theft of University equipment or has an automobile accident, the car rental company will probably file claims against both the traveler’s personal insurance company and the University. The car rental companies do accept without notification to the traveler duplicate payments from multiple entities to settle car damage claims.

6.01 - Automobile Rentals
Automobile rentals should be limited to situations where other means of transportation are not practical, economical, or available. The most economical vehicle should be used. In no case will “luxury” vehicle rentals be reimbursed unless the cost of the luxury automobile is less than an economy automobile at the same agency due to a special promotion. University travelers must use discount companies when renting vehicles. Contact the Purchasing Department for a list of preferred rental vehicle companies.

6.02 - Rental Vehicle Insurance
The rented vehicle shall only be driven by employees of the University. All drivers of the rental vehicle must sign the rental agreement. The University’s vehicle insurance provides liability and physical damage coverage for autos leased on a short-term basis while an employee is on authorized and approved domestic or international travel status. Therefore, it is not necessary to purchase liability and physical damage insurance from a rental vehicle agency. The University will not reimburse travelers if the employee purchases additional...
coverage on the rental vehicle. Contact the University's Office of Vice President for the Division of Finance and Business Services (Chief Financial Officer).

Outside of the United States, Puerto Rico and Canada, the employee should purchase liability and physical damage coverage according to the local standards provided by the vehicle rental agency. University will allow expensing for the cost of this auto insurance. University will not reimburse travelers if the employee purchases additional coverage on the rental vehicle.

Also, the traveler should obtain liability insurance coverage from the rental car company or use his/her private insurance company cover non-University employees traveling with the traveler while on official business in case an accident occurs.

6.03 - Insurance Coverage for Personal Use of Rental Vehicle
Personal use of a rental vehicle during a business trip is not covered under University insurance in most cases. Travelers who choose to either extend a business trip for personal reasons before or after business is conducted, must purchase insurance coverage for those days. The University will not reimburse the traveler for this coverage.

6.04 - Rental Vehicle Accidents
Should a rental vehicle accident occur, the traveler should immediately:

- Take care of any injured parties.
- Report to local authorities (Dial 911) to document the parties involved in the accident as well as the facts of the accident.
- Obtain the names, addresses and phone numbers of anyone involved in the incident.
- Contact the University's Vice President of the Division of Finance and Business Services. (404-880-8441).

No cost related to a vehicle accident will be an allowable charge to the sponsored grants (use of restricted funds). The cost of the claim deductible may be charged against the traveler's department unrestricted fund account.

6.05 - Rental Vehicle Reservations
Automobiles rented for official University business should always be rented in the name of Clark Atlanta University, Inc. When traveling on University business, the traveler may rent up to and including a mid-sized vehicle. When traveling with three or more people, all of whom are on University business, the traveler may
rent a full-sized vehicle or minivan. The Traveler is responsible for daily rental costs in excess of the approved vehicle class.

6.06 - Rental Vehicle Upgrades
Travelers may book a class of service above a mid-sized vehicle only when:

- The vehicles in the authorized category/size are not available.
- Additional vehicle inside space is required for transporting materials.
- The traveler’s vehicle requested can be upgraded at no extra cost to University.

6.07 - Rental Vehicle Costs
Travelers should be aware of automobile rental surcharges imposed in certain cities. Expendable costs include the daily rental fee, gasoline charges, tolls, and authorized insurance charges. Nonexpendable costs include, but are not limited to, vehicle repairs, tickets, fines, towing charges and traffic violations and therefore should be paid for separately with personal funds.

6.08 - Rental Vehicle Cancellation
Travelers are responsible for canceling rental vehicle reservations and must contact either the travel agency or the rental vehicle company with which the booking was made. Travelers should request and record the cancellation number to prevent any billing disputes.

6.09 - Rental Vehicle Pickup
At the time of rental, the vehicle should be inspected with a rental agent; any damage found should be noted on the contract before the vehicle is accepted.

6.10 - Rental Vehicle Returns
Every reasonable effort must be made to return the rental vehicle:

- With a full tank of gas, to avoid refueling charges.
- To the original rental city unless approved for a one-way rental.
- Intact (i.e., no bumps or scratches).
- On time, to avoid additional hourly charges.

To avoid possible disputes, it is a good idea to conduct a visual inspection with the rental agent when returning the rental vehicle.

6.11 - Rental Vehicle Club Memberships
Travelers who choose to participate in rental vehicle club programs will not be reimbursed for any membership fees.
6.12 - Personal Vehicle Usage Guidelines
Employees may use their personal vehicle for business purposes if it is less expensive than renting a vehicle, taking a taxi, or using alternate transportation and if it saves time. The owner of the personal vehicle has the responsibility to carry adequate insurance coverage for his/her protection and for the protection of any passengers. Frequent use of personal vehicles for business travel is discouraged and justification will be required with the expense statement.

Employees will be reimbursed for mileage. University will comply with the reimbursable mileage rate published annually by the IRS. The 2007/2008 reimbursement rate is currently 48.5 cents per mile. Some sponsors may have lower mileage rates than the University. University travelers may be reimbursed for the difference between the sponsor's rate and the University rate, from unrestricted University funds, but only the sponsor's rate can be charged to the grant or contract account. At the discretion of the department, employees may be reimbursed for travel to and from meetings. The travel must originate from the employee’s usual place of work.

6.13 - Non-Reimbursement Costs for Use of Personal Vehicle
Employees will not be reimbursed for the following, even if these costs are incurred during business travel:
- vehicle repairs;
- rental vehicle costs during repair of personal vehicle;
- tickets, fines, traffic violations, or any other related penalties;
- towing charges; or
- fuel expenses.

6.14 - Ground Transportation To and From Airport
The most economical mode of transportation should be used to and from air, bus, and rail terminals. Public transportation and shuttle services should be considered. Employees traveling to the same location should share ground transportation whenever possible. The cost of taxi is an allowable expense. Limo/sedan service is not a preferred method of transportation and is only expendable when it is the most economical for ground transportation.

6.15 - Airport Parking
If travelers use their personal vehicle for ground transportation to and from the airport, parking fees are allowable expenses to the University; however, due to costs, the use of off-site airport parking is highly encouraged. Airport parking charges should not exceed $13.00 per day.

6.16 – Use of Vehicles in the University’s Fleet
Employees are authorized to use the University's vehicles for official business travel. The use of University vehicles not related to official business travel is
prohibited. All safety procedures are to be followed. To check on availability of University vehicles, contact the Office of Management Services.

In case of a traffic accident, the traveler will follow the same procedures as presented in Section 6.04 of this policy.

7.0 - Meals and Incidental Expenses
The University will pay the traveler’s personal meals and incidental expenses while on official business travel on a per diem basis using the per diem rates established by the IRS/GSA and adopted by the University.

7.01 - Meals and Incidental Expenses - Per Diems
University faculty, staff, students, and official guests traveling overnight may be reimbursed at per diem amounts designed to cover the cost of three meals and incidentals per day for all days of travel other than the day of departure and return. The maximum per diem for meals and incidentals will vary according to the city where overnight lodging occurs. Reimbursement for meals within a 35-mile radius of an employee's headquarters or residence is generally not allowable, unless in conjunction with a University-sponsored event and preapproved by authorized University officials.

The University will reimburse for meals and incidental expenses based upon the IRS standard per diem rates, available in IRS Publication 1542, table 4 (available at www.irs.gov). If you travel to a more expensive destination, please attach the page from the IRS publication showing the current rate for your travel destination. Receipts for meals are not required when claiming flat rate per diem.

If meals are included in fees for items such as conference registrations, long flights, or lodging arrangements, no other expense for those meals is allowable. If you are unable, however, to take advantage of such prepaid meals, because of dietary restrictions or other circumstances, you may claim the per diem rate for that meal (the reason must be documented in your reimbursement request). If you are a guest at a business or social event and a meal is provided at the expense of another person or group, then the cost of that meal should not be listed for reimbursement on the traveler’s expense report.

7.02 – Meals and Incidentals for Partial Travel Days
The University will pay for travel per diem when the employee travels on partial
in-state travel days at a rate and time presented as follows:

(a) **Breakfast** $9.00 (travel beginning before 6:30 a.m. and
    lasting through 10:30 a.m.)
(b) **Lunch** $15.00 (travel beginning before 11:30 a.m. and
    lasting through 2:30 p.m.)
(c) **Dinner** $25.00 (travel beginning before 5:00 p.m. and
    lasting through 7:30 p.m.)

Meals and incidental costs for “out-of-state” beginning and ending travel days will
be based on a “quarter-clock”. For example, if overnight and out-of-state travel
begins after 6:00 a.m. but before noon, only three quarters of the meals and
incidental costs related to the city in which you plan to stay overnight will be
allowed. Also, if travel ends before 6:00 p.m. on the last travel day, only three
quarters of the meals and incidental costs for the city in which the traveler stayed
overnight will be allowed.

If you have paid for a meal-event for a large group, submit a receipt to be
reimbursed for the actual cost of the meal, rather than using the per diem rate.

7.03 - Business Meals Taken with Other Employees
Employees can expense business travel-related meals taken with other
employees when dining with other employees on an out-of-town trip such as a
conference. The name of each employee and the business purpose for the
meeting must be documented on the expense report if fewer than ten employees
attend.

7.04 - Alcoholic Beverages
Alcoholic beverages served with traveler’s meal are not allowable expenses to
the University. Employees should be aware that the purchase and use of alcohol
place significant legal exposure on the University.

Alcoholic beverages shall not be charged to a sponsored project.

7.05 - Entertainment During Business Travel
Travel Entertainment expenses are not allowable expenses of the University.
Entertainment expenses include cost outings to nightclubs, theaters, or sporting
events.
7.05 - Sponsored Projects Entertainment
No entertainment expenses will be charged to a sponsored project.

7.06 - Tipping for Meals
Tips related to meals are included in the per diem amount above, and will not be reimbursed when the per diem method was used for meals.

8.0 - Miscellaneous Expense Items
Travelers can expense the following miscellaneous items incurred while on University business:
- Business office expenses (fax, copy services, internet access fees, etc.)
- Business phone calls
- Conference fees (include registration form with expense report)
- Currency conversion fees
- Gasoline (if mileage allowance not claimed)
- Ground transportation (taxi, bus, subway, etc.)
- Laundry/dry cleaning/suit pressing for trips exceeding five days
- Overnight delivery/postage
- Parking and tolls
- Reasonable tips for baggage handlers or bellhop
- Visa/passport/consulate fees for international travel

9.0 - Nonexpendable Items
Travelers cannot expense the following miscellaneous items:
- Airline club membership dues
- Air phone usage
- Alcohol beverage with or without meals
- Annual fees for personal credit cards
- Auto repairs
- Baby-sitting
- Barbers and hairdressers
- Clothing or toiletry items
- Country club dues
- Expenses related to vacation or personal days taken before, during, or after a business trip
- Golf fees and excess airline baggage fees for golf clubs or skis
- Frequent flyer award ticket fees
- Helicopter services for airport transfers
- Laundry or valet services for travel of fewer than five days
- Loss or theft of cash advance money or airline tickets
- Loss or theft of personal funds or property
- Luggage and briefcase costs
- Magazines, books, newspapers, personal reading materials


- Medical expenses while traveling
- Mini-bar alcoholic refreshments
- Movies (including in-flight and hotel in-house movies)
- “No show” charges for hotel or vehicle service
- Optional travel or baggage insurance
- Parking tickets or traffic violations
- Personal Accident Insurance (Domestic)
- Global Positioning Systems (GPS) for rental vehicles
- Automobile Club memberships (i.e., AAA)
- Personal automobile routine maintenance/tune-ups
- Entertainment, including sports events, nightclubs
- Personal property insurance
- Personal telegrams
- Personal telephone calls in excess of reasonable calls home
- Pet care
- Rental vehicle upgrades
- Escort Service
- Saunas, massages
- Shoe shine
- Snacks between meals
- Souvenirs or personal gifts
- U.S. traveler's check fees

10.0 - **Personal Property**

The University maintains no insurance for loss of or damage to personal property during official travel. Therefore, the travelers should pay from personal funds and seek reimbursement through their own insurance company or directly from the responsible party. The Traveler will not be reimbursed for the purchase of personal property insurance.

11.0 - **Telephone Calls**

Travelers can expense business phone calls that are reasonable and necessary for conducting business. One personal call to your family to advise them of your well-being is allowable, on the first and last day of travel. Reimbursable calls are not to exceed $4.00 per call and kept to a minimum. Business calls must be documented and supported by receipts or bills. Undocumented travel telephone costs will not be reimbursed. Attach the hotel bill with the itemized calls to the Travel Expense Report, or attach a copy of an original phone bill to the Travel Expense Report. To avoid expensive hotel surcharges, the use of personal calling cards is encouraged.
12.0 - **Combining Business and Personal/Vacation Travel**
Faculty, staff members, and students may combine official business travel with personal/vacation travel providing: (a) prior approval is obtained from the Department Head/Chair, Dean of the respective school, or the Principal Investigator/Project Director for Federal Grant/Contract; and (b) the costs to University will be less than or equal to the costs of traveling directly from their official headquarters to an official event, conference, seminar, or meeting, and return. The traveler’s official work or duty headquarters is Clark Atlanta University, Atlanta, Georgia.

13.0 - **Expense Reporting**
All travelers are expected to complete and submit a Travel Expense Report (CAU-PUR-04-1) within seven (7) days after the completion of each trip. All travel costs prepaid by direct pay or purchase order must be included in the traveler’s Travel Expense Report.

13.01 - **Responsibilities of Authorized Signers**
Because authorized signers are more familiar with expenses incurred on behalf of their department(s) than Accounting Office(s), authorized signers have primary responsibility for ensuring compliance with this policy. The authorized signers must verify that expenses and expense reports meet the following criteria:

- The travel expense was incurred while conducting University business.
- The information contained on the expense report and in the attached documentation is accurate and in accordance with this policy.
- The travel expense meets applicable sponsor guidelines.
- The expenditure is charged to the proper account(s).

13.02 - **Approval/Authorization Process for Expense Reports**
The following information is required for expense reports:

A. **Traveler’s signature**: The traveler must sign and date the expense report. Signing or initialing another person’s name is not allowed.

B. **Authorized signatures**: For travel expenses over $5,000, the Dean of the respective school or department head must review and sign:

C. **The authorized signer(s) must have authorization to sign for the account being charged**, including designee(s).

D. An authorized signer cannot be the traveler.

E. **Whenever possible**, the authorized signer should be the traveler’s direct supervisor, chair, project director, dean, and/or department head.
F. For international travel, the Executive Vice President must also review and sign the Traveler's expense report.

G. The authorized signer should not report to the traveler.

For federally sponsored projects, in addition to the above-described University signature requirements, an individual knowledgeable of the award terms, conditions and needs should also approve the travel expense. This will normally be the Principal Investigator, the Project Director, Grants and Contracts Office or the Office of Research and Sponsored Programs.

13.03 - Documentation Requirements for Expense Reports

The University requires travelers to submit the following documentation to substantiate expenses on their Travel Expense Report form:

A. Detailed Business Purpose: who was visited, why expense was incurred, what type of event, activity or purchase, where and when the meeting took place.

B. Electronic Receipt/Actual Receipt for Air/Rail: must include passenger name, issue date, ticket number, proof of payment, total payment amount, routing and payment type. Note that while class of service is not required, it may be necessary should the ticket seem expensive for the corresponding itinerary. First class is not an allowable expense.

C. Electronic Receipt/Actual Receipt for Hotel: name and address of the hotel, guest name, number of guests, check in and checkout dates, number of rooms, number of nights, price per night, total payment, proof of payment, date of charge.

D. Electronic Receipt/Actual Receipt for Vehicle Rental: name and address of the rental location, renter name, rental dates, type of vehicle, price per day, total payment, proof of payment, date of charge.

E. Registrations: name of attendee, name of conference, amount paid, date of conference, and proof of payment.

F. Personal Vehicle Usage: receipts for tolls and parking and daily mileage log.

G. Meals and incidentals (M&I) credit card receipt or cash register receipt (no restaurant tear tabs), if not on the per diem method of payment. If you deviate from the per diem method of payment, a justification must be attached to the Travel Expense Report. For federally sponsored projects, if a business meal expense occurred, a copy of the agenda and list of attendees must be attached to the Travel Expense Report.
In Addition:

H. Photocopies will be acceptable only with a detailed explanation of why the original is unavailable (see Lost or Destroyed section below).

I. Receipts must include the name of the vendor, location, date, and dollar amount.

J. To reemphasize the importance of completing the Travel Expense Report in a timely manner, the traveler must complete the report within 7 days of returning from the trip. The traveler must attach receipts to the Travel Expense Report, and submit it to the Purchasing Office after securing the appropriate approval signatures.

K. If the traveler is missing receipts for airline ticket, hotel accommodation, seminar registration fee, or for car rental, he/ she should contact the travel agency and request a copy of the documents.

L. If the traveler has made every effort, but cannot obtain a copy of the required receipt, a written affidavit justifying the incurred expenses and signed by the traveler and department head or project director must be attached to the Travel Expense Report and submitted to the Purchasing Office.

M. Each traveler is responsible for proper travel expense reporting. All receipts must have a vendor name and date, and be mounted on an 8-1/2 x 11 sheet of paper. The University’s Accounting Office has the responsibility to ensure that no travel expenditure is charged to the University unless it complies with policy.

13.04 - Incorrect or Incomplete Expense Reports
Expense Reports that are incorrect or incomplete will be returned to the authorized signer, or department for corrective action and may result in delay of payment by the University.

The most frequent reasons for returned expense reports include:

- Missing traveler’s signature.
- Missing authorized signer approval signature.
- Inadequate business purpose explanation (required by the IRS).
- Missing receipts without missing receipt affidavits.
13.05 - Lost or Destroyed Receipts
Lost or destroyed receipt affidavits must be signed by both the traveler and authorized signers with a complete explanation of the expense and the reason for the missing receipt. In the event of a missing airline receipt (last page of the ticket stub), the affidavit must be accompanied by some form of documentation. The agency issuing the original ticket must be contacted and a copy of the receipt requested. All agencies are required by the Airline Reporting Commission to keep copies of every ticket they issue.

If the traveler is unable to obtain a copy of the airline receipt, a copy of the itinerary and one of the following must be included with the missing receipt affidavit:

- Credit card charge slip.
- Record of charge and billing statement.
- Canceled check or other record of payment.

13.06 - Converting Foreign Currency for International Travel
Expense Reports must be submitted in U.S. Dollars with an explanation and translation of the foreign receipts and the conversions. Travelers must use the currency rates that were in effect when travel took place. Therefore, currency exchange receipts should be saved and used for converting foreign currencies back to U.S. dollars on the Expense Report. Use of a credit card eliminates the need to calculate foreign currency conversions. The charges are already converted to U.S. dollars on the billing statement, usually at favorable rates. Although the University does not require the use of a personal credit card, its use may help the traveler in payment of travel related items.

To convert foreign currency items the following calculation is used:

- Foreign Amount x Exchange Rate = U.S. Dollars
- U.S. Dollars / Exchange Rate = Foreign Amount
- When more than one exchange of the same type of foreign currency is made during the reporting period, a weighted average exchange rate (total US dollars divided by total amount of foreign currency) should be used.

14.0 – FRAUDULENT OR UNAUTHORIZED TRAVEL CLAIMS
Any person who willfully makes and subscribes any such claim which he or she does not believe to be true and correct as to every material matter, or who willfully aids or assists in, or procures, counsels, or advises the preparation or presentation under the provisions of this section of a claim which is fraudulent or false as to any material matter, whether or not such falsity or fraud is with the
knowledge or consent of the person authorized or required to present such claim, shall be subject to legal penalties under State and Federal law, as applicable.

FLOW CHART OF BEFORE AND AFTER TRAVEL PROCESS
(Next page)
Clark Atlanta University
Travel Policy and Procedures

Trip

After the Trip

Prepares the Travel Expense Report Within 7 Days After Trip

Travel Expense Report

Attached Receipt & Copy of Travel Req/Auth. Form to the Travel Expense Report

Obtain signature Approval of Supervisor/Dept Head/Dean

Original Travel Receipts

Travel Expense Report

Does the Traveler Owe Refund to University?

Yes

Traveler Attached Check or Money Order to Travel Expense Report

No

Refund Check

Travel Receipts

Approved Travel Expense Report

Copy of Travel Requisition/Authorization Report

Purchasing Office Reconciles and Cancels P.O.

Send to Accounting Office

No

Does University Owe the Traveler?

Yes

Process Reimbursement to Traveler

Submits Reimbursement Check to Traveler

Accounting Office Closes Out Advance Payment of Traveler
# Travel Expense Report

<table>
<thead>
<tr>
<th>Traveler's Name (Last)</th>
<th>(First)</th>
<th>(Initial)</th>
<th>Allocation of Costs to Benefitting Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Travel Expense Amt</td>
</tr>
<tr>
<td>Send Check to:</td>
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<td></td>
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<td></td>
<td></td>
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<tr>
<td>Employee Number:</td>
<td></td>
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<td></td>
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<tr>
<td>Contact Person:</td>
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<td></td>
</tr>
<tr>
<td>Telephone Number:</td>
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<td></td>
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<tr>
<td>email Address:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Univ. Fleet Vehicle:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Travel Date</th>
<th>Depart Time</th>
<th>Arrive Time</th>
<th>Official Business Purpose of Trip with Itinerary to and from:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal</td>
<td>Vehicle</td>
<td>Miles</td>
<td>Personal</td>
</tr>
<tr>
<td>Miles</td>
<td>Driver</td>
<td>Fee</td>
<td></td>
</tr>
<tr>
<td>0.0</td>
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<td>$0.00</td>
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<td>$0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Justification for Travel:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL MILES: 0.0</td>
</tr>
<tr>
<td>Grand Total Travel Expenses: 0.00</td>
</tr>
<tr>
<td>Less Travel Advance: 0.00</td>
</tr>
<tr>
<td>Less Prepaid/Direct Paid by Univ.</td>
</tr>
<tr>
<td>Net Amount to or (owed) by Traveler: 0.00</td>
</tr>
</tbody>
</table>

I certify this claim to be true and correct as to every material matter, and that no one willingly aided or assisted in, or procured, counseled, or advised in the preparation or presentation under the provisions of this section of a claim which is fraudulent or false as to any material matter, whether or not such falsity or fraud is with the knowledge or consent of the person authorized or required to present such claim subject to legal penalties under State and Federal law, as applicable.

<table>
<thead>
<tr>
<th>Claimant's Signature</th>
<th>Date</th>
<th>Dean, Project Director, or Other Approvals</th>
<th>Date</th>
<th>Department/Head Approval</th>
<th>Date</th>
<th>Accounting Office Approval</th>
<th>Date</th>
</tr>
</thead>
</table>

CAU PUR-4-1, (02/15/2008)
This form must show signature approval by authorized University official(s) and the form must be submitted to the Purchasing Office prior to finalizing any travel arrangements. Retain duplicate copy from the Purchasing Office to submit with your Travel Expense Report. A Travel Expense Report must be filed within seven (7) calendar days after returning from the trip. If the trip is canceled, the Accounting Office and the travel agency booking the travel should be notified and the advanced draw check or the amount of the advance must be returned immediately.

<table>
<thead>
<tr>
<th>BUDGETARY CODING MUST BE COMPLETED</th>
<th>REQUISITION/AUTHORIZATION NO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDEX: ______</td>
<td>FUND: ______</td>
</tr>
<tr>
<td>Total $ ______</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name and Title</th>
<th>Cost Items</th>
<th>Traveler’s Out-of Pocket Costs (A)</th>
<th>Costs to be Prepaid by University (B)</th>
<th>Total Estimated Cost of Entire Trip (A+B)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title/Status</td>
<td>Air Fare + Travel Agency’s Fee</td>
<td>Rental Car</td>
<td>Lodging</td>
<td>Hotel Parking, if applicable</td>
</tr>
<tr>
<td>Guest’s, Student’s, or Employee’s #</td>
<td>Privately Owned Vehicle @ $485/mi.</td>
<td>Airport Parking</td>
<td>Telephone #, FAX # &amp; email address</td>
<td></td>
</tr>
<tr>
<td>Traveler’s Address:</td>
<td></td>
<td></td>
<td>Tel:</td>
<td>Meals (Per Diem)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>FAX:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Dept/Div/School</td>
<td></td>
<td></td>
<td>Registration</td>
<td></td>
</tr>
<tr>
<td>Travel Destination(s)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trip Dates</td>
<td></td>
<td></td>
<td>Miscellaneous / other business expenses</td>
<td></td>
</tr>
<tr>
<td>Time of Departure &amp; Time Return</td>
<td></td>
<td></td>
<td>Total Estimated Cost</td>
<td></td>
</tr>
</tbody>
</table>

For Purchasing Office Use: Traveler’s Advance Requested: $ ______ For Accounting Office Use: Advance Aced: 1100000.1210

<table>
<thead>
<tr>
<th>P.O. Number: ______</th>
<th>Amt. $ ______</th>
<th>After all approvals, submit original to the Purchasing Office. If an Advance Check is desired, allow 14 calendar days to process advance check requests.</th>
<th>Advance Check: ______</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.O. Number: ______</td>
<td>Amt. $ ______</td>
<td></td>
<td>Advance Check: ______</td>
</tr>
<tr>
<td>P.O. Number: ______</td>
<td>Amt. $ ______</td>
<td></td>
<td>Advance Check: ______</td>
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<td>P.O. Number: ______</td>
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<td>Advance Check: ______</td>
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<tr>
<td>P.O. Number: ______</td>
<td>Amt. $ ______</td>
<td></td>
<td>Advance Check: ______</td>
</tr>
</tbody>
</table>

DESCRIPTION AND JUSTIFICATION FOR TRAVEL: ____________________________

I certify that I have read and understand the travel policy governing this document and all costs proposed are reasonable and necessary. I authorize the University to withhold from my payroll check any portion of the travel advance not supported by my travel expense report that is not reconciled 30 days after the return from official travel.

Traveler’s Signature ____________________________ Date ____________________________

APPROVED BY:

Dept. Head/Project Director’s Approval Signature, Date ____________________________ / ____________________________

Dean/ VP’s Signature ____________________________ Date ____________________________

Executive VP Approval Signature (Foreign Travel), Date ____________________________ / ____________________________

Grants & Contracts or Accounting Office ____________________________ Date ____________________________

CAU –PUR-4 (02/15/2008)
The University adopted a comprehensive travel policy effective February 15, 2008, to address the concerns of senior management, foreign travel, travel expense reporting, and other items not previously covered. The following questions and answers should provide added clarification to the adopted travel policy.

1. Question: Is restricted and unrestricted funded travel governed by the same policy?

Answer: Yes, the same level of approvals, supporting documentation, and stewardship of travel funds are required.

2. Question: If I pay for a visitor’s lunch or dinner at a local eating establishment while conducting official school business and I am not in travel status, do I use the Travel Expense Report form to record the cost of the visitor’s meal expenses?

Answer: No, the employee will be required to complete an employee expense report for nontravel-related activities.

3. Question: Do I have to receive all of my out-of-pocket expenses in an advance payment?

Answer: No, the traveler can request any amount up to the total estimate of out-of-pocket expenses.

4. Question: Will my salary be deducted by the amount of any advance received and outstanding?

Answer: Yes, the traveler is required to complete a Travel Expense Report within seven days after the return from the trip. If the Travel Expense Report is not reconciled, completed and submitted within 30 days after the return from the trip, the traveler’s salary will be deducted by the amount of the advance.

5. Question: Do I need to complete a separate purchase requisition form for each direct pay items, like for airfare or rental car?

Answer: No, the Travel Requisition/Authorization form is designed to replace separate purchase requisition forms for direct-charge items needed for the same trip. The Travel Requisition/Authorization form will eliminate approver redundancy, as well.
6. Question: Will I be able to charge multiple federal-sponsored projects under the same trip?

Answer: Yes, the Travel Requisition/Authorization form is designed to split/share the travel costs among three federal-sponsored projects for one trip. Some federal agencies require the project director or principal investigator to travel to Washington, DC, for annual meetings. Combining several required meetings under one trip maximizes the use of University resources.

7. Question: Will I be able to receive a travel advance for an upcoming trip if I have not submitted a travel expense report from a previous trip, or the amount of the related outstanding travel advance that I received has not been deducted from my salary?

Answer: No, you will not be able to receive another travel advance if you have not submitted a travel expense report from a previous trip or the outstanding advance amount has not been deducted from your salary.

8. Question: Has the approval process changed for travelers anticipating trips and seeking reimbursements for travel costs incurred after the trip?

Answer: Yes, prior approval must be obtained from the traveler’s immediate supervisor (unit head), department head, and when applicable, department chairs, deans of the respective schools, and the principal investigators/project directors (for restricted funds). Authorized approvals shall also include the Budget Office and the Office of Grants and Contracts (for restricted funds).

The Vice President for Finance and Business Services (or designee) or the Vice President for Academic Affairs (or designee) shall approve travel costs estimated to exceed $5,000. The respective academic deans must also approve travel costs exceeding $5,000. The Executive Vice President’s and the academic dean’s prior written approval must be obtained for foreign travel, even if the awarding agency granted approval.

The traveler’s expense report shall be approved by the traveler’s immediate supervisor (unit head), department head, and when applicable the department chairs, deans of the respective schools, and the principal investigators/project directors (when restricted funds are involved). All approvers will have responsibility for
ensuring the travel expenses claimed are reasonable, proper, and in accordance with University policies and procedures.

9. Question: What happens after a student receives a travel advance and fails to complete a Travel Expense Report after returning from a trip?

Answer: The student will be notified by the respective office initiating the trip of the University policy and procedures and provide a copy of the Travel Expense Report to the student for completion. The office initiating the trip will provide whatever assistance is necessary to the student for the completion and submission of the Travel Expense Report to the accounting office. If the student fails to submit a travel expense report within 30 days after the return from the trip, a charge for the amount of the travel advance will be posted to the student’s account. If the student has left the University, the expense will be charged against unrestricted funds of the office initiating trip for the amount of the advance.

10. Question: How do I determine what per diem amount is authorized for the city I plan to travel to and stay overnight?

Answer: IRS Publication 1542, Table 4, has the per diem rates adopted by the University as the amount allowed for meals and incidentals. The Web site for easy reference is http://www.irs.gov.

11. Question: If I am still unclear about some aspect of the travel policy and procedures, is there someone I can contact to get a little more information?

Answer: Yes, the Controller’s office will be available to answer any questions you may have. Specifically, Donna Byrd, the Purchasing Office at extension 8411; Office of Grants and Contracts at extension 8413; or Karen Sutton, the General Accounting, extension 8912, are all eager to assist you.

12. Question: If I am charged a change fee by the airlines or rental car agency during the course of my trip for changing air carriers, or travel times or dates, will I be reimbursed for the increased costs?

Answer: That would depend on whether the change was necessary, reasonable, and unavoidable to complete the University’s business. A change so you can travel early or stay later for personal reasons would not be an allowable or reasonable
expense for the University to incur. Any trip changes that would result in travel reimbursable cost being increased above the initial estimated travel costs should have the justification attached to the traveler’s expense report.

13. Question: Do I need to identify and provide detailed information on the hotel, registration payment instructions, airline itinerary, and rental car agency to the Purchasing Officer to complete my travel arrangements?

Answer: Yes, the Purchasing Office would need to know the specifics on proposed vendors that are to be paid directly by the University on behalf of the traveler. The traveler will be required to attach the supporting documentation to the Travel Requisition/Authorization form (CAU-PUR-4).

14. Question: How many completed copies of the Travel Requisition/Authorization form should be submitted for processing?

Answer: The original and three copies should be submitted for processing by the various administrative offices of the University.