

Clark Atlanta University

Policy 7.5.4: University Travel



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| POLICY/PROCEDURE | Subject: University Travel | |
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TABLE OF CONTENTS

| SECTION | PAGE |
|---|-------------|
| 1.0 Travel Policy Statement..... | 1 |
| 2.0 Narrative Procedures..... | 1 |
| 2.1 Travel Authorization and Responsibility..... | 1 |
| 2.2 Travel Requisition/Authorization Form (CAU/PUR-4)..... | 3 |
| 2.2.1 CAU/PUR-4 Form..... | 3 |
| 2.2.2 Travel Awareness..... | 4 |
| 2.2.3 Travel Certification and Authorization..... | 4 |
| 2.3 University Amex Card (Employee Travel-Related)..... | 4 |
| 2.3.1 Terms and Conditions | 5 |
| 2.4 Student Travel | 6 |
| 2.4.1 Student Government Programs, Student Clubs and Organizations or individual student | 6 |
| 2.4.2 Student Conduct..... | 6 |
| 2.4.3 Direct Billing | 6 |
| 2.4.4 Student Group/Team Travel | 7 |
| 2.4.5 Commercial Ground Transportation..... | 7 |
| 2.4.6 Study Abroad | 7 |
| 2.5 Non-Employee Travel..... | 8 |
| 2.5.1 Prospective Candidates..... | 8 |
| 2.5.2 Consultants and Contractors..... | 8 |
| 2.5.3 Spouse/Companion Accompaniment during Business Travel..... | 8 |
| 2.6 Combining Business & Personal /Vacation Travel..... | 8 |
| 2.7 Risk Management - Air Travel..... | 9 |
| 2.7.1 Key Employees Traveling Together..... | 9 |
| 2.7.2 General Travel Safety Tips..... | 10 |
| 2.7.3 Illness during Business Trip..... | 10 |
| 2.7.4 Traveler Dies while on Office Travel..... | 10 |
| 2.7.5 Emergency Travel Assistance..... | 11 |
| 2.7.6 Traveler Contact Information..... | 11 |
| 2.7.7 Cancellation of Reservations..... | 11 |
| 2.8.0 Travel Cash Advances..... | 11 |
| 2.8.1 Travel Cash Advance Amount and Documentation..... | 11 |
| 2.8.2 Travel Cash Advance Issuance..... | 12 |
| 2.9.0 Local / Vicinity Travel..... | 13 |
| 2.10 Domestic and International Air Travel..... | 13 |
| 2.10.1 Domestic and International Travel..... | 13 |
| 2.10.2 Airport Security Rules (TSA)..... | 14 |
| 2.10.3 Air Travelers with Disabilities under the Americans with Disabilities Act (ADA) and the Air Carriers Access Act (ACAA)..... | 15 |
| 2.10.4 Domestic Air Travel..... | 17 |

| | |
|---|----|
| 2.10.5 Upgrades for Air Travel..... | 18 |
| 2.10.6 Lowest Airfare Definition..... | 19 |
| 2.10.7 E-Tickets & Ticket Delivery..... | 20 |
| 2.10.8 Airline Frequent Flyer Programs..... | 20 |
| 2.10.9 Airline Club Memberships..... | 20 |
| 2.10.10 Flight Insurance..... | 20 |
| 2.10.11 Travel on Private and Charter Aircraft..... | 20 |
| 2.10.12 Denied Boarding Compensation..... | 21 |
| 2.10.13 Overnight Delays..... | 21 |
| 2.10.14 Weekend/Saturday Night Stay-over..... | 21 |
| 2.10.15 Cancellations..... | 21 |
| 2.10.16 Unused Airline Tickets..... | 22 |
| 2.10.17 Lost or Stolen Airline Tickets | 22 |
| 2.10.18 Preferred Seating..... | 22 |
| 2.10.19 Airline Beverages..... | 23 |
| 2.10.20 In-Flight Entertainment..... | 23 |
| 2.10.21 Checked Luggage..... | 23 |
| 2.10.22 Air Wireless Services..... | 23 |
| 2.10.23 Lost or Excess Baggage..... | 23 |
| 2.10.24 Airport Parking..... | 24 |
| 2.10.25 International (Foreign) Air Travel..... | 24 |
| 2.11 Lodging | 27 |
| 2.11.1 Travelers with Disabilities under ADA - Hotels and Motels..... | 27 |
| 2.11.2 Classification of Hotels..... | 28 |
| 2.11.3 Making Hotel Reservations..... | 29 |
| 2.11.4 Hotel Payment Procedures..... | 29 |
| 2.11.5 Hotel Selection and Spending Guidelines..... | 29 |
| 2.11.6 Conference Reservations..... | 30 |
| 2.11.7 Hotel Upgrades..... | 30 |
| 2.11.8 Assured Reservations and Room Guarantees..... | 30 |
| 2.11.9 Hotel Cancellation Procedures..... | 30 |
| 2.11.10 Early Check-Out Procedures..... | 30 |
| 2.11.11 Hotel Personal Expenses..... | 30 |
| 2.11.12 Hotel Health and Fitness Center Charges..... | 30 |
| 2.11.13 Lodging in a Private Residence in Lieu of Hotel..... | 31 |
| 2.11.14 Hotel Frequent Guest Programs..... | 31 |
| 2.11.15 Hotel Valet Parking..... | 31 |
| 2.11.16 Payment of Expenses on Behalf of Others..... | 31 |
| 2.12 Ground Transportation..... | 31 |
| 2.12.1 Airport Shuttle or Bus..... | 31 |
| 2.12.2 Taxi Services..... | 32 |
| 2.12.3 Car Rental..... | 33 |
| 2.12.4 Rail Services..... | 37 |
| 2.12.5 Other Ground Transportation and Parking..... | 38 |

| | |
|---|-----------|
| 2.13 Meals and Incidental Expenses..... | 40 |
| 2.13.1 Business Meal Expenses..... | 41 |
| 2.13.2 Business Meals Taken With Other Employees..... | 41 |
| 2.13.3 Employees Dining Together..... | 41 |
| 2.13.4 Actual Costs Method for Group Student Travel..... | 41 |
| 2.13.5 GSA Adopted Per Diem Method (Meals and Incidentals)..... | 42 |
| 2.13.6 Computing Per Diem Using Quarter-Time of the 24 Hours Clock..... | 42 |
| 2.13.7 When Meals are Included in Registration Fees (Conf., Seminar, etc.) | 43 |
| 2.13.8 Large Group Meal-Event | 43 |
| 2.13.9 Banquet or Award Ceremonies Meals..... | 43 |
| 2.13.10 Alcoholic Beverages..... | 44 |
| 2.13.11 Tipping for Meals..... | 44 |
| 2.14 Other Expenses during Business Travel..... | 44 |
| 2.14.1 Travel Entertainment Expenses..... | 44 |
| 2.14.2 Reimbursable Travel Expenses..... | 44 |
| 2.14.3 Non-reimbursable Travel Expenses..... | 45 |
| 2.14.4 Meal Reimbursement for Working Late/During Holiday or Weekend.. | 46 |
| 2.14.5 Documentation and Government Tax Reporting Requirements..... | 46 |
| 2.15 Personal Property..... | 46 |
| 2.16 Telephone Calls..... | 46 |
| 2.16.1 Air Phone Usage..... | 47 |
| 2.17 Travel Expense Reporting (CAU/PUR 4-1)..... | 47 |
| 2.17.1 Responsibilities of Authorized Signers..... | 47 |
| 2.17.2 Approval/Authorization Process for Travel Expense Report..... | 47 |
| 2.17.3 Documentation Requirements for Travel Expense Reports..... | 48 |
| 2.17.4 Incorrect or Incomplete Expense Reports..... | 49 |
| 2.17.5 Lost or Destroyed Receipts..... | 49 |
| 2.17.6 Converting Foreign Currency for International Travel..... | 49 |
| 2.17.7 Travel Expense Report Documentation Checklist..... | 50 |
| 2.18 Fraudulent or Unauthorized Travel Claims..... | 50 |
| 3.0 Entities Affected by This Policy..... | 50 |
| 4.0 Definition of Key Terms | 50 |
| 5.0 Questions and Answers..... | 52 |
| APPENDIXES (Examples of Completed Travel Related Forms & TSA): | |
| Appendix A - Travel Requisition/Authorization Form (CAU/PUR 4).... | 55 |
| Appendix B - Travel Expense Report (CAU/PUR 4-1)..... | 56 |
| Appendix C - TSA Prohibited Items for Carry-on and | |
| Check Luggage..... | 57 |

1.0 Travel Policy Statement

Clark Atlanta University (University) authorizes the payment and reimbursements of costs to faculty, staff, and students, and payments to outside vendors/contractors for preapproved and allowable travel expenses that are necessary, reasonable, and allocable for conducting the official business of the University. This policy herein apply to all sources of funds, including gifts, endowment income, sponsored programs, designated income, released funds, and University unrestricted budgets. Based on the significant amount of federally sponsored funds that the University receives, the travel policy parallel those of the Federal Travel Regulations and comply with 2 CFR 200.474.

E-meetings and video-conferencing are effective alternatives to travel and represent an opportunity to reduce significantly travel costs as well as Clark Atlanta University's impact on the environment leading to climate change. Every potential traveler should consider whether the business objective could best be accomplished with an e-Meeting, teleconference, or videoconference.

2.0 Narrative Procedures

The travel procedures support this policy to: (1) provide simplified processes to guide University travelers; (2) present clear and consistent travel guidelines, regulations, and authorizations; (3) report allowable (reasonable, necessary, and allocable), preapproved expenses incurred by the Traveler (faculty, staff, students, Board of Trustees, and official University guests); and (4) standardize the processing requirements of all travel requests, approvals, and travel expense reporting.

2.1 Travel Authorization and Responsibilities

All official travel, whether domestic or international, must be preapproved by appropriate University officials (budget center manager, supervisor, activity director, principal investigator, etc.) and properly documented with written justification on the Travel Requisition/Authorization Form (CAU/PUR 4) at least 14 days prior to the start of the domestic travel and 30 days for foreign travel. Prior approval from the President, Provost, and/or the Executive Vice President for Finance and Business Services / Chief Financial Officer is not required for foreign travel, unless the estimated amount of the travel costs exceeds \$5,000.

If the traveler plans a trip to an out of town event and the event sponsor plans to pay for all or a portion of travel related costs (lodging, transportation, and meals), a Travel Requisition/Authorization Form (CAU/PUR-4) must still be completed by the traveler. The Form will be submitted to the supervisor for signature approval and show no costs to be incurred by the University. This is required if the travel/trip is expected to occur during paid work hours and days.

Responsibilities:

- A. **Employees/students (travelers)** are responsible for reading, understanding, and complying with this policy and any additional related guidelines established by external sponsors (restricted funds). The traveler should assure that activities occurring outside

the U.S. are coordinated as necessary with appropriate U.S. and foreign government authorities and that necessary licenses, permits or approvals are obtained prior to undertaking proposed activities. University travelers going to a country to conduct recruiting, research, or attend a conference are required to obtain visas related to the purpose of official travel and pay applicable travel fees required by the hosting country. Normally these fees are less than \$100.00. The University travelers are required to comply with the laws and restrictions of the host country and obtain the necessary permits, etc. Any visas required would have to relate to the purpose of the official travel.

- B. **Approvers** (Budget Center Managers, Supervisors, Athletic Director, Activity Directors and/or Principal Investigators) are responsible for reviewing all expense reports for accuracy and compliance to this policy. Having a designed approver sign the Travel Requisition/Authorization (CAU/PUR-4) form does not relieve the Budget Center Manager of the overall responsibility to ensure that estimated costs are available and allowable: reasonable, necessary, and allocable.
- C. **Financial Planning and Budget Office** is responsible for reviewing travel requisition/authorizations and expense reports for budget availability, appropriate approvals, reasonableness of estimated and actual expenses, and compliance with University policy for unrestricted funds.
- D. **Grants and Contracts Accounting Office** is responsible for reviewing travel requisition/authorizations and expense reports for budget availability, appropriate approvals, allowable costs, and compliance with (i) the external sponsor's terms and conditions, (ii) 2 CFR 200.474, and (iii) University policies related to the use of restricted funds.
- E. **Purchasing Office** is responsible for encumbering funds for preapproved travel and issue purchase orders to secure for the traveler hotel, registration, rental car, airfare, etc., once the properly executed Travel Requisition/ Authorization form is received from either Financial Planning and Budget Office or Grants and Contracts Accounting Office.
- F. **General Accounting Office** is responsible for reviewing all travel expense reports for accuracy, completeness, attached supporting documentation, and compliance to this policy. The office is responsible for the establishment, maintenance, revision, and publication of this policy and the administration of all processes and procedures needed to ensure compliance with this policy.
- G. **Accounts Payable Office** is responsible for processing travel advances, making payments to vendors (hotel, travel agency, etc.) connected to the particular Traveler's trip, reimbursements to the travelers and travel expense reports after review.
- H. **Restricted Budget Expense Approval - Title III - Activity Directors.** Activity Directors review and approve all travel requisitions/ authorizations and supporting documentation for their respective activity for compliance with Title III Program Guidelines and University policy.
 - **Title III Director** is responsible for the overall implementation and compliance of the Title III Program and, as such, reviews and approves all travel

authorizations and expenses before being forwarded to the Grants and Contracts Accounting, Purchasing, and General Accounting for processing.

I. Principal Investigator/Program Director- Sponsored Programs

The Principal Investigator/Program Director (PI/PD) is responsible for the administration of a sponsored award in compliance with applicable laws and regulations and University policy governing travel costs. The PI/PD ensures travel costs are available and allowable: reasonable, necessary for the award, and allocable, before and after each trip.

J. Research and Sponsored Programs Office (RSPO)

RSPO, in conjunction with Grants and Contracts Accounting, is responsible for ensuring travel costs estimated and incurred are in agreement with the sponsoring agency's terms and conditions, federal regulations, and University policy.

2.2 Travel Requisition/Authorization Form (CAU/PUR-4) (Appendix A)

Travel Requisition/Authorization Form (CAU/PUR-4) (Form) is designed and used for multiple purposes under one trip. The Form provides authorization for the Traveler to take the trip, obligates (encumber) the total costs of the trip after approval from the Budget Unit Manager, and provides a means for the University to prepay travel related items (registration, hotel, airfare, etc.) for the traveler by purchase order or other costs payment arrangements.

All faculty, staff, students, officers, and official guests, when requesting official approval for travel to business related events, meetings, seminars, conventions or conferences, shall use the Form. The Form shall include, but not be limited to:

- A. Appropriate Banner budgetary fund, organizational, account, and program codes
- B. Name and title of the traveler
- C. Traveler's University ID number
- D. Traveler's contact information
- E. Justification for travel (which should include how the event will eventually help in the achievement of the University's Strategic Plan (all University activities should be tied to the achievement of the Strategic Plan)
- F. Departure and arrival periods of travel
- G. Traveler's estimated out-of-pocket expenses
- H. Prepaid costs to be made by the University,
- I. Combined costs of prepaid and out-of-pocket cost items to the University,
- J. Backup documentation. 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.
- K. Emergency Contact Information.

2.2.1 CAU/PUR-4 Form, a Microsoft Word Document, is available electronically on the Purchasing Office's website (www.cau.edu/division-of-finance/purchasing) or manually from the Controller's Office – General Accounting. The form is designed to capture all pertinent information necessary for the identification, review, and approval of the trip, along with all

estimated travel costs. The Form must be processed through the respective traveler's department, the Budget Office (unrestricted) or Contracts and Grants Office (restricted funding), the Research and Sponsored Programs Office (federally funded programs), and finally through the Purchasing Department prior to the traveler's departing for the approved trip.

2.2.2 Travel Awareness - The traveler is prohibited from departing on a trip before the Travel Requisition/Authorization Form is completed and submitted approved by appropriate University officials, and, received in the Purchasing Department. Not following policy may result in suspension of the traveler's future travel authorizations and possible disciplinary action. When the Form and travel supporting documents are late getting to the Purchasing Department, processing delays become inevitable and travel arrangements altered, usually at higher costs to the University. The reason for late submission must be fully documented and approved by the traveler's Budget Center Manager and respective senior management. Lack of sufficient budget could stall the processing in the Budget Office or Grants and Contract Office. The traveler (employees) is responsible for tracking the approval process from the supervisor through the Purchasing Department.

2.2.3 Travel Certification and Authorization

The Form shall be signed by the traveler and by all appropriate authorizing officials. By signing the form, the traveler and the authorizing officials certifies to the reading and understanding of the policy governing travel and acknowledges that all costs proposed are best estimates, as well as reasonable, allowable, and necessary costs. The traveler, by signing the form, also authorizes the University to withhold from his or her paycheck any portion of the travel advance or pre-paid items not supported by a timely submitted Travel Expense Report, after fourteen (14) days after returning from the associated trip.

2.3 University AMEX Card (Employee Travel-Related)

Employees authorized and issued American Express Company (AMEX) credit card to assist in travel related costs during the normal course of performing their duties for the University will manage costs and comply with federal regulations and University policies. Because of the frequency and volume of travel-related activities, the standard purchasing method may create a potential burden. The University recognized this potential burden and established a credit card program with the AMEX to provide employees with an efficient and cost effective method to support travel-related activities. Note: The policy is not applicable to the credit card purchases made by the Purchasing Department.

As a card holder, the employee will have:

1. a flexible and convenient way to pay for goods and travel-related expenses, (consultant and relocation costs will not be allowable),
2. reduced need to use personal funds and request reimbursement, and
3. access to AMEX for tracking and reviewing credit card charges.

2.3.1 Terms and Conditions

1. Cards are issued in the employee's name.
2. The employee (card holder) is responsible for paying AMEX for the charges made.
3. Reimbursements to the card holder for charges paid directly to AMEX will be processed monthly after a completed and submitted timely Travel Expense Report is received by Finance.
4. Card holder needs to retain an itemized receipt for each purchase. The receipts are necessary to confirm transactions and support reimbursement requests through a timely Travel Expense Report, and in case of an audit by a government agency.
5. Card holder should be especially mindful of this when purchasing meals, as some restaurants will only return the summary receipt with the total and the tip. In this case, a detailed receipt which lists the meals and drinks purchased must be requested and retained.
6. Each month, card holder needs to reconcile their statements with their receipts. This will ensure that appropriate documentation is available for review and that there aren't incorrect or fraudulent charges on the account.
7. The card holder will adhere to this Travel policy and Policy 7.5.8 University Purchasing to ensure appropriate budget accounts to each transaction is properly tracked and expenses accurately reported.
8. The credit card program is intended for University business. Card holders may not be reimbursed for personal expenses. Supporting documentation (receipts) for the charge should be submitted with the Travel Expense Report, with a copy retained with the credit card statement.
9. Grants, gifts, and endowments are established for specific purposes. The card holder must preserve the integrity of the restrictions placed on these funds.
10. General Accounting and Accounts Payable will need a minimum of three-business days to process the reimbursement. For example: if a correct Travel Expense Report is received in General Accounting on a Monday, it will be processed by Accounts Payable on Thursday of the same week.
11. The card holder can always review and print your statement online, as needed. To register online for this privilege, please follow the instructions on your new account statement.
12. All completed and approved Travel Expense Reports must be submitted to General Accounting (Accounting Manager), located at 306 Haven-Warren Building.

Note: The card holder should not send the Travel Expense Report through the campus mail because extra routing time required for mailroom processing and delivery to General Accounting.

13. The card holder statement date is usually the 28th day of the month. However, payment due date is listed on credit card statement and may change from month-to-month. Please pay close attention to the payment date to ensure the General Accounting Office makes reimbursement payments in a timely manner.

14. University is exempt from Georgia State sales taxes as a non-profit organization. When making purchases in State, the card holder should inform the vendor that University is tax exempt and request sales tax to be removed from the bill. By taking advantage of the University's exempt status and not paying sales taxes, University is able to maximize the it's purchasing power.

2.4 Student Travel

The University encourages field experiences and opportunities for students to travel for academic, research, and engagement activities, conferences, workshops, or meetings. Student travel and field experiences enhance the student learning experience. The University seeks to provide the safest opportunities and methods of travel and to mitigate any risks that might be associated with student travel.

Students participating in a conference or training activity may be paid a stipend, per diem or subsistence allowance, based on the type and duration of the activity. Such allowances must be reasonable and in compliance with University policies and limited to the days of attendance at the conference plus the actual travel time required to reach the event and return by the most direct route available. When meals or lodging are provided without charge or at a nominal cost (e.g. as part of the registration fee), the Per Diem or subsistence allowance will be correspondingly reduced. When students receive local conference meals and coffee breaks, the University will not pay the students (local participants) per diem or similar expenses.

2.4.1 Student Government Programs, Student Clubs and Organizations or individual student traveling off campus for an event, a conference, or any activity where they are representing recognized student club or organization and the University must get approval from University Officials.

2.4.2 Student Conduct - Students will be subject to enforcement of the University Student Code of Conduct and local, state, and federal laws at all times while traveling. University sponsor must report any disciplinary issue to the Dean of Students immediately upon return to campus. The University shall not be liable for any loss, damage, injury or other consequence resulting from a student participant's failure to comply with University rules and policies, the direction of University employees, or applicable law.

2.4.3 Direct Billing will be allowed for student group travel. A travel requisition/authorization form (CAU/PUR-4) must be completed, approved, and received by the Purchasing Department in order to process the direct billing of hotel, airfare, or car rental.

2.4.4 Student Group/Team Travel

Student Group travel is a trip of two or more students accompanied by a University employee with a purpose that is relevant to the University's mission. Each trip must be approved at the appropriate University level, and a University employee is required to accompany the group. The employee is in charge of the activity and must be acting within the scope of his or her employment.

There are two methods for paying for group/team travel. One is to reimburse each student separately. The other method advances money to the coach or applicable employee to accompany the students, with that person responsible for reconciling expenses after the trip.

To obtain advanced funds for student team travel:

1. **At least 14 days prior to travel** submit a Travel Requisition/Authorization form (payable to the University employee) to Purchasing Department for a team travel advance. List the travelers (students and advisors), the purpose of the trip, the itinerary and the budget.
2. **Within 14 days after completion of the trip** submit a detailed reconciliation (expense report) with authorized signature to Procurement and Payment Services. This should include itemized receipts for all expenses. Follow University Travel policy for expense limits.

Note for team travel only: If the employee (accompanying the students) pays for meals for the group, attach appropriate receipts. Lodging (requiring double occupancy) and transportation follow standard University policies.

3. **General Accounting Office** will review your trip reconciliation and receipts. If less was spent than the amount advanced, the excess must be returned along with completed Travel Expense Report. If expenses were more than the advance, a Travel Expense Report for the difference should be submitted with the reconciliation.

2.4.5 Commercial Ground Transportation

The use of commercial ground transportation is recommended for the purposes of student group travel (.e.g. team sports). Chartered buses, vans, and rental vehicles are examples of acceptable commercial transportation. It is imperative that a certificate of insurance be obtained from the commercial operator **before** students are transported. (See Section 2.12.5)

2.4.6 Study Abroad

The University will not permit students to travel abroad to a country for which the U.S. State Department has issued a travel warning. Students and parents/guardians must be aware that the University reserves the right to rescind a student's approval to study abroad in the event the State Department issues a travel warning for the country in which the program is going to be held and that it is the responsibility of the student to stay informed about travel warnings concerning the country to which he/she will be traveling.

2.5 Non-Employee Travel

2.5.1 Prospective Candidates

Employee can be reimbursed for incurring travel expenses such as, lodging or airfare on behalf of a perspective candidate/non-employee only when original receipts are attached to the standard invoice and submitted with a travel expense report. This is due to tax implications.

To provide travel services for a candidate/non-employee, the respective department may choose from the following:

- A. Bill travel expenses directly through American Express Company or other preferred travel agency;
- B. Use a purchase order and standard invoice; or
- C. Combinations of the above.

If none of the above methods is used to provide non-employee travel expenses, the candidate / non-employee can submit, a signed itemized invoice attached to a completed travel expense report to be reimbursed directly.

2.5.2 Consultants and Contractors

If a non-employee, (contractor, consultant, or employment applicant) is required to incur travel expenses at the request and benefit of the University and travel costs are not included within the negotiated rate or price, the travel guidelines apply to the same extent as imposed on the employees or students of the University, with the following exceptions:

- A. The non-employee will obtain airline tickets.
- B. Reimbursement of travel-related expenses will be based on an invoice and travel expense report submitted by the non-employee to the Budget Center Manager and Accounts Payable - University Controller's Office rather than via the reimbursement procedures outlined for employees in this policy.
- C. Entertainment expenses of the non-employee incurred in the course of the University business will not be reimbursable.
- D. Under no circumstance will personal travel expenses of either the contractor/consultant or a companion/spouse be reimbursable by the University.
- E. Travel insurance coverage does not extend to the non-employee and the University will not provide reimbursement for any travel-related insurance premiums.

2.5.3 Spouse/Companion Accompaniment during Business Travel

The University will reimburse travel expenses for an employee's spouse or companion in accordance Policy 7.5.4A and federal regulations. [Note: Policies regarding spouse and companion travel are covered under the Board of Trustees' policy maintenance.]

2.6 Combining Business and Personal/Vacation (Annual Leave) Travel

2.6.1 Faculty, staff members, and students may combine official business travel with personal/vacation travel (annual leave) providing:

- A. Prior approval is obtained from the Department Head/ Chair, Dean of the respective school, or the Principal Investigator/Project Director (for Federal grants or contracts); 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.

2.6.2 General Guidelines: Personal/vacation travel may be combined with business travel, providing:

- A. Travel does not require additional destinations.
- B. Personal travel approval from the traveler's supervisor/department head, etc.
- C. There is no additional cost to the University.

2.6.3 The University will NOT pay for vacation expenses such as sightseeing, bus tours, souvenirs and personal expenses, such as movies, health club fees, and meals.

2.6.4 If the traveler expects to take annual leave while attending an out of town event that is paid 100% by an outside party or the traveler at no costs to the University, and appear free of a conflict of interest, then no Travel Requisition/ Authorization is required.

2.6.5 Use of University Negotiated Rates for Personal Travel

- A. American Express Business Travel Services cannot be used to book travel arrangements for personal travel.
- B. Use of other preferred travel agencies (e.g., Brock Travel) may be used to book personal travel at no cost to the University.
- C. Negotiated air discounts CANNOT be used for personal travel.
- D. Negotiated hotel and rental car rates may be used for personal travel.

2.7 Risk Management – Air Travel

2.7.1 Key Employees Traveling Together

The University established limits regarding the number of key employees permitted to travel together. When traveling by air, deans of schools, heads of divisions or, departments, and senior executive management should avoid traveling together in large numbers on the same flight in case of air disasters. The following guidelines are meant as suggestions but not absolute rules:

- A. The Chair of the Board of Trustees and the President should always fly separately.
- B. Not more than two senior executive members or deans should fly together in any combination.
- C. Not more than two Direct reports to the President when traveling with the President.
- D. Not more than three Direct reports to the President.
- E. Not more than three department chairs should fly together
- F. Not more than three Direct reports to any Business Unit Head.
- G. Not more than five of any combination of Clark Atlanta University's employees.
- H. Emergency contact information should be left with University Officials.

The President, Provost, Executive Vice President, or the Chairman of the Board of Trustees must approve exceptions to these provisions.

2.7.2 General Travel Safety Tips

If a traveler encounters an accommodation or a means of transportation that does not feel safe or poses a threat to personal safety, the employee can change the accommodation or transportation without prior approval. The traveler will need to contact his or her supervisor and Purchasing Department, if applicable to explain the circumstances surrounding the change. While traveling:

- A. The traveler must ensure that University assets are safeguarded at all times (e.g., implement password protection on smartphone & laptop).
- B. It is recommended that Clark Atlanta University's logos not be prominently displayed in order to avoid unwanted attention.
- C. Traveler's laptop, wallet, cell phone, and other high-tech gadgets may be targets of criminals. Be on the lookout for distraction, thefts, and do not leave your valuables unattended-even at airport security checkpoints.
- D. Carry emergency telephone numbers. An up-to-date list of emergency contacts should be kept with you (in your wallet, purse, briefcase, etc.) at all times.
- E. Leave the airport as soon as possible after deplaning. Disturbances are more likely to occur in public airport lobbies.
- F. Carry several days' supply of any medications on your person even on day trips. The rest of medications can be kept in your luggage. Keep notes in your wallet listing your medications, their dosages, your physician's name and phone number, and your blood type. If you are on a medication that requires an injection through a hypodermic needle, such as insulin, you will be required to present documentation from a physician.

2.7.3 Illness during Business Trip

- A. If a traveler becomes ill or is injured while traveling on University business, he or she must report the illness or injury to the University supervisor or department head as soon as possible. The traveler will indicate on the Travel Requisition/ Authorization form any emergency contact information.
- B. If the traveler incurs medical expenses during a business trip, the traveler:
 - 1) Must advise the supervisor in writing, immediately upon return, to determine extent of expense reimbursement; and
 - 2) Must seek written approval for requests for reimbursement of this nature.

2.7.4 Traveler Dies while on Office Travel

If the traveler dies while in travel status, the University shall reimburse those necessary expenses to return the employee's remains to his or her home. The traveler's supervisor

and other University officers will assist in consulting the Human Resources Department regarding other provisions related to life insurance claims.

2.7.5 Emergency Travel Assistance

Contact information for emergency travel assistance appears on Purchasing Department website. Information is also available for the various preferred travel agencies websites.

2.7.6 Traveler Emergency Contact Information

At all times, the traveler must provide University management with contact information for the duration of travel time, particularly if the employee will be staying at a private residence rather than a hotel. In the event of an emergency, the University must be able to locate the employee to provide assistance or alternate travel arrangements. The traveler must indicate an emergency contact person on the Travel Requisition/Authorization form.

2.7.7 Cancellation of Reservations

Travelers who are unable to honor a reservation shall be responsible for canceling the reservation in compliance with the cancellation terms established by the hotel, airline, etc. The traveler must return any refundable deposits to the University. Charges or lost refunds resulting from failure to cancel reservations shall not be reimbursed unless the traveler can show that such failure was the result of circumstances beyond her or his control. The traveler shall be responsible for promptly returning for a refund any unused or partially used transportation tickets.

2.8 Travel Cash Advances

Travel Cash Advances are **unrestricted** funds paid to the traveler prior to departure for out-of-pocket expenses, which may include per diem, lodging, airfare, subsistence, parking, transportation, conference fees, and other business related costs not prepaid, invoiced, or prearranged. To request an advance, travelers must indicate the amount needed in the "Advance Request" section of the Travel Requisition/Authorization Form CAU/PUR 4-1 Form. The form must be routed through all the appropriate reviewers' and approvers' offices before being received by the Purchasing Department. The Purchasing Department will require a minimum of fourteen (14) days prior to trip departure to process all prepaid, direct pay, and other purchase order transactions.

2.8.1 Travel Cash Advance Amount and Documentation

The amount of the travel advance is an estimated cost supported by adequate documentation, and corrections / adjustments will be made upon return and submittal of the respective traveler's expense report. The amount of cash requested by faculty, staff, or students must be over \$50 and should cover estimated necessary, allowable, and reasonable out-of-pocket travel costs.

The advance expense items should appear in Column "A" of the Travel Requisition/Authorization form (CAU/PUR-4). 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, conference hotel fees, and copies of agenda and/or announcement showing name, location, and all-

inclusive date of the conference.

- A. Additional travel cash advances will not be issued to a traveler until the Travel Expense Report associated with a previous trip cash advance has been submitted by the traveler, received by the Accounts Payable Office, and reconciled to all previously disbursed travel advances. The travel advance, once paid to the traveler, is recorded to a special University account (receivable) and not to the traveler's department, office, or grant account.
- B. A traveler should have only one outstanding travel cash advance per trip. Each advance should be accounted for before another advance is processed. The traveler must submit a travel expense claim even if he or she is not owed any additional reimbursement. This is to document the business purpose for which the advance was issued.
- C. United States tax codes require the reporting of un-reconciled travel advances as taxable income to the employee. However, the University chooses to deduct the amount of the outstanding travel advance from the traveler's paycheck, when a travel expense report has not filed and submitted to the accounting office within thirty days (30) after the traveler returns from the official trip.

2.8.2 Travel Cash Advance Issuance

- A. Travel Cash Advance paid to the traveler will occur no later than seven (7) days prior to the departure date to prevent any hardships to the traveler. The traveler must ensure a completed direct deposit form is on file with Accounts Payable, if a payment request is for automatic deposit. All approved supporting documents must be received by the Purchasing Department at least fourteen (14) days prior to departure for domestic travel and thirty (30) days prior for international travel to ensure timely and accurate processing. The Travel Cash Advance is the Traveler's best estimate of travel costs supported by adequate documentation. Any corrections or adjustment of those costs will be made upon return and submitted with the respective Travel Expense Report.
- B. Traveler must return any cash advance issued by the University in excess of substantiated expenses the same day the travel expense report is completed and submitted for processing. The Traveler has to fourteen (14) days after returning from an approved trip to submit his or her travel expense report to the Controller's Office. Should the expense report not be received by the Controller's Office within that timeframe, moneys owed will be deducted from the traveler's payroll or if a student, a hold will be placed on the student's account. The Controller's Office will send two reminder notices to the traveler or student before deductions are made from payroll or holds placed by Student Accounts Office.
- C. Cancelled or Postponed Trips: A cash advance must be returned immediately if an authorized trip is cancelled or indefinitely postponed. A nonrefundable ticket

associated with a cancelled trip must be used for the employee's next business trip.

2.9 Local / Vicinity Travel

The University will reimburse the traveler for meals, parking and/or rapid rail costs when employee travels within the Atlanta vicinity (within a 50-mile radius) to an off-campus conference, or seminar, business meeting.

| | |
|-----------------------|---|
| (a) Breakfast: | \$9.00 (travel beginning before 5:30 a.m. and lasting through 11:00 a.m.) |
| (b) Lunch: | \$13.00 (travel beginning before 9:00 a.m. and lasting through 5:00 pm.) |
| (c) Dinner: | \$29.00 (travel beginning before 4:00 p.m. and lasting through 9:00 p.m.) |

Business meeting meals not associated with travel costs claimed may be reimbursed as Non-Travel Reimbursement Expenses. The employee should consult the General Accounting Office and review ***Policy 7.5.3 Non-Travel Expense Reimbursement*** for clarification before incurring costs.

2.10 Air Travel

2.10.1 Domestic and International Air Travel

Domestic air 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. Whereas, International (Foreign) travel occurs to, between, or within countries outside the United States, Alaska, Hawaii, and its territories/possessions (American Samoa, Guam, Midway, the Northern Mariana Islands, Puerto Rico, the U.S. Virgin Islands, and Wake Island).

Commercial Air Travel: Airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial air carriers are not allowable, except when such accommodations would:

1. Require circuitous routing.
2. Require travel during unreasonable hours,
3. Excessively prolong travel,
4. Result in additional costs that would offset the transportation savings, or
5. Offer accommodations not reasonably adequate for the traveler's medical needs.

The traveler's must obtain tentative approval from department head, supervisor, principal investigator, etc.) before the trip is planned. The traveler is responsibility for ensuring travel arrangements comply with University policies and procedures and claims for reimbursement are accurate, reasonable, allowable, and timely.

American Express Business Travel Services (800-377-2737), and Brock Tours (404-244-1980), are the University's preferred travel agencies available for use by the traveler to book travel arrangements according to the guidelines of this policy.

2.10.2 Airport Security Rules (TSA)

The Aviation and Transportation Security Act established the Transportation Security Administration (TSA) with responsibility for all civil aviation security functions of the United States with the deployment of security screening at U.S. airports across the country. The traveler should be aware the TSA rules for domestic and international travel. (www://tsa.gov).

A. TSA 3-1-1 Liquids Rule

Traveler is allowed to bring one small bag of liquids, aerosols, gels, creams and pastes through the checkpoint. These are limited to 3.4 ounces or less per container. Consolidating these containers in the small bag separate from your carry-on baggage enables TSA officers to screen them quickly.

1. **3-1-1 for carry-ons.** Liquids, gels, aerosols, creams and pastes must be 3.4 ounces (100ml) or less per container; must be in 1 quart-sized, clear, plastic, zip-top bag; 1 bag per passenger placed in screening bin. The bag limits the total liquid volume each traveler can bring.
2. **Declare larger liquids.** Medications, baby formula/food and breast milk are allowed in reasonable quantities exceeding three ounces, and they do not have to be in the zip-top bag. Declare these items for inspection at the checkpoint. TSA officers may need to open them for additional screening.
3. **If in doubt,** put liquids, gels, aerosols, creams and pastes in checked baggage.
4. Inbound international flights: The traveler may currently carry liquids more than 100 mL in the carry-on bag if:
 - Traveling internationally into the United States with a connecting flight;
 - In transparent containers;
 - Bought at a duty-free shop, and
 - The store packed them in a secure, tamper-evident bag.
5. If your liquids are not in a secure, tamper-evident bag, you must pack them in your checked bag.

B. Acceptable IDs at Security Check Points

Identity Matters

Adult passengers 18 and over must show valid identification at the airport checkpoint in order to travel by air carrier. If the traveler cannot verify his or her identity, you may not be allowed to enter the screening checkpoint or to board a plane.

1. Acceptable IDs for screening purposes include:

- U.S. passport
- U.S. passport card
- DHS trusted traveler cards (Global Entry, NEXUS, SENTRI, FAST)
- U.S. military ID (active duty or retired military and their dependents, and DoD civilians)
- Permanent resident card
- Border crossing card
- DHS-designated enhanced driver's license
- Driver's licenses or other state photo identity cards issued by Department of Motor Vehicles (or equivalent) for the sole purpose of identification
- Federally recognized, tribal-issued photo ID
- HSPD-12 PIV card
- Airline or airport-issued ID (if issued under a TSA-approved security plan)
- Foreign government-issued passport
- Canadian provincial driver's license or Indian and Northern Affairs Canada card
- Transportation Worker Identification Credential Note: a weapon permit is not an acceptable form of identification.

C. Prohibited Items for Carry-on and Checked Luggage

For the safety and security of the traveling public, TSA, the Federal Aviation Administration, and/or airlines have prohibited certain items from being brought onto airplanes in carry-on and/or checked bags. To help plan ahead and avoid the potential of additional screening, please review the prohibited items list in '**Appendix C**' and pack accordingly.

2.10.3 Air Travelers with Disabilities under the Americans with Disabilities Act and the Air Carriers Access Act

The Air Carrier Access Act (ACAA), 49 U.S.C. 41705, prohibits discrimination by U.S. and foreign air carriers on the basis of an individual's physical or mental disability and require air carriers to accommodate the needs of passengers with disabilities while entering, traveling on and existing the aircraft. The U.S. Department of Transportation interprets and implements the ACAA, and issues rule (14 CFR Part 382) that sets forth the standards of service, which air carriers are, expected to provide to disabled individuals.

- A. While the ACAA covers the aircraft, the Americans with Disability Act covers the airport, which includes the air terminals operated by the airlines. The ADA defines, "public accommodation" to include entities affecting commerce such as "a terminal, depot, or other station used for specified public transportation". And terminals at the any airport is considered a public accommodation, as it's used for "bus, rail and other motorized transport along with its principal function as a center for transportation by aircraft the ADA applies to airport facilities, which includes anything from the front door to the jet way. The ACAA requires airlines to assist travelers with disabilities, such as helping someone in a wheelchair board the plane safely and guiding someone who is visually

impaired from the ticket counter onto the airplane.

- Visit the Federal Aviation Administration's Web site at www.faa.gov to learn more about traveling rights for passengers with disabilities.

B. Travel by Air with a Wheelchair

Normally, the traveler can use her or his own wheelchair as far as the boarding point of the aircraft, upon transfer a special aisle chair. If you traveler is able to walk a short distance, a seat near the entrance doors should be requested. The traveler's wheelchair will then be stored for immediate availability on arrival. The airline may pre-board the traveler, so be early at the airport. The traveler, however, has the choice of not pre-boarding.

1. Wheelchairs fall into three types:

- Normal hand-propelled chairs;
- Electric wheelchairs, including scooters, with wet acid batteries;
- Electric wheelchairs, including scooters, with dry cell or sealed gel batteries.

2. Traveler with a Type B wheelchair should check with the airline, as a leaking battery inflight can be dangerous. It will be necessary for baggage handlers to remove the battery and place it in a special container. This may also require the traveler to be at the airport at least 3 hours before departure.
3. Most modern power-operated wheelchairs have some form of safety battery so that they can be carried without risk of damage to the aircraft. However, it will be necessary for baggage handlers to disconnect the leads from the terminal and to cap them to avoid shorting. This may take some time, so the traveler will have to pre-board. It may be necessary to transfer the traveler to a special aisle wheelchair in the air terminal, and there may equally be a delay on arrival before the traveler's chair is available.
4. The airlines are responsible for ensuring that the traveler's battery is reconnected and that the chair is working on arrival at the travel destination. Electric scooters can also be transported without problems; the battery requirements are the same as for wheelchairs.
5. As a precaution against loss or damage, always remove all detachable parts before the wheelchair is stored, and label the chair with your name and address and destination airport.

- C. So long as your condition is stable, you are entitled to the protection of the Air Carriers Access Act of 1986, and the airline cannot make limiting regulations. In the event of a problem with airport or inflight personnel, you should require them to contact the Complaints Resolution Officer (CRO), who must always be available and willing to deal with your grievance. They cannot refuse. However, to avoid problems, make sure that you let the airline know your needs as early as possible. Also, make sure you have

adequate insurance to cover damage to or loss of your wheelchair or scooter as well as personal

D. Telecommunication Device for the Deaf (TDD)

TDDs should be available at most airports and be appropriately marked.

E. Security Screening

Airport security screening is required for all passengers. However, a hand search can be performed for people with disabilities, and private screenings are available upon request.

F. Accessible Lavatories

Many of larger aircraft have a wheelchair accessible lavatory. This feature is dependent on the size and configuration of the airplane.

G. The sooner the traveler makes reservations, the more time the airlines will have to prepare to meet all of the special needs. Most special services require at least one-hour advance check in on the day of departure. Keep in mind that security screening and pre-boarding processes are likely to require more than an hour advance check-in.

H. Any special accommodations for which additional costs will be incurred must be reviewed on a case-by-case basis by the appropriate Executive Cabinet member to whom the employee reports. In all circumstances, costs must be reasonable and necessary.

2.10.4 Domestic Air Travel Costs

In an effort to help manage costs and secure the best rates, the University contracted with preferred travel agencies, which includes the American Express Company (AMEX), and Brook Travel Agency. The preferred travel agencies contact data are available from the Purchasing Department. Using a preferred travel agency like American Express allows travelers the capability to select and book air carrier(s), particular flights, travel dates and times, available seats, and other flight options related to business travel.

- A. **Booking Air Flight:** When using American Express Online services, as well as other preferred travel agencies for booking air travel, the travelers encourage taking advantage of the savings available. Reservations should be made as soon as travel plans are finalized and approved to receive advance purchase discounts. Discussions should be held between the traveler and his or her supervisor before any travel arrangements are made due to the 24-hours reservation cancellation policy by most air carriers. The Budget Center Manager should finalize all reservations after approval. The travelers should:

- Firstly, obtain Supervisor's approval for travel.
- Book travel through the preferred travel agencies American Express, and Brock Tours' reservation system.
- Search for flights nine hours on either side of the preferred departure and arrival times to secure possibly lower fares.
- Connections should be considered only if such travel arrangement

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.
 - When the travel is booked, complete the Travel Requisition/ Authorization Form.
 - Attach all travel documentation.
 - Have travel approved by Budget Center Manager and appropriate management.
1. When using American Express, all airfare booked through the AMEX Online system are approved online by the Budget Center Manager (Pre-trip Auditor) or via email (the Pre-Trip Auditor tool will generate the approval email within 24 hours of the initial reservation or the airline carrier will cancel the reservation and remove it from the system. The air travel cost information is used to complete the Travel Requisition/ Authorization form.
 2. Travelers are expected to book the lowest possible airfare at the time of booking. Coach/Econ Class is authorized for domestic travel and Business Class for international travel. For the purpose of conducting official University business in a global setting, the President is authorized booking of economy comfort seats for domestic travel and business class seats for International flights regardless of the duration of the flight.
 3. Federal regulations prohibit charging the costs of business class or first-class air travel to any federally sponsored projects. The regulation also prohibits the inclusion of indirect costs of the differential between a coach-class fare and a business or first-class fare.

B. Advance Planning

As reiterated, requests for air travel reservations are required at least fourteen (14) days prior to plan departure for domestic travel and thirty (30) days for international travel.

C. Airline Class of Service

All airline tickets will be issued in Coach (Economy Comfort Class with approval by the appropriate Executive Cabinet member) only for domestic flights and business class for International flights over 4 hours, with approval by the appropriate school dean, or Office of the President for non-academic units.

2.10.5 Upgrades for Air Travel

Upgrades at the expense of the University are normally not permitted. Upgrades are allowed only at the traveler's personal expense. Employees are not permitted to book air travel at a higher fare in order to use Frequent Flyer program privileges when a lower non-restrictive fare

exists on the same flight. An upgrade at the expense of the traveler out of the traveler's personal funds is permitted but is not normally reimbursable. However, the President, because of conducting official University business in a global setting, is authorized travel upgrades in Air Travel.

2.10.6 Lowest Airfare Definition

Travelers are required to book the lowest logical airfare that is determined using the following search criteria:

- A. Routing requires no more than one additional interim stop each way.
- B. Time Window: Departure/arrival must be no more than seven (7) hours before and seven (7) hours after the requested time. One stop & single connection flights are treated the same as non-stops for itinerary purposes, fare calculations, and lowest fare identification.
- C. Travelers may elect to fly a non-stop flight (over a lower-priced, connecting flight) if the additional cost is less than \$100 per direction of travel.
- D. The connecting flight would have added more than a 2-hour extension of travel time each way.

In determining the lowest logical airfare, the low fare alternatives considered will include, but not be limited to, the following:

| | |
|---|--|
| <ul style="list-style-type: none">• Preferred Carrier• Specially negotiated fares• Non-refundable fares• Penalty fares• Connecting and one-stop flights | <ul style="list-style-type: none">• Alternate airports• Saturday night stay-over• Advance purchase fares• Group / meeting / training zone fares• Lower cost non-preferred carriers |
|---|--|

2.10.7 E-Tickets & Ticket Delivery

To take advantage of the cost benefits and convenience,

- A. Travelers are required to use electronic tickets (E-Tickets).
- B. The traveler will be e-mailed/faxed the confirmation number and itinerary as per the Traveler Profile once travel arrangements are complete.
- C. At the airport, the E-ticket confirmation number will be required to receive a boarding pass.
- D. If the confirmation number is misplaced or forgotten by the traveler, proper photo identification must be presented to receive the boarding pass.
- E. E-Ticket receipts must be maintained and attached to the expense report submitted for reimbursement.

In the rare instances where paper tickets are required because an E-ticket is not Available. The delivery of the tickets will be arranged at the time of reservation.

2.10.8 Airline Frequent Flyer Programs

Travelers may retain frequent flyer program benefits for personal use.

- A. Participation in a Frequent Flyer Program must not influence flight selection that would result in incremental cost to the University beyond the lowest available airfare, as required by this policy.
- B. The traveler is responsible for the record keeping, redemption and income tax implications of program rewards; The University will not intervene to resolve any frequent flyer program concerns, issues, etc.
- C. Any membership costs associated with a Frequent Flyer program are not reimbursable by the University
- D. The University will not reimburse travelers for tickets purchased with frequent-flyer miles, because it is difficult to determine the dollar value of the tickets.

2.10.9 Airline Club Memberships

Airline-club-membership costs are not reimbursable.

2.10.10 Flight Insurance

The University provides coverage through workers' compensation for employees traveling for University business. Therefore, flight insurance is not a reimbursable expense.

2.10.11 Travel on Private and Charter Aircraft

Business travel by the University employees is restricted to corporate and commercial aircraft. Use of charter aircraft while on company business is prohibited. The use of private aircraft for business purposes is not allowed under any circumstances. The University does not approve and will not allow the expensing or the cost reimbursement for travel using private aircrafts.

2.10.12 Denied Boarding Compensation

Airlines occasionally offer free tickets or cash allowances to compensate travelers for delays and inconvenience due to overbooking, flight cancellation, changes of equipment, etc. Travelers may volunteer for denied boarding compensation only if:

- A. The delay in their trip will not cause an increase in the cost of the trip
- B. The delay in their trip will not result in any interruption or loss of business.
- C. The traveler is required to contact the travel agency or 24-hour emergency contact number to advise the change to itinerary. Travelers may keep the free travel voucher or other allowance for personal use.

2.10.13 Overnight Delays

Should an airline delay or cancellation necessitate an unscheduled overnight stay:

- A. The traveler must first attempt to secure complimentary lodging from the airline.
- B. If unsuccessful, the traveler must the travel agency for assistance and use a preferred hotel, where available.

2.10.14 Weekend/Saturday Night Stay-over

Weekend hotel stays and expenses for the University traveler are reimbursable:

- A. If the airfare savings due to the Saturday night stay-over (including the cost of additional hotel and meal expenses) accrue to the company and are at least \$100 compared to the alternate itinerary.
- B. The traveler's manager must approve this prior to travel and documentation of savings must be submitted with the expense report.
- C. Acceptable documentation must reflect the savings as verified by the travel counsellor.
- D. The traveler must remain at the same business city to qualify for this reimbursement.

2.10.15 Cancellations

Travelers are responsible for cancelling airline reservations by using the same method as their booking procedure (e.g., American Express Online booking tool or contacting American Express Business Travel Services). When a trip is canceled after arrangements have been made and tickets purchased/issued, the traveler should collaborate with the University's travel agency's agent 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 value of the ticket, less any transaction fees, may be reused for official travel within one year of the original ticket issuance date. The travel agency will credit the individual traveler for the value of the cancelled airline ticket. Only that individual traveler will be allowed to travel with the reused ticket.

2.10.16 Unused Airline Tickets

- A. Unused airline tickets or flight coupons must never be discarded or destroyed as these documents may have a cash value. To expedite refunds:
- B. Unused or partially used airline tickets must be returned immediately travel agency.
- C. Unused tickets must NOT be returned to the airline directly.
- D. Travelers must NOT submit unused tickets with the expense reimbursement report.
- E. For unused e-tickets and non-refundable or penalty fares, contact the travel agency.
- F. The cost of unused airline tickets will be assessed against the traveler's department unrestricted funds.
- G. To expedite any refunds, unused or partially used airline tickets must be communicated immediately travel agency.
- H. Travelers must not include unused tickets with their Travel Expense Reports.
- I. For a change fee, many nonrefundable tickets can be used for future travel. If travel agency booked the tickets, they can be voided free of charge within 24 hours after ticketing for most airlines.
- J. The traveler must inquire about using the credit value of old ticket less change fee when making new arrangements.
- K. Travelers can reuse airline ticket value for their future University business travel if airfare eligibility requirements are met. These requirements should be verified with Travel Agency used by the traveler.
- L. When using sponsored research or grant funds to purchase the airline ticket, the University must restore the entire unused costs airline ticket back to the restricted account(s). An unrestricted account will be charged for the unused airline ticket. The credit should include all related charges incurred to book and pay for airline ticket.

2.10.17 Lost or Stolen Airline Tickets

- A. Immediately upon discovery of a lost or stolen airline ticket, the traveler is required to report the loss to travel agency used who will file the lost ticket application with the appropriate air carrier.
- B. The traveler is responsible for ensuring the security of all travel related documents including passport, tickets, corporate card etc.

2.10.18 Preferred Seating

Preferred Seating charges (aisle, window, or emergency exit) are normally not reimbursable by the University. However, the President conducts official University business globally and is therefore exempt from preferred seating restrictions.

2.10.19 Airline Beverages

Charges for both alcohol and non-alcohol beverages charged by airlines are non-reimbursable by the University. The exception to this rule is when an in-flight beverage is purchased as part of the daily meal allowed by the University. Purchase of alcoholic beverage is prohibited.

2.10.20 In-Flight Entertainment

Many airlines are charging for various offerings on its flights (e.g., meals, in-flight movies, meals, headsets, beverages). The majority of these expenses are non-reimbursable by the University.

2.10.21 Checked Luggage

Many airlines are now charging for the first and/or second pieces of checked luggage or both. The University will reimburse employees for the first piece of luggage (where applicable). Where a charge for a second piece of checked luggage is applicable, the University will reimburse employees for the second bag charge only if the trip is over three (3) days. To reduce costs, employees are asked to carry luggage onto the aircraft as often as possible especially on one (1) and two (2) day trips.

2.10.22 Air Wireless Services

Wireless (Wi-Fi) services are becoming available on various airlines throughout the world. Airline Wi-Fi is not reimbursable by the University.

2.10.23 Lost or Excess Baggage

The ultimate responsibility for retrieving and compensating for lost baggage lies with the airlines. The University will not reimburse travelers for personal items lost while traveling on business. The traveler will be reimbursed for excess baggage charges only in the following circumstances:

- A. When traveling with heavy or bulky materials or equipment necessary for business.
- B. The excess baggage consists of company records or property.
- C. When traveling for more than fourteen (14) days.
- D. The airlines are responsible for compensating the owners of lost baggage.
- E. The traveler must take all reasonable means to protect, save, and/or recover any carry-on property at all times.
- F. Many air carriers are charging for checked bags separately from the airline ticket. These costs are reimbursable to the traveler.
- G. The travel agency may be able to secure special arrangements if given advance notice.
- H. The traveler will have to justify the cost for excess baggage on the Travel Expense Report.

2.10.24 Airport Parking

Travelers need to use general, long term or offsite parking and provide receipts for reimbursement. In all cases, the availability of airport shuttle service needs to be considered and used whenever possible. The cost of taxi or airport limousine service should be compared to the cost of parking and the lower cost alternative chosen.

2.10.25 International (Foreign) Air Travel

International (Foreign) travel is defined as travel to, between, or within countries outside the United States, Alaska, Hawaii, and its territories/possessions (American Samoa, Guam, Midway, the Northern Mariana Islands, Puerto Rico, the U.S. Virgin Islands, and Wake Island). All the particulars for domestic travel guidelines are applicable to international travel except for:

A. International Travel – Health Insurance

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 for federally sponsored programs and the Office of the President for non-federally sponsored funded.

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

1. **U.S. State Department:** <http://www.state.gov/travel/>
(List of countries with U.S. travel sanctions, study abroad, etc.)
2. **U.S. Department of Homeland Security:**
<http://www.dhs.gov/dhspublic>
(Immigration and Naturalization Service, passports, etc.)
3. **Centers for Disease Control and Prevention:**
<http://www.cdc.gov/travel/>
(Vaccinations, travel advisories for diseases, etc.)
4. **World Health Organization:** <http://www.who.int/ith/>
(Immunizations, health risks, etc.)
5. **U.S. Department of Agriculture:** <http://www.aphis.usda.gov/travel/>
(Restrictions of specific food and exotic animals entering the U.S.).
Referenced to the U.S. Department of Homeland Security.

The Traveler's emergency contact information should be provided to University Officials when traveling domestically or internationally. The information should be recorded on the Travel Requisition/Authorization Form.

B. Health Precautions/Immunizations

American Express Business Travel Services and the other preferred travel agencies will advise if immunizations are required based on travel destination.

1. The employee based on their medical situation is also advised to contact their personal physician to determine if an immunization or other medical intervention is recommended prior to travel.
2. Immunization costs are reimbursable if required for business travel.

C. Restricted Foreign Air Travel Sponsored Programs

Some travel requires preapproval by the external sponsor. Since sponsors' terms and conditions vary, Budget Center Manager (activity directors and principal investigators) should be familiar with those conditions that are applicable to their projects. Requests for approval typically include the destination, costs, and justification for the proposed travel. Some agencies no additional information. If the proposal to the awarding agency has domestic or international travel included, and is subsequently approved, then no additional sponsor approval will be necessary.

D. Use of U.S.-Flag Air Carriers

1. The General Services Administration issued an amendment to the Federal Travel Regulations in the November 13, 1998 edition of the Federal Register (Vol. 63, No. 219). The amendment relates to the use of U.S. Flag air carriers under the provisions of 49 USC §40118, which is commonly referred to as the Fly America Act.
2. Any air transportation to, from, between or within a country other than the U.S. of persons or property, the expense of which will be assisted by federal funding, must be performed by, or under a code-sharing arrangement with, a U.S.-Flag air carrier if service provided by such a carrier is "available" (see Comp. Gen. Decision B-240956, dated September 25, 1991). Tickets (or documentation for electronic tickets) must identify the U.S.-Flag air carrier's designator code and flight number.
3. For the purposes of this requirement, U.S.-Flag air carrier service is considered "available" even though:
 - (a) comparable or a different kind of service can be provided at less cost by a Foreign-Flag air carrier;
 - (b) Foreign-Flag air carrier service is preferred by or is more

convenient for NSF or traveler; or

- (c) service by a Foreign-Flag air carrier can be paid for in excess foreign currency.
4. The following rules apply unless their application would result in the first or last leg of travel from or to the U.S. being performed by a Foreign-Flag air carrier:
- (a) A U.S.-Flag air carrier shall be used to destination or, in the absence of direct or through service, to the farthest interchange point on a usually traveled route;
 - (b) if a U.S.-Flag air carrier does not serve an origin or interchange point, a Foreign-Flag air carrier shall be used only to the nearest interchange point on a usually traveled route to connect with a U.S.-Flag air carrier; or
 - (c) If a U.S.-Flag air carrier involuntarily reroutes the traveler via a Foreign-Flag carrier, the Foreign-Flag air carrier may be used notwithstanding the availability of alternative U.S.-Flag air carrier service.

E. Use of Foreign-Flag Air Carriers

1. Travel To and From the U.S. Use of a Foreign-Flag air carrier is permissible if the airport abroad is:
 - (a) the traveler's origin or destination airport, and use of U.S.-Flag air carrier service would extend the time in a travel status by at least 24 hours more than travel by a Foreign-Flag carrier; or
 - (b) an interchange point, and use of U.S.-Flag air carrier service would increase the number of aircraft changes the traveler must make outside of the U.S. by 2 or more, would require the traveler to wait four hours or more to make connections at that point, or would extend the time in a travel status by at least six hours more than travel by a Foreign-Flag air carrier.
2. Travel Between Points Outside the U.S. Use of a Foreign-Flag air carrier is permissible if travel by a:
 - (a) Foreign-Flag air carrier would eliminate two or more aircraft changes in route;
 - (b) U.S.-Flag air carrier would extend the time in a travel status by at least six hours more than travel by a Foreign-Flag air carrier and the travel is not part of the trip to or from the U.S.; or,

- (c) U.S.-Flag air carrier would require a connecting time of four hours or more at an overseas interchange point.
- 3. Short Distance Travel. For all short distance travel, regardless of origin and destination, use of a Foreign-Flag air carrier is permissible if the elapsed travel time on a scheduled flight from origin to destination airport by a Foreign-Flag air carrier is three hours or less and service by a U.S.-Flag air carrier would double the travel time.

2.11 Lodging

Actual and reasonable costs of lodging incurred while on University business are reimbursable. The University adopted the General Services Administration (GSA) per diem rates for continental U.S. cities, the U.S. Department of State prescribes rates for foreign overseas locations, and the U.S. Defense Travel Management Office (DTMO) prescribes rates for Overseas Non-Foreign areas (e.g., Alaska, Hawaii, Guam, Puerto Rico etc.) to obtain allowable maximum lodging rate for cities in which the traveler stays overnight. Travelers will not be reimbursed for lodging expenses that exceed the GSA, State Department, or DTMO maximum rate, unless he or she stays at a conference hotel, while attending an approved event, where nightly rates amounts may be greater. 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. Staying at the conference hotel eliminates the need for a rental car.

- A. University travelers are expected to utilize University discount rates or educational discounts whenever possible. Expensing deluxe accommodations (e.g., suites, pent house) 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.
- B. Description of the business activity that necessitates rental of premium accommodations must be included in the Travel Expense Report.
- C. 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.

2.11.1 Travelers with Disabilities under the ADA - Hotels and Motels

- A. Travelers with disabilities should request rooms that are compliant Americans with Disabilities Act (ADA). The ADA requires all hotels and motels to make their facilities equally accessible to those with physical disabilities. For Hearing Impaired guests, hotels and motels are required to provide rooms equipped with visual notification devices, telephone amplifiers, and TDDs (Telecommunication Devices for the Deaf).
- B. Some of the ADA requirements include:
 - 1. Making publicly accessible portions of private dwellings (Bed and Breakfast) ADA compliant.
 - 2. Make all lobbies, hallways and other large rooms accessible by Americans with disabilities (including ramps, larger doors and so on).

3. Offer some rooms that are ADA compliant, with special attention paid to bathrooms.
- C. The government also requires that innkeepers and hoteliers communicate the steps taken on their marketing materials, including their website. Our customers can simply log into BackOffice and make all of these changes quickly and easily across all your marketing materials. The information you are required to post about your ADA compliance.

2.11.2 Classification of Hotels

Hotels are classified according to the markets they attempt to attract. Common types of markets include business, suites, resort, casino, and convention and conference hotels.

- D. **Business Hotels:** - These hotels are the largest group of hotel types, and primarily cater to business travelers and usually located in downtown or business districts. Guest amenities at business hotels may include complimentary newspapers, morning coffee; free local telephone calls, Breakfast etc.
- E. **Suite Hotels:** - These hotels are the fastest growing segments in the hotel industry. Such hotels have a living room and a separate bedroom. Working professionals find suite hotels particularly attractive as they can work and entertain in an area besides the bedroom.
- F. **Resort Hotels:** - Resort hotels are usually located in exotic locations away from city. These hotels have recreational facilities, scenery, golf, tennis, sailing, skiing, and swimming.
- G. **Casino Hotels:** Hotels with gambling facilities are called Casino Hotels. Although the food and beverage operations in casino are luxurious, the functions are secondary to and supportive of casino operations.
- H. **Conference and Convention Center Hotels:** - These hotels focus on meeting, conferences, and overnight accommodation for meeting attendees. The hotels also provide video conferencing facility, audio-visual equipment, business services, flexible seating arrangements, flipchart etc. The hotels are mostly located within or outside the metropolitan areas and have facilities like golf, swimming pools, tennis courts, fitness centers, spas etc.

Levels of service

- A. **Five-Star service:** - Provided at luxury or premium hotels that target top business executives, entertainment celebrities, high-ranking political figures, and wealthy clientele as primary guests. The hotels provide upscale restaurants and lounges, valet, concierge services, and private dining facilities.
- B. **Mid-Range Service:** - Hotels offering mid-range or otherwise 3 to 4 star hotels

service appeal the largest segment of the travelling public. This kind of hotels does not provide elaborate service and have an adequate staffing. They also provide uniformed service, food and beverage room service, Wi- Fi, etc.

- C. **Budget / Limited Service:** These hotels provide clean, comfortable, safe, inexpensive rooms and meet the basic need of guests. Budget hotels appeal primarily to budget minded travelers who wants a room with minimum services and amenities required for comfortable stay, without unnecessary paying additional cost for costly services.

2.11.3 Making Hotel Reservations

The traveler is required to make hotel reservations, while considering the maximum limits of the adopted GSA, State Department, and DTMO prescribed rates or the event conference rate.

2.11.4 Hotel Payment Procedures

Hotel costs are paid by the traveler, prepaid by the University through the Purchasing Department, or paid for by the preferred travel agency used by the traveler.

2.11.5 Hotel Selection and Spending Guidelines

- A. Travelers are required to obtain lodging rates within prescribe limits for location or conference rates, whichever is applicable for a mid-range service hotel.
- B. Travelers will be reimbursed for actual hotel room costs as charged on the hotel invoice/folio according to the GSA, State Department, DTMO prescribe or Conference rates. Hotel costs exceeding the maximum limits must be approved by the traveler's supervisor and associated
- C. If GSA, State Department, or DTMO does not list a destination city or location, the traveler is authorized to select a reasonably priced alternative hotel based on price and accommodation standards established for that area.
- D. Travelers are required to verify the hotel room rate at check-in to avoid being overcharged. Travelers are encouraged to ask about the availability of special promotional rates at time of check-in; these rates are market-driven and can be lower.
- E. It is the traveler's responsibility to review and dispute any discrepancies she/he might encounter on the hotel bill.
- F. Premium properties can be used only if attending a professional conference where a group-event-room rate has been negotiated and the amount does not exceed the rates otherwise available at alternate properties in the destination city. At no other time are premium properties acceptable and any claim for reimbursement will be denied.
- G. Travelers staying a week or longer should inquire about weekly/long-term discounts.

2.11.6 Conference Reservations

When traveling to a conference, the traveler should make reservations and stay at one of the hotels hosting or supporting the conference. The Traveler should plan to ensure conference hotels are availability.

2.11.7 Hotel Upgrades

An upgrade at the expense of the University is not permitted.

2.11.8 Assured Reservations and Room Guarantees

Unless otherwise instructed, all rooms will be guaranteed for late arrival by the traveler either directly or through preferred travel agency. If the hotel has overbooked and a room is not available even though the room was guaranteed, it is the hotel's responsibility to provide alternate accommodations at no incremental cost to the traveler. If the traveler encounters this situation and a satisfactory alternative is not provided, the traveler is authorized to seek other accommodations at rates exceeding the maximum prescribed. The traveler will have to document reason for the action.

2.11.9 Hotel Cancellation Procedures

Travelers are responsible for cancelling hotel rooms and must either:

- A. Contact preferred travel agency making the reservations.
- B. Contact the hotel directly if it is later than 3:00 p.m. local time for the property.
 - 1. Travelers must request and record the cancellation number in case of billing disputes. Note: Cancellation deadlines vary according to the local time of the property.
 - 2. Travelers will not be reimbursed for "no-show" or cancellation charges unless there is sufficient evidence that the billing is in error, e.g., a cancellation number was obtained.

2.11.10 Early Checkout Procedures

If the traveler is required to check out earlier than stated on the reservation due to business requirements, any fee charged by the hotel for early checkout is reimbursable. The traveler should consult with the hotel reservations desk to determine if a checkout fee is applicable.

2.11.11 Hotel Personal Expenses

Most personal expenses incurred while traveling cannot be expensed to the University. Below is a list of expenses that are NOT reimbursable. This list following is not all-inclusive:

- A. In-room movies, video rentals
- B. In-room alcoholic beverages
- C. Baby-sitting service
- D. Recreational activities
- E. Newspapers, books for leisure

2.11.12 Hotel Health and Fitness Center Charges

In general, hotels in the preferred properties program will provide health and fitness facilities

at no additional charge to staying guest. If not, hotel and fitness center charges will not be reimbursed by the University.

2.11.13 Lodging in a Private Residence in Lieu of Hotel

A traveler, who stays in a private residence with relatives or friends while traveling on business, will:

- A. Be reimbursed for reasonable and actual expenses incurred to extend appreciation to friends or relatives for their hospitality.
- B. Need to get prior departmental approval for any token of appreciation given to relatives or friends.
- C. Need to submit original receipts for any token of appreciation costing \$50 or more.

Note: When traveling on externally sponsored project funding (restricted), tokens of appreciation are not allowable.

2.11.14 Hotel Frequent Guest Programs

Many hotels have frequent guest programs that reward travelers with free accommodations in exchange for a given number of paid room nights at the hotel. Travelers may retain awards from such programs for personal use. Participation in these programs must not influence hotel selection, which would result in incremental cost beyond the company's specially negotiated rate. Any membership fees associated with joining these programs are not reimbursable. Travelers on University business should select hotels based on lowest and reasoning pricing, without risking safety and security, and not on their frequent guest memberships.

2.11.15 Hotel Valet Parking

Valet parking expenses are only reimbursable if there is no option to self-park available at the hotel.

2.11.16 Payment of Expenses on Behalf of Others

University travelers normally shall not be reimbursed for expenses paid on behalf of other persons, except in the case of co-travelers who are sharing a room. Exceptions to this rule, such as supervised group trips, must be approved in advance.

2.12 Ground Transportation

The University covers travel charges for ground transportation and parking while the traveler is on official University business and on travel status. Ground transportation expense must be reasonable, appropriately documented, properly allocated, and authorized. Ground transportation includes taxi, car rental, airport shuttle service, personal owned vehicle, rail service.

2.12.1 Airport Shuttle or Bus

Airport shuttles or buses generally travel to and from all major hotels for a small fee. At major airports, such services are as quick as a taxi and considerably less expensive. Airport shuttle or bus services are generally located near the airport's baggage claim area.

2.12.2 Taxi Services

When courtesy cars and airport shuttles are not available, a taxi is often the next most economical and convenient form of transportation when the trip is for a limited time and minimal mileage is involved. A taxi may also be the most economical mode of transportation between an individual's home and the airport.

A. Taxi and Shuttle Services under ADA

1. Travelers should be aware that taxi services must comply with ADA requirements as private companies, primarily engaged in the business of transporting people that provide demand-responsive transportation, where a customer takes action to initiate transportation. When using taxi, service, the traveler normally makes a telephone call, send an email, fax a request, or make a Web-based reservation to schedule a ride. In addition, other services that involve calling for a car and a driver, such as limousine or sedan transportation, fall within ADA requirements the same as taxicab services.
2. Taxi companies and drivers must provide service in a manner that does not discriminate against people with disabilities. Examples of discriminatory service include:
 - the company or the driver denying service to individuals with disabilities who can use taxi vehicles
 - the company or the driver charging higher fares or fees to passengers with disabilities
 - the company or the driver denying a ride to a customer using a service animal the driver refusing to assist with stowing wheelchairs or other mobility devices
3. Although state, county, and local policy varies, such practices may also violate applicable taxi rules, subjecting the operator to a fine or suspension of operating privileges. Travelers with disabilities who are discriminated against also have the right to file a complaint with the U.S. Department of Justice, Civil Rights Division, and Disability Rights Section. Customers have both ADA and local recourse.
4. A taxi service and driver cannot deny a ride to an individual with disabilities when she or he is able to use a taxi. If the person is using a wheelchair or other mobility aid that can be stowed in the cab, and the passenger (traveler) can transfer from a wheelchair to a vehicle seat, the company and the driver must provide service. Neither the company nor the driver can require the passenger to wait for a lift-equipped van.

B. Shuttle Buses under ADA to and from Hotel. Shuttle bus services are subject to the ADA. The shuttle bus drivers should be trained to offer assistance to people who are blind or who have low vision. Shuttle Bus staff should inform guests who are blind or who have low vision of the presence of the shuttle bus. Drivers should announce all stops to riders who are blind or who have low vision. Service animals such as guide dogs should be permitted to accompany their handlers. Traveler should

review the ADA information online (www.fta.dot.gov/civilrights/civil_rights_2360.html).

2.12.3 Car Rental

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 up to and including a midsize. 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 traveler must use discount and reputable companies when renting vehicles. Contact the Purchasing Department at Purchasing@cau.edu for a list of preferred rental vehicle companies.

A. Preferred Rental Car Suppliers

The University uses Enterprise, National, and Budget or Thrifty as the preferred rental car suppliers. The traveler should check with the Purchasing Department for other preferred companies.

B. Making Car Rental Reservations

The traveler will make all car rental reservations, either directly or through the preferred travel agency.

1. The use of a rental vehicle is justified only when it is more economical than the local ground transportation alternative, taking safety and travel time into consideration. Personal convenience is NOT acceptable justification.
2. Travelers must consider vehicle rental to their destination when:
 - a. Driving is more cost-effective than airline or rail travel.
 - b. Required to transport large or bulky materials.
3. Travelers may rent a vehicle at their destination when:
 - a. It is less expensive than other transportation modes such as taxis, airport limousines, and airport shuttles.
 - b. More than two (2) employees are traveling together.

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 solely responsible for daily rental costs in excess of the approved vehicle class.

C. 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.

D. Rental Vehicle Costs

The Traveler 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 by the Traveler.

E. Rental Car Payment Procedures

Rental car payments are made by the traveler, or prepaid by the Purchasing Department from an invoice. The car rental agreement and proof of payment must accompany the expense report.

1. When picking up a rental car, travelers should check with the rental-car customer-service-representative for any promotional rates, last-minute specials, or free upgrades.
2. Travelers should also inspect the car and note any existing damage on the contract before the vehicle is accepted.
3. It is the traveler's responsibility to review and dispute any discrepancies encountered on the car rental invoice.

F. Rental Car Size Guidelines

Mid/Intermediate size (or smaller) cars will be reimbursed for employees traveling alone or in a group of up to three (3) employees, unless extenuating circumstances (e.g., medical, physical, etc.) dictate otherwise. A Full size vehicle is permitted, if the traveler is required to transport bulky equipment or more than three (3) employees travel together in a single vehicle. Approval prior for booking is required for any vehicle larger than Intermediate size.

G. Rental Car Upgrades

Travelers may accept car rental upgrades only if there is no additional cost to the University. It is not recommended that travelers accept upgrades to Sport Utility Vehicles (SUVs) or other large cars unless needed to accommodate more than four travelers – due to increased gas costs and adverse impact to the environment leading to climate change

The Traveler may book a class of service above a mid-sized vehicle only when:

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

H. Rental Car Accessories and Alternative Fuel Vehicles

Costs associated with car accessories such as a GPS system, etc. are not reimbursable. If additional charges apply for a hybrid vehicle, those costs will not

be reimbursed. New wireless services may be available from traveler rental Car Company. If not included in the base price, these costs are not reimbursable.

I. Car Rental Insurance

The traveler should decline all optional insurance premiums, including Collision Damage Waiver/Loss Damage Waiver, as these premiums are not a reimbursable expense. 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 blanket vehicle insurance provides liability and physical damage coverage for autos leased on a short-term basis while the employee is on authorized and approved domestic travel. Therefore, it is not necessary to purchase liability and physical damage insurance from a rental vehicle agency for domestic travel. The University may not reimburse travelers if the employee purchases additional coverage on the rental vehicle. The traveler should contact the Controller's office for more information regarding insurance coverage.

1. 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. Therefore, University will allow the expensing of cost for vehicle insurance. University will not reimburse travelers if the employee purchases additional coverage on the rental vehicle beyond the presented coverage above.
2. In addition, the traveler should obtain liability insurance coverage from the rental car company or use his/her private insurance company cover both non-University personnel traveling with the traveler while on official business in case an accident occurs. This cost of coverage will not be reimbursable to the Traveler.
3. If University's preferred rental car companies are not available in the market or they do not have any cars available, the Traveler will need to contact the Purchasing Department. The traveler must utilize the services of another car rental agency when University has preferred rental-car company is not available.
4. The Traveler will need to accept and will be reimbursed for the Loss Damage Waiver/Collision Damage Waiver insurance option.
5. Otherwise, the Traveler will not have insurance coverage and Clark Atlanta University will not reimburse for any damages incurred.
6. Travelers should not use personal car insurance as their business-related car rental insurance.

J. Insurance Coverage for Personal Use of Rental Vehicle

Frequent use of personal vehicles for business is not allowed. It is the personal responsibility of the owner of a vehicle being used for business to carry adequate insurance coverage for their protection and for the protection of any passengers.

1. Travelers who choose to either extend a business trip for personal reasons before or after business is conducted, shall purchase insurance coverage for those days. The University will not reimburse the traveler for this coverage.
2. Additional Travel Insurance Purchased by Travelers: the University will NOT reimburse expenses for additional travel insurance coverage purchased by employees.

K. Rental Car Cancellation Procedures

Travelers are responsible for canceling rental vehicle reservations and must contact either the rental Vehicle Company or Purchasing Department, with which the booking was made. Travelers should request and record the cancellation number to prevent any billing disputes.

L. Returning Rental Cars and One-Way Rentals

All rental cars must be returned to the city of origin unless a one-way rental has been approved prior to travel. The vehicle must be returned in the condition received and at the specified time to avoid charges for damages or additional hours.

Every reasonable effort must be made to return the rental vehicle:

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

To avoid possible disputes, the Traveler should conduct a visual inspection with the rental agent when returning the rental vehicle.

M. Refueling Rental Car Prior to Return

The rental vehicle must be returned with a full tank of gas to avoid refueling fees by the car rental company.

1. Fuel charges are reimbursable.
2. Fill up option must not be purchased.

N. Rental Car Accidents

Should an accident occur while driving a rental car, travelers must immediately:

1. Take care of any injured parties.
 - a. Contact local authorities, as required (Dial 911)
 - b. Contact his or her supervisor and the Office of the University's Executive Vice President of the Division of Finance and Business Services. (404-880-8441).
 - c. Contact the rental car agency.
2. The traveler is required to obtain and keep a copy of the accident report. The insurance company and car rental agency requires a written accident report and police report; in addition, the insurance company requires the final rental invoice, which includes the costs related to the accident. It is the traveler's responsibility to obtain these reports.
3. No cost related to a vehicle accident will be an allowable charge to the sponsored grants or contracts (use of restricted funds). The cost of the claim deductible may be charged against the traveler's department unrestricted fund account.

O. Parking and Toll Charges

Necessary parking and toll charges are reimbursable. Receipts must be provided for parking, which shows the location and duration.

P. Traffic and Parking Violations

Traffic and parking violations while operating a rental vehicle or a personal vehicle for business purposes are not reimbursable.

Q. Rental Vehicle Club Memberships

The Traveler who chooses to participate in rental-vehicle-club programs will not be reimbursed for any membership fees.

2.12.4 Rail Travel

A. Making Rail Travel Reservations

Travelers are responsible for making rail reservations, if not using a preferred travel agency to do so. If the Rail Company is contacted directly, the traveler must request and record the confirmation information Rail must be used when:

1. It is less expensive than air travel and adds no more than one and a half hours to the total travel time.
2. Total elapsed travel is less than if driving.

B. Rail Travel Cancellation Procedures

Travelers are responsible for canceling rail reservations, if not using a preferred travel agency. If the Rail Company is contacted directly, the traveler must request and record the cancellation number in case of billing disputes. Any “no show” charges are the responsibility of the traveler and are not reimbursable.

C. Rail Travel Payment Procedures

All travelers must use their Corporate Card to make all rail reservations and to pay for the tickets. Unused tickets must be returned immediately to travel agency or Purchasing Department for refund.

D. Class of Service Rail Travel

Rail travel must be booked in Coach/Economy class.

E. Rail Wireless Services

Wireless (Wi-Fi) services are becoming available on various rail services throughout the world. Rail Wi-Fi is not reimbursable by the University if not built into the base price.

2.12.5 Other Ground Transportation and Parking

The University will cover travel charges for ground transportation and parking while the Traveler is on official University business. Leasing a bus to transport students on a trip should be made on the travel requisition/authorization (see Section 2.4.5 on Student Group Travel). The Purchasing Department will ensure current licensing and insurance information are on file, and contract agreements with the University are current. Purchasing works with the Public Safety Office to identify and screen bus companies to ensure the safety of CAU students, faculty, and staff.

A. Other Ground Transportation

The most economical mode of transportation must be used to and from airports, bus and rail terminals by the traveler.

1. Receipts must support all charges.
2. Employees traveling to the same location should share ground transportation to and from the airport whenever possible.
3. The use of taxis is encouraged for local travel, where no other more economical means of transportation is available (i.e. airport shuttle/private car) or for short-term trips at foreign locations where ground transportation is anticipated to be only required for the trip to and from the airport and hotel.
4. Travelers will be reimbursed for personal car mileage to and from the airport less their normal home-to-office-commute if the use of a personal vehicle is the most economical.
5. Reimbursement for short-term parking at airports is not permitted due to excessive cost; travelers must use general, long term or offsite parking and provide receipts for reimbursement. Private limousines or car services should

be used only when valid business reasons preclude the use of more economical modes of transportation. Approval prior to booking is required.

6. Employees may use ferries, car ferries or the Channel tunnel where the total cost is less than air or rail fare to the same location and there is no loss of working hours.

B. 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 Travel Requisition/Authorization Form and the Travel Expense Report.

1. **Reimbursement for Personal Car Usage**

Employees will be reimbursed for mileage driven using personal vehicles. The University adopts the IRS guidelines for reimbursable personal mileage rate published annually that covers the particular travel period. The Purchasing Department will notify the campus community of the IRS changes to allowable mileage rate. A copy of MapQuest, Google Maps or a similar website showing the starting and ending address must show the total mileage an accompany the cost reimbursement requests in the Travel Expense Report.

- a. Some external sponsors may have lower mileage rates requirements than the University's. The Traveler may be reimbursed for the difference between the sponsored' s rate and the University rate, from unrestricted University funds, but only the external sponsor's rate shall be charged to the restricted account.
- b. At the discretion of the budget center manager/ supervisor, travelers may be reimbursed for local/vicinity travel to and from conferences, seminars, or meetings. Reimbursable Local/vicinity travel will originate and end from the employee's official work place or home, whichever is less.
- c. When the Traveler drives a privately owned/personal automobile to or from an airport, mileage and tolls for one round trip, and parking for the duration of the trip may be claimed. If a member of the Traveler's household drives the Traveler to the airport and returns home after drop off, the cost of the roundtrip is reimbursable. A copy of MapQuest, Google Maps or similar website showing the starting and ending address must accompany all mileage reimbursement requests

2. **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:

- a. vehicle repairs,
- b. rental vehicle costs during repair of personal vehicle,
- c. tickets, fines, traffic violations, or any other related penalties,
- d. towing charges.
- e. fuel expenses.

3. **Airport Parking**

If the Traveler use a 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 are not to exceed \$16.00 per day.

C. 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 Vice President for Finance and Business Services.

D. Traveler Responding to a Traffic Accident

In case of a traffic accident, the Traveler will follow the procedures listed below:

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

2.13 Meals and Incidental Expenses

The University adopted the meal and incidental diem rates of the General Services Administration (GSA) for continental U.S. cities, the U.S. Department of State for foreign overseas locations, and the U.S. Defense Travel Management Office (DTMO) for overseas non-foreign areas (e.g., Alaska, Hawaii, Guam, Puerto Rico etc.) to obtain reasonable and allowable rates where the traveler stays overnight. Travel related meals are defined as meal expenses incurred by the individual traveler when on an out-of-town business trip.

- A. Travelers will NOT be reimbursed for personal meals when in their home city unless attending conference or training or other business related activity.
- B. Meal expenses will be reimbursed according to per diem rate.

2.13.1 Business Meal Expenses

Business Meals are defined as meals taken with guests or officials for whom a specific business discussion or meeting takes place. Employees will be reimbursed for business related meal expenses according to actual and reasonable costs. Business meal expenses will be reimbursed only when the employee can demonstrate a clear business purpose. **The University will not pay for alcoholic beverages.**

The reimbursement expense report must provide:

- A. The specific business purpose of the meal.
- B. The name(s) and title(s) of all attendees.
- C. Name and location where meal/event took place.
- D. The business affiliation.
- E. Exact amount and date of the expense.

If on travel status, the reimbursement will be reflected in the Travel Expense Report (CAU/PUR 4-1). If local and not on travel status, the reimbursement will be made through Non-Travel Reimbursement Form (CAU/PUR 5).

2.13.2 Business Meals Taken With Other Employees

Employees may be reimbursed for business-related meals taken with other employees ONLY if one of the following circumstances applies:

- A. When a guest or official is present
- B. When, for confidentiality reasons, business need to be conducted off campus
- C. When authorized by the employee's supervisor or manager for testimonial reward, recognition or other appropriate business purpose.
- D. When the meal is part of a formal University training conference or special work circumstances.
- E. When attending a work-related local conference luncheon or banquet not included in the conference fees.

2.13.3 Employees Dining Together

When more than one employee is present at a business meal, the most senior level individual is required normally to pay and expense the bill.

2.13.4 Actual Costs Method for Group Student Travel

The use of the Actual Cost Method applies only for students and their respective program chaperones or group supervisors traveling as a group while on official University business (e.g. athletics team sports). A designated group supervisor will request a cash advance to cover anticipated out of pocket expenses, which will include meals. Students will be required to sign a roster as evidence that meals were provided. Receipts will be obtained and submitted as part of the travel expense report of the group supervisor employee.

2.13.5 GSA Adopted Per Diem Method (Meals and Incidentals) for Continental U.S. Travel

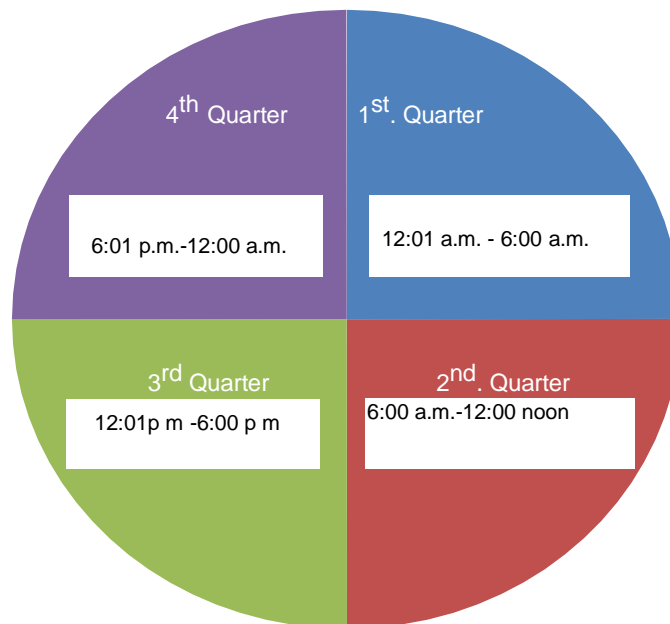
Individual faculty, staff, student, or official guest traveling on University business is reimbursed at per diem rates for the particular continental U.S. city the traveler stays overnight and at the costs of meals and incidentals as reflected in GSA guidelines. The maximum per diem allowed for meals and incidentals will vary according to the city where overnight lodging occurs. Reimbursement for meals within a 50 – mile radius of an employee’s headquarters or residence is generally not allowable, unless in conjunction with a University business related conference, seminar, meeting, or event and preapproved by authorized University officials (see Local/Vicinity Travel 2.8)

2.13.6 Computing Per Diem Using Quarter-Time of the 24 Hours Clock for Overnight Travel

The day of departure and return from overnight or extended stay business travel will affect the per diem amount the traveler shall claim as expenses. The maximum per diem for meals and incidentals will vary according to the city where overnight lodging occurs.

In computing the first and last day of travel per diem, the traveler must consider four quarters of a 24-hour clock:

1. The first quarter starts 12.01 a.m. and ends 6.00 a.m.
2. The second quarter starts at 6.01 a.m. and ends 12:00 noon.
3. The third quarter starts 12:01 p.m. and ends 6:00 p.m., and
4. The fourth quarter starts 6:01 p.m. and ends 12:00 midnight.



The Continental U.S. Cities Per Diem Rates appear on the U.S. General Services Administration website at <http://www.gsa.gov/ftr>.

For example, if the traveler started his or her business travel to Washington D.C. at 7:00 a.m., and the per diem rate for that city is \$71.00 per day, traveler would show \$53.25 (\$71.00 x 75%) for the first day of travel and \$71.00 per day thereafter until returning. If the traveler returned from Washington D.C. at 6:30 p.m., then the per diem claimed, would be the full \$71.00.

2.13.7 When Meals are Included in Registration Fees (Conference, Seminar, lodging arrangements, other Events)

If full meals are included in fees for items such as conference registrations, long flights, or lodging arrangements, then the value of the meals must be deducted from per diem amounts claimed. For example, if the registration fees included lunch on certain days at a conference held in Washington D.C., with a base of \$71.00 per diem breakdown, which includes breakfast (\$12.00), lunch (\$18.00), dinner (\$36.00), and incidental (\$5.00), the \$18.00 value of the lunch provided must be deducted from per diem amount claimed.

- A. If the conference or event sponsor indicates that a full breakfast is available instead of being provided, and the traveler did not partake in the offered breakfast, then no deduction from per diem is required. If the traveler partakes in the offered full breakfast, then the value of the breakfast must be deducted. Continental-breakfast offered is not subject to deduction from per diem.
- B. If the traveler is unable, however, to take advantage of such prepaid meals (meal provided), because of dietary restrictions, health, or other circumstances, no deductions from per diem will be required. However, the reason must be documented in the traveler's expense report.
- C. 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 value of that meal should not be claimed for reimbursement on the traveler's expense report.

2.13.8 Large Group Meal-Event

If the Traveler paid for a meal-event for a large group of University employees not already covered under individual per diem authorizations, submit a receipt to be reimbursed for the actual cost of their meals. Employees receiving the meals paid for by the Traveler will not be allowed to claim the per diem value for same meal.

2.13.9 Banquet or Award Ceremonies Meals

When the traveler attends an award luncheon or banquet that is tied directly to the approved conference or event, and the separate cost for the particular affair will equal or exceed the cost value of the per diem for that meal, the Traveler will be required to deduct the value of the meal identified under Per Diem Method, with the actual costs of meal claimed on the Travel Expense Report (receipt required). If this cost is included in the registration fees, the traveler will value the meals provided by the sponsor according to the guidelines in Section

2.13.7 above.

2.13.10 Alcoholic Beverages

Alcoholic beverages while traveling on University business are not reimbursable by the University except for purposes of business entertainment associated with fundraising. Approval by the University President is required for the reimbursement of alcoholic beverages. Approval of the reimbursement of alcoholic beverages on the President’s travel and expenses must be by the Chair of the Board of Trustees or, in the Chair’s absence, the Vice Chair of the Board of Trustees. Alcoholic beverage costs are not to be charged to any externally sponsored project.

2.13.11 Tipping for Meals

Tips related to meals are included in the per diem amount above, and will not be reimbursed separately.

2.14 Other Travel Expenses

2.14.1 Travel Entertainment expenses are not allowable expenses of the University. (Entertainment expenses include cost outings to nightclubs, theaters, or sporting events.)

Externally, Sponsored Projects Entertainment Expenses

No entertainment expenses will be charged to an externally sponsored project.

2.14.2 – Reimbursable Travel Expenses

| | | |
|--|--|--|
| <ul style="list-style-type: none"> • Laundry, dry-cleaning, and valet services for trips in excess of 7 days, up to maximum allowance of \$25/week. • Parking & Tolls • Business Phone Calls • Ground Transportation • Currency Conversion costs • Air/Freight Charges • Airport taxes/fees | <ul style="list-style-type: none"> • Personal Car Mileage • Seminar Fees • Excess baggage charges • Hotel Business Center Services • Air/Freight Charges • Luggage (checked) • Airport taxes/fees • Travelers check fees for international travel only | <ul style="list-style-type: none"> • Taxis • Visa and Passport fees • Immunization costs • Emergency dependent care • Internet Connection Fees • Catered/in-house business meals • Room service charges, if include as part of the daily meal allowance |
|--|--|--|

The Traveler must repay any improper reimbursements:

2.14.3 Non-Reimbursable Travel Expenses

| | | |
|---|---|--|
| <ul style="list-style-type: none"> • Airline membership fees/dues • Air, Rail, Car Rental Phone Usage • Alcohol • Annual dues on a Personal Credit Card • Barber/Hairstylist Expenses • Baggage charges for more than one piece of checked luggage • Car Washes • Club memberships or fees • Corporate AMEX card delinquency fees • Credit card rewards plans membership fees or personal credit card fees • Dependent Care, unless less than 48 hours' notice of the need to travel was provided • Donations to charity • Expenses related to vacation or personal days while on a business trip for employee or travel companion | <ul style="list-style-type: none"> • Hotel Room Movies • Hotel No- Show/ Cancellation Charges • Hotel Safe Rentals • Kennel Fees/Doggie Day Care • Lost Cash • Lost personal items and valuables • Lost Tickets • Loyalty or Rewards Programs Membership Fees • Luggage, Briefcases • Mini-bar refreshments • Movies • Personal Articles (toiletries, magazines) • Personal entertainment • Preferred Seat assignment charges • Purchase of formal attire • Routine-car maintenance | <ul style="list-style-type: none"> • Shoe shine, shoe repair • Snacks or other meals beyond breakfast, lunch or dinner • Snow removal, lawn care • Social activities that involve other employees (celebrations or wedding or other personal events, birthdays, farewell parties, etc.) • Souvenirs, personal gifts • Spa services • Supplementary personal life insurance or other insurance premiums Toll Responder (e.g. EZ Pass) equipment rental charges • Traffic & Parking Fines • Purchase of Hardware, Software & Telecom (Cell Phone) Equipment |
|---|---|--|

2.14.4 Meal Reimbursement for Working Late/During Holiday or Weekend

Meals taken by an employee who is required to work in the office (away from home) for more than 10 hours per day or during a holiday or weekend may be reimbursed up to a maximum of \$15 per day. An original receipt with nature of work performed documented on the receipt must accompany the expense report.

2.14.5 Documentation and Government Tax Reporting Requirements

An original receipt must be submitted with the expense report for any individual meal, business meal or entertainment expense regardless of amount. In addition, for business meal and entertainment expenses, the following documentation is required for taxation purposes, and must be recorded on the expense report:

- Names of individuals present, their titles and company name
- Name and location of where the meal or event took place
- Exact amount and date of the expense
- Specific business topic discussed

2.15 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.

Loss/Theft of Valuables While Traveling:

- If a loss of Clark Atlanta University property occurs, the incident must be reported to the Facilities department.
- If the loss of Clark Atlanta University property is the result of theft, a written report should be made to local law enforcement authorities and a copy of the report submitted to Clark Atlanta University Public Safety Department.
- For the loss or theft of personal property, employees must file a claim with their personal property insurance company/agent to determine policy coverage. The University will NOT reimburse expenses for the loss or theft of personal items or valuables while traveling.

2.16 Telephone Calls

Travelers can expense business phone calls from hotel room that are reasonable and necessary for conducting University business. Undocumented travel telephone costs will not be reimbursed. Attach the hotel bill with the itemized calls to the Travel Expense Report. To avoid expensive hotel surcharges to hotel telephone use, the use of personal calling cards is encouraged.

- If the traveler has a University provided cell phone, phone calls made by other means are not reimbursable.

2.16.1 Air Phone Usage

Traveler cannot expense the use of air phones except in emergencies or extenuating circumstances. An explanation must be noted on the Travel Expense Report.

2.17 Travel Expense Reporting (CAU/PUR 4-1)

All travelers are expected to complete and submit a Travel Expense Report (CAU-PUR- 04-1) within fifteen (15) days after the completion of each trip. The authority to approve Travel Expense Reports must be documented by a signature authorization form on file with the University Controller's Office or by an electronic signature authorization. A person who reports directly or indirectly to the traveler should not approve the travel expense report. Persons delegated the authority to approve travel shall not approve their own travel. In addition, travelers may not approve the travel of a near relative, e.g., spouse or domestic partner, child, parent, etc.

All travel costs prepaid by direct pay or purchase order must be included in the traveler's Travel Expense Report. The Travel Expense Report should be matched with the Travel Requisition/Authorization Form and corresponding supporting document when reviewing and approving by the Budget Center Manager and Traveler's supervisor.

2.17.1 Responsibilities of Authorized Signers

Because authorized signers should be more familiar with expenses incurred on behalf of their department(s) than the Controller's Office(s), authorized signers have primary responsibility for ensuring compliance with this policy. The authorized signers must verify that incurred expenses and expense reporting 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, reasonable, allowable, allocable, and in accordance with this policy.
- The travel expense meets applicable external sponsor guidelines.
- The expenditure is charged to the proper account(s).
- The Travel Requisition/Authorization Form (CAU/PUR 4) and corresponding documentation support the expenses incurred.

2.17.2 Approval/Authorization Process for Travel Expense Report:

The following information is required on the Travel Expense Report:

- Traveler's signature: The traveler must date and certify (signature) that expenses were actually incurred, and were reasonable, necessary, allowable, and allocable. Signing the Travel Expense Report on behalf of the Traveler is not allowed.
- Authorized/approver signatures: For travel expenses over \$5,000, the respective Principal Investigator/Activity Director (restricted funding) must review and sign, along with the EVP / Chief Financial Officer:
- The authorized/approver signer(s) must have authorization to sign for the business account being charged, including designee(s).
- An authorized approver of the Travel Expense Report cannot be the traveler.
- The authorized approvers should include the traveler's budget center manager, Principal Investigator, / Project Director, chair or department head.

- For international travel, the Budget Center Manager must review and sign (approve) the Traveler's expense report.

2.17.3 Documentation Requirements for Travel Expense Reports

The University requires travelers to submit the following documentation to substantiate expenses on their Travel Expense Report form (CAU/PUR 4-1)):

- Detailed Business Purpose or Agenda: who was visited, what type of meeting or activity, and when and where the meeting or activity took place.
- Electronic Receipt/Actual Receipt for Air and Ground Transportation (car, rail, or bus): must include passenger name, issue date, ticket number, proof of payment, total payment amount, class of service, and payment type.
- First class or business class is not an allowable expense. A copy of a carrier-boarding pass is not required.
- 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.
- 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.
- Registrations: name of attendee, name of conference, amount paid, date of conference, and proof of payment.
- Personal Vehicle Usage: receipts for tolls and parking and daily mileage log. A copy of MapQuest, Google Maps, or a similar website showing the starting and ending address must accompany all mileage cost reimbursement requests.
- Meals and incidentals (M&I): Original credit card receipt or cash register receipt (no restaurant tear tabs) are required, if you deviate from the Per Diem Method of payment. A justification for deviating must be attached to the Travel Expense Report.

In Addition:

- Photocopy of expense receipt will be acceptable only with a detailed explanation of why the original is unavailable.
- Receipts must include the name of the vendor, location, date, and dollar amount.
- To reemphasize the importance of completing the Travel Expense Report in a timely manner, the traveler must complete the report within seven (7) calendar days upon returning from the trip. The traveler must attach receipts to the Travel Expense Report, and submit it to Controller's Office after securing the appropriate approval signatures.
- 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.
- If the traveler has made every effort, but cannot obtain a copy of the required receipt, a written statement 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 Controller's Office.

- 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 Controller's Office has the responsibility to ensure that no travel expense is charged to the University unless it complies with this policy.
- The traveler is required to complete a Travel Expense Report within seven (7) calendar 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. If a student, a hold will be placed on the student's account.

2.17.4 Incorrect or Incomplete Expense Reports

Expense Reports that are incorrect or not completed will be returned to the Traveler 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 Federal Travel Regulations).
- Missing receipts without missing receipt written explanation.

2.17.5 Lost or Destroyed Receipts

Lost or destroyed receipt affidavits must be signed by both the traveler and authorized signer with a complete explanation of the expense and the reason for the missing receipt.

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

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

2.17.6 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 dollars on the Travel 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.

2.17.7 Travel Expense Report Documentation Checklist:

Traveler's and all required Authorized/Approved Signers' Signature (Student Attendee signature for Athletic Team and Special Programs that received cash payments).

- Detailed program/event agenda
- Registration (receipt or payment verification)
- Copy of Original Travel Requisition/Authorization form previously submitted and approved.
- Copy of Original Purchase Orders issued for requested Travel Advance and Pre-Paid Items
- Payment Receipt for Air/Rail/Bus fare
- Payment Receipt from Hotel for lodging accommodations
- Payment Receipt from Vehicle Rental Company
- Copy of Map Quest or Google Maps showing miles driven while using Personally Owned Vehicle (POV)
- All Payment Receipts for Expenses submitted for Reimbursement (outside of per diem covered items)
- All receipts for Meals and Incidentals that deviate from the Per Diem Method of Reimbursement and Payment.

2.18 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.

3.0 Entities Affected by This Policy

All University employees, students, guests, and consultants on official business of the University or attending an official event, are impacted by this policy.

4.0 Definition of Key Terms

- **University Traveler** – any University employee, student, or guest traveling for official business and whose travel costs are being paid for by University funds.
- **Authorized University business** – Travel from and to one's home or normal place of employment or activity to another destination. Commuting between one's home and regular place of employment is not authorized University business.
- **Full Breakfast** – The event sponsor provides a meal that includes meats, eggs, bread, juices, fruits, water, and grits or potatoes (or some variation).

- **Continental Breakfast** – The event sponsor offers pastries, soft drinks, fruits, bread, juices, and water as complimentary.
- **Budget Center Manager** - the employee who has spending authority for expenses related to restricted or unrestricted funds over specific departments, programs, projects, offices or units. The employee must adhere to University policies and internal protocols over expenses.
- **Available Meals** – meals that are accessible, untaken, or offered to the traveler by the event sponsor but may or may not be taken.
- **Provided Meals** – meals that are delivered, gave, supplied, or furnished to the traveler without option.
- **Local/Vicinity Travel** – business travel within 50-mile radius of campus office.

5.0 QUESTIONS AND ANSWERS

The University updated the University Travel Policy effective March 10, 2017, to address the concerns of federal agencies, student travel, travel expense 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 University 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 non-travel 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 ten calendar 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 to the same city. Some federal agencies require the project director or principal investigator to travel to Washington, DC, for annual meetings with Program Officers/Officials. 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: No, prior approval must be obtained from the traveler's Budget Center Manager/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 for Unrestricted funds and the Office of Grants and Contracts Accounting for restricted funds.

The Executive Vice President for Finance and Business Services (or designee) shall approve travel costs estimated to exceed \$5,000. The respective academic deans must also approve travel costs expecting to exceed \$5,000.

The traveler's Budget Center Manager/supervisor (unit head), department head, or the principal investigators / project directors shall approve the traveler's expense report (when restricted funds are involved). All approvers will have responsibility for ensuring the travel expenses claimed are allowable, reasonable, necessary, allocable, 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?

Answers: The student will be notified by the respective office initiating the trip, reiterate 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 travel advance will be posted to the student's account as a charge. If the student has left the University, the expense will be charged against unrestricted funds of the office-initiating trip for 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: U.S. General Services Administration, the U.S. State Department, and the Defense Travel Management Office provide travel guidelines for current per diem rates adopted by the University as the amount allowed for meals and incidentals. The Web sites for easy reference are <http://www.gsa.gov/fttr>, aoprals.state.gov/web920/per_diem.asp, and <http://www.defensetravel.dod.mil/site>.

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 respective employees and offices will be available to answer any questions you may have:

| Employee | Ext. # | Subject Matter |
|--|--------------|---|
| Mr. Ademola Bamiro Ms. Taneshia Stevens | 6069 8449 | Travel - Gen. Accounting |
| Ms. Donna Byrd Mr. Kevin James | 8411 | American Express Company (AMEX) Airfare, and for other Preferred Travel Agencies. Chartered Buses |
| Donna Byrd | 8411 | Purchase Orders issuance for pre-paid or direct pay travel items by the University. |

Appendixes:

See next pages for examples of completed forms. Electronic copies of the forms are contained on the University Purchasing Department's website.



**CLARK ATLANTA UNIVERSITY
TRAVEL REQUISITION/AUTHORIZATION (Appendix A)**

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 fifteen (15) 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.

| BUDGETARY CODING MUST BE COMPLETED | | | | | | | | | | | |
|---|------------|--------------|---------------|-------------|----------------------------|--------------|----------------------------|--------------|------------------------|-------------------|--|
| INDEX: | <u>n/a</u> | FUND: | <u>215999</u> | ORG: | <u>3053</u> <u>3053</u> | ACCT: | <u>7031</u> <u>7041</u> | PROG: | <u>20</u> <u>20</u> | AMT. | <u>\$ 1,910.00</u> <u>\$ 1,025.00</u> |
| Total | | | | | | | | | | <u>\$2,935.00</u> | |

| Name and Title: | Dr. James K. Brown Professor | Cost Items | Traveler's Out-of-Pocket Costs (A) | Costs to be Prepaid by University (B) | Total Estimated Costs of Entire Trip C=(A+B) |
|---|---|---|---|--|---|
| Status at Univ.: | Full Time Faculty | Air Fare + Travel Agency's Fee | \$ 0.00 | \$420.00 | \$420.00 |
| Guest's, Student's, or Employee's # | 900000038 | Rental Car | \$ 0.00 | \$305.00 | 305 .00 |
| Traveler's Address: | Cole Science & Research Center, Suite #2020 | Privately Owned Vehicle \$.55/mi | \$10.00 | \$0.00 | \$10 .00 |
| | Clark Atlanta Univ. | Airport Parking | \$70.00 | \$0.00 | \$70.00 |
| Dept./Div./School | <u>Biology Dept./School of Arts and Sciences</u> | Lodging: \$130/night | \$ 0.00 | \$760.00 | \$760 .00 |
| | | Hotel Parking, if applicable | \$0 .00 | \$0.00 | 0.00 |
| Telephone #, FAX # & email address | Tel: 404-880-8888 FAX: 404-880-8889 Email: jbrown@cau.edu | Meals (Per Diem) \$71 x 4.5 days | \$320.00 | \$0.00 | \$320 .00 |
| Travel Destination(s) | Washington, D.C. | Registration | 0.00 | \$1,025.00 | \$1,025 .00 |
| Trip Dates | June 15-19, 2017 | Miscellaneous : other business expenses-tolls | \$25. 00 | \$0.00 | \$25. 00 |
| Time of Departure & Time Return | 7:00 a.m. / 6:00 p.m. | Total Estimated Cost | \$425.00 | \$2,510.00 | \$2,935.00 |

For Purchase Office Use **Traveler's Advance Requested: \$425.00** **For Accounting Office Use**

| | | |
|---------------------------------------|--|----------------------------------|
| Emergency Contact Information: | Purchase Order: PO0005148; Hotel | Advance Acct: 110000.1210 |
| Name: Willie Mae Brown | Purchase Order: PO0005149; Registration | Check No.: _____ |
| Relationship: Spouse | Purchase Order: PO0005150; Rental Car | Amount: _____ |
| Telephone #: 404-555-5555 | AMEX. Air Fare | Date: _____ |

If Travel Advance is desired, allow at least 14 calendar days prior to start of the trip to process the Advance Check Requests.

DESCRIPTION AND JUSTIFICATION FOR TRAVEL: To attend the Annual NSF Principal Investigator Conference in Washington DC to ensure compliance with NSF regulations and award requirements. This will ensure the achievement of the CAU Strategic Plan.

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.

James K. Brown / April 2, 2017
Traveler's Signature Date

APPROVED BY (continued):
Michael Woods / April 3, 2017

APPROVED BY:
Albert Einstein / April 2, 2017
Budget Center Manager – Project Dir. Date

VP's Signature (>\$5,000) Date
R Harris / April 4, 2017
Budget or Grants & Contracts Office Date

N/A / _____
Provost/VP.'s Approval (Foreign Travel), Date

George Washington Carver / April 4, 2017
Research & Sponsored Programs Approval Date



Travel Expense Report (Appendix B)

| Traveler's Name (Last) | | | (First) | (Initial) | Allocation of Costs to Benefiting Projects | | | | | | | | | | | |
|--|-------------|-------------|---|-------------------------------|---|-------------|---------------|--|-------------------------------------|----------------------------|-------------------------------|--------------------|---------------------|--|----------|--|
| Brown | | | James | K. | Travel Expense Amt. | Index | Fund | Organ. | Prog. | Account | Budget Year | Project | | | | |
| Send Check to: (when possible please use campus mail) | | | | | \$1,025.00 | | 215999 | 3053 | 20 | 7041 | 2016-2017 | NSF Conference | | | | |
| Biology Department | | | | | \$1,911.22 | | 215999 | 3053 | 20 | 7031 | 2016-2017 | NSF Conference | | | | |
| 4015 Cole Research Center for Science & Tech. | | | | | | | | | | | | | | | | |
| Clark Atlanta University | | | | | | | | | | | | | | | | |
| Employee Number: | | | 90055555 | | Grand Total Travel Exp. | | | Type of Traveler (Faculty, Staff, Student, Guest) | | | Headquarters City | | | | | |
| Contact Person: | | | Florence Smith | | \$2,936.22 | | | Faculty | | | Atlanta | | | | | |
| Telephone Number: | | | 404-880-5555 | | email Address: | | | Jbrown5@cau.edu | | | Univ. Fleet Vehicle: | | n/a | | | |
| Travel Date | Depart Time | Arrive Time | Official Business Purpose of Trip with Itinerary to and from: | Personal Vehicle Miles Driven | Air Fare + Booking Fee | Car Rental | Lodging Costs | Registr. Cost | Business Service Ctr. Costs | Airport Parking | Misc. Exp. Fee, Phone, Tolls | Meals & Incidental | Total Expenses | | | |
| 6/15/2017 | 7:00 a.m. | | Atlanta, GA to Washington, D.C. | 10.0 | \$420.00 | \$305.00 | \$189.68 | \$1,025.00 | \$0.00 | \$65.00 | \$25.00 | \$53.50 | \$2,083.18 | | | |
| 6/16/2017 | | | Washington, D.C. NSF Conference | | | | \$189.68 | | | | (a) | \$71.00 | \$260.68 | | | |
| 6/17/2017 | | | Washington, D.C. NSF Conference | | | | \$189.68 | | | | | \$71.00 | \$260.68 | | | |
| 6/18/2017 | | | Washington, D.C. NSF Conference | | | | \$189.68 | | | | | \$71.00 | \$260.68 | | | |
| 6/19/2017 | | 6:57p.m. | Washington, D.C. to Atlanta Ga | 10.0 | | | | | | (a) | \$25.00 | \$71.00 | \$96.00 | | | |
| Note: (a) airline baggage fee, & (b) Meals provided by sponsor | | | | | | | | | | (b) | Less Sponsored Meals Provided | (\$36.00) | (\$36.00) | | | |
| | | | | 20.0 | \$420.00 | \$305.00 | \$758.72 | \$1,025.00 | \$0.00 | \$65.00 | \$50.00 | \$301.50 | \$2,925.22 | | | |
| | | | | | Total Miles: | 20.0 | X Rate | \$0.550 | = | Total Mileage Costs | | | 11.00 | | | |
| Justification for Travel: Attended the Annual 2017 NSF Conference, which provides changes to federally regulation, new federal rules requirements for principal investigators, and specific award requirements. The conference provided knowledge, training and network to help the University achieve the strategic plan. | | | | | Grand Total Travel Expenses | | | | | | | | 2,936.22 | | | |
| | | | | | Prepaid/Direct Paid Items | | | | | | | | Less Travel Advance | | (425.00) | |
| | | | | | P0#071370 | P0#71369 | AMEX | P0#071478 | | | | | | | | |
| | | | | | \$1,025.00 | \$758.72 | \$420.00 | \$305.00 | Less Prepaid/Direct Paid by Univ. | | | | | | | |
| | | | | | (Registration) | (Lodging) | Lodging Costs | Other | Net Amount to or (Owed) by Traveler | | | | | | 2.50 | |
| I certify this claim to be true and correct as to every material matter, and that no one willfully 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. | | | | | | | | | | | | | | | | |
| James K. Brown, Claimant's Signature | | | | 7/25/2017 Date | Michael Woods Dean, Project Director, or Other Approvals | | | | | 7/26/2017 Date | | | | | | |
| Albert Einstein Department Head's Approval | | | | 7/25/2017 Date | R. Harris Accounting Office Approval | | | | | 7/27/2017 Date | | | | | | |



CLARK ATLANTA UNIVERSITY
Transportation Security Administration (TSA) Prohibited Items
for Carry-on & Checked Luggage (Appendix C)

For the safety and security of the traveling public, TSA, the Federal Aviation Administration (FAA) and/or airlines have prohibited certain items from being brought onto airplanes in carry-on and/or checked bags. The prohibited items are as follows:

| Sharp Objects | Prohibited | |
|---|------------|----------|
| | Carry-on? | Checked? |
| Box Cutters | NO | OK |
| Ice Axes/Ice Picks | NO | OK |
| Knives - except for plastic or round bladed butter knives | NO | OK |
| Meat Cleavers | NO | OK |
| Razor-Type Blades - such as box cutters, utility knives, and safety razor blades (disposable the prohibited items list razors and their cartridges are permitted) | NO | OK |
| Sabers | NO | OK |
| Scissors - <i>metal with pointed tips and blades shorter than 4 inches are allowed, but blades longer than 4 inches are prohibited</i> | NO | OK |
| Swords - cutting or thrusting weapons, including fencing foils | NO | OK |
| NOTE: Any sharp objects in checked baggage should be sheathed or securely wrapped to prevent injury to baggage handlers and inspectors. | | |
| Sporting Goods | Carry-on? | Checked? |
| Baseball Bats | NO | OK |
| Bows and Arrows | NO | OK |
| Cricket Bats | NO | OK |
| Golf Clubs | NO | OK |
| Hockey Sticks | NO | OK |
| Lacrosse Sticks | NO | OK |
| Pool Cues | NO | OK |
| Skates (including ice skates and rollerblades) | OK | OK |
| Ski Poles | NO | OK |
| Spear Guns | NO | OK |
| For more information, please read our Traveling with Special Items section. | | |
| Guns & Firearms | Carry-on? | Checked? |



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| | | |
|--|------------------|-----------------|
| Ammunition - Check with your airline or travel agent to see if ammunition is permitted in checked baggage on the airline you are flying. Small arms ammunitions for personal use must be securely packed in fiber, wood or metal boxes or other packaging specifically designed to carry small amounts of ammunition. Ask about limitations or fees, if any, that apply. Read our Firearms & Ammunition section. | NO | OK |
| BB guns | NO | OK |
| Compressed Air Guns (to include paintball markers) - Carried in checked luggage without compressed air cylinder attached. | NO | OK |
| Firearms - firearms carried as checked baggage MUST be unloaded, packed in a locked hard-sided container, and declared to the airline at check-in. Read our Firearms & Ammunition section. As defined by 49 CFR 1540.5 - "A loaded firearm means a firearm that has a live round of ammunition, or any component thereof, in the chamber or cylinder or in a magazine inserted in the firearm." | NO | OK |
| Flare Guns - May be carried as checked baggage MUST be unloaded, packed in a locked hard-sided container, and declared to the airline at check-in. Read our section on Camping and Firearms & Ammunition section. | NO | OK |
| Flares | NO | NO |
| Gun Lighters | NO | NO |
| Gun Powder including black powder and percussion caps | NO | NO |
| Parts of Guns and Firearms Read our Firearms & Ammunition section. | NO | OK |
| Pellet Guns | NO | OK |
| Realistic Replicas of Firearms | NO | OK |
| Starter Pistols - can only be carried as checked baggage and MUST be unloaded, packed in a locked hard-sided container, and declared to the airline at check-in. Read our Firearms & Ammunition section. | NO | OK |
| NOTE: Check with your airline or travel agent to see if firearms are permitted in checked baggage on the airline you are flying. Ask about limitations or fees, if any, that apply. | | |
| Tools | Carry-on? | Checked? |
| Axes and Hatchets | NO | OK |
| Cattle Prods | NO | OK |



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| | | |
|--|------------------|-----------------|
| Crowbars | NO | OK |
| Hammers | NO | OK |
| Drills and drill bits (including cordless portable power drills) | NO | OK |
| Saws (including cordless portable power saws) | NO | OK |
| Tools (greater than seven inches in length) | NO | OK |
| Wrenches/Pliers/Screwdrivers (seven inches or less in length) | OK | OK |
| NOTE: Any sharp objects in checked baggage should be sheathed or securely wrapped to prevent injury to baggage handlers and Security Officers. | | |
| Martial Arts & Self Defense Items | Carry-on? | Checked? |
| Billy Clubs | NO | OK |
| Black Jacks | NO | OK |
| Brass Knuckles | NO | OK |
| Kubatons | NO | OK |
| Self Defense Sprays - One 4 ounce (118ml) container of mace or pepper spray is permitted in checked baggage provided it is equipped with a safety mechanism to prevent accidental discharge. Self Defense Sprays containing more than 2% by mass of Tear Gas (CS or CN) are prohibited in Checked Baggage. For more information visit www.faa.gov , click on Passengers, then Preparing to Fly. | NO | OK |
| Martial Arts Weapons | NO | OK |
| Night Sticks | NO | OK |
| Nunchucks | NO | OK |
| Stun Guns/Shocking Devices | NO | OK |
| Throwing Stars | NO | OK |
| NOTE: Any sharp objects in checked baggage should be sheathed or securely wrapped to prevent injury to baggage handlers and Security Officers. | | |
| Explosive Materials | Carry-on? | Checked? |
| Blasting Caps | NO | NO |
| Dynamite | NO | NO |
| Fireworks | NO | NO |
| Flares (in any form) | NO | NO |
| Hand Grenades | NO | NO |



CLARK ATLANTA UNIVERSITY
Transportation Security Administration (TSA) Prohibited Items
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| | | |
|--|------------------|-----------------|
| Plastic Explosives | NO | NO |
| Realistic Replicas of Explosives | NO | NO |
| Flammable Items | Carry-on? | Checked? |
| Aerosol (any except for personal care or toiletries in limited quantities) | NO | NO |
| Fuels (including cooking fuels and any flammable liquid fuel) | NO | NO |
| Gasoline | NO | NO |
| Gas Torches | NO | NO |
| Lighter Fluid | NO | NO |
| Common Lighters - Lighters without fuel are permitted in checked baggage. Lighters with fuel are prohibited in checked baggage, unless they adhere to the Department of Transportation (DOT) exemption, which allows up to two fueled lighters if properly enclosed in a DOT approved case. If you are uncertain as to whether your lighter is prohibited, please leave it at home. | OK | NO |
| Torch Lighters - Torch lighters create a thin, needle-like flame that is hotter (reaching 2,500 degrees Fahrenheit) and more intense than those from common lighters. Torch lighters are often used for pipes and cigars, and maintain a consistent stream of air-propelled fire regardless of the angle at which it is held. Torch lighters continue to be banned. | NO | NO |
| Strike-anywhere Matches - One book of safety (non-strike anywhere) matches are permitted as carry-on items, but all matches are prohibited in checked baggage. | NO | NO |
| Flammable Paints (See Other Items below for non-flammable paints) | NO | NO |
| Turpentine and Paint Thinner | NO | NO |
| Realistic Replicas of Incendiaries | NO | NO |
| NOTE: There are other hazardous materials that are regulated by the FAA. This information is summarized at www.faa.gov , click on Passengers, then Preparing to Fly. | | |
| Disabling Chemicals & Other Dangerous Items | Carry-on? | Checked? |
| Chlorine for Pools and Spas | NO | NO |
| Small compressed gas cartridges (Up to 2 in life vests and 2 spares. The spares must accompany the life vests and presented as one unit) | OK | OK |
| Fire extinguishers and other compressed gas cylinders | NO | NO |



CLARK ATLANTA UNIVERSITY
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| | | |
|---|---|-----------------|
| Liquid Bleach | NO | NO |
| Recreational Oxygen (non-medically required, flavored or canned oxygen containers) | NO | NO |
| Spill able Batteries - except those in wheelchairs | NO | NO |
| Spray Paint | NO | NO |
| Tear Gas - Self Defense Sprays containing more than 2% by mass of Tear Gas (CS or CN). | NO | NO |
| Vehicle Airbags | NO | NO |
| NOTE: There are other hazardous materials that are regulated by the FAA. This information is summarized at www.faa.gov . | | |
| Other Items | Carry-on? | Checked? |
| Gel-type candles | NO | OK |
| Flammable liquid, gel, or aerosol paint | NO | NO |
| Non-flammable liquid, gel, or aerosol paint | Yes - 3.4 ounces (100ml) or smaller container | OK |
| Snow globes (unless otherwise prohibited)* | OK | OK |
| *Snow globes that appear to contain less than 3.4 ounces (approximately tennis ball size) will be permitted if the entire snow globe, including the base, is able to fit in the same one clear, plastic, quart-sized, re-sealable bag, as the passenger's other liquids, such as shampoo, toothpaste and cosmetics. | | |
| **Illegal controlled substances: TSA's screening procedures, which are governed by federal law, are focused on security and are designed to detect potential threats to aviation and passengers. As has always been the case, if during the security screening procedures an officer discovers an item that may violate federal law, TSA refers the matter to law enforcement. Law enforcement officials will determine if further action is appropriate. | | |