



**Brigham Young University-Hawaii
Travel Services**

**Travel Procedures
October 2016**

Brigham Young University Hawaii uses the following procedures to fund faculty, staff, authorized students, and approved agents for legitimate, reasonable, and necessary expenses incurred while conducting approved University business in accordance with University policy. Purchases, payments, or commitments made in any way other than outlined in this policy will be the personal responsibility of the individual. Authorization for travel will not be granted and expenses will not be reimbursed unless the travel is made and reimbursement is claimed according to university policy and procedures. The PeopleSoft Expense is used for filing a pre-trip approval document called a Travel Authorization and a post-trip reimbursement document called an Expense Report. For instructions, training or questions about these documents contact Travel Services.

USE OF UNIVERSITY ON-SITE RESERVATIONS SERVICES

In an effort to provide optimum service levels and preferred pricing on all travel arrangements, University personnel are required to arrange all airfare, lodging, car rental and transportation by common carrier through the BYUH Travel Services Office. Travel Services is a full-service ARC approved travel agency branch office with computer reservations and ticketing capabilities.

University personnel should contact Travel Services as soon as they know travel dates and destination information to give agents as much time as possible to secure optimal fares and schedules. On-site agents should be made aware of, and will also book all special conference groups and association discounts if applicable.

As the main focus of Travel Services is to provide maximum value to University personnel throughout the trip planning process, it is recognized there may be occasions requiring the University to consider purchasing travel arrangements from outside sources. Special proprietary tour packages, exclusive organization fares, and other special needs may be requested as an exception by contacting the Travel Services office for approval.

University personnel requesting this type of approval must be cognizant of propriety and confidentiality issues in dealing with outside vendors. Travel Services status qualifies the University for preferred pricing in the industry and often will involve confidential contracts and other sensitive pricing information. While working through the trip planning process, personnel becoming aware of such information may not share pricing, schedules, contract terms, or other sensitive information with outside vendors as leverage to insure better pricing. Such activity endangers valuable contracts and industry relationships and is a violation of University Purchasing Policy and business code of ethics.

TRAVEL AUTHORIZATION

All personnel traveling on University business must file a Travel Authorization for each trip that requires them to be away from home overnight and/or requires them to use commercial transportation. Travel Authorizations are not required for same-day travel without commercial transportation. The travel authorization should be filed at least 10 days prior to travel whenever possible. A department designated

approver is required to approve, monitor, and provide accountability for travel activities in their respective areas. The on-line approval process of the responsible party indicates approval in advance of any planned travel, availability of sufficient funds to cover projected travel expenses, and compliance with the current University Travel procedure.

Normally, a Travel Authorization is created on an individual basis. However, students or other travelers may receive authorization to participate in group travel for a single activity with University personnel acting as the advisor/coordinator. Examples are athletic teams, music/drama groups, student performing groups or classes attending mandatory field trips. For group travel approval, the advisor/coordinator should submit a Travel Authorization (using a special ID created by Travel Services and the name one of the participant) describing the nature of the activity and list the name of each group participant as a note on the Travel Authorization. Exceptions may apply.

TRAVEL EXPENSE REIMBURSEMENT

Personnel traveling on University-approved business must submit an Expense Report within fifteen (15) business days after returning from a trip. The traveler is to report actual expenditures and make an accounting of all financial activities for the trip. All trip expenses incurred must have an express business purpose. A department designated approver is required to review and approve expense reports before any payment can be made.

Personnel must submit original, itemized receipts for each expense exceeding \$25.00 claimed on the Expense Report. All required receipts must show date, to whom paid, the amount and purpose of payment. Credit card slips are not acceptable since they do not contain the detail required to make an effective reconciliation. All receipts should be sent to Travel Services in a packet containing the Expense Report document number. Travelers do not need to submit receipts for meals, if the traveler is using the 25% per diem column. (see TRAVEL SUBSISTENCE ALLOWANCE). If original receipts are lost, a traveler must make a reasonable effort to obtain duplicates. If such efforts fail to produce duplicate receipts, the traveler must fill out a Lost/Missing Receipt Form from the Travel Services. The employee's supervisor must sign and submit the form with the Expense Report document. Travel Services will evaluate the form for policy compliance and notify the traveler of its acceptance. The Lost/Missing Receipt Form is not applicable for Car Rental and Hotel receipts.

Non-university persons accompanying University personnel will not receive reimbursement for travel expenses unless the appropriate vice president authorizes the travel in advance and an express business purpose is identified on the original Travel Authorization.

Personnel functioning as advisors/coordinators for group travel and having responsibilities for booking airfare, lodging and other expenses should charge expenses on a Corporate Travel card. Upon returning from a group excursion, the advisor/coordinator must import all Corporate Travel card transactions into an Expense Report within 15 business days. Receipts and complete documentation for all charges claimed must be submitted to Travel Services.

CORPORATE TRAVEL CARD

The University provides, upon approved application and at no charge, a Corporate Travel card to qualifying faculty and staff for the purpose of charging legitimate travel expenses to the University.

Whenever possible, personnel should charge lodging, car rentals, meals, registration, and other University approved business travel expenses to their Corporate Travel card. Cardholders should not use the Corporate Travel card to circumvent the University purchasing function by charging for other than approved travel-related expenses.

The Corporate Travel card must be used for travel related group expenses. (Examples are athletic teams, music/drama groups, student performing groups or classes attending mandatory field trips.)

The corporate travel card is paid in full by the University at the end of each month and personal charges are not allowed. At the conclusion of a trip, all card charges must be reported and reconciled within 15 business days.

Travel Services will contact travelers on overdue expense reports. If an employee still does not account for Corporate Travel Card transactions in their Expense Report within 60 days of the transaction date, the University may suspend charge privileges until the employee clears the account. If an employee does not account for Corporate Travel card transactions within 90 days of the transaction date Travel Services will suspend their travel privileges and cancel their travel card. Personnel who have canceled cards due to intentional nonpayment may not rejoin the program unless there is an approval by his/her vice-president.

Personnel must surrender their Corporate Travel cards to Travel Services immediately upon terminating employment.

If an employee's Corporate Travel card becomes lost or stolen, the cardholder should contact the Bank issuer immediately to report the incident. If the card is lost after working hours the cardholder should contact Visa directly at 1-800-VISA-911 to report the loss and then report the incident to Travel Service during regular business hours.

CASH ADVANCES

The University functions under the IRS Accountable Cash Plan Rules Therefore, advances may be obtained and used only for business expenses by a University employee in approved business travel status.

Cash advances will not be issued on domestic trips unless approved by the line vice-president.

The corporate Travel cards normally eliminate the need for large travel advances. In addition to the convenience, the cards can reduce the chance of income tax implications, financial risk from carrying cash and other cash-related liabilities.

Students or non-University personnel may not receive cash advances. If a student or non-University person requires an advance, a request can be submitted for a petty-cash advance with BYUH Financial Services office.

The University considers a travel advance a personal loan, and the traveler must account for it within 15 business days of returning from a trip. Personnel must account for all expenses, submit complete receipts and return any unspent portion of any advance. After completing an Expense Report if an employee owes money back to the University a check should be deposited at the University Business Office. Travel advances left unsubstantiated and unspent balances not returned within 60 days will be reported as taxable income to the employee.

Travelers who were more than 60 days delinquent in processing their travel expenses must have approval from their line vice-president before they can travel again. Travelers who do not account for earlier travel advances will not receive an additional advance. Travelers engaging in back-to-back trips should reconcile all outstanding advance activity before leaving on a later trip.

ON-ISLAND TRAVEL

Under normal circumstances, when travel occurs and where the entire trip begins and ends in the same calendar day, subsistence allowances and reimbursement for meals do not apply. Federal tax laws prohibit the reimbursement of meals and other incidental travel expenses to personnel who are not away from home overnight or for long enough to require sleep or rest. As a result, personnel are normally responsible for providing their own meals and snacks while engaged in same-day travel.

Under special circumstances when an individual leaves home very early in the morning and returns home late the same night, the University will consider the individual away from home longer than a normal

work day (the person must be gone a minimum of 12 hours to qualify) and will reimburse actual meal costs with receipts not to exceed the allowable per diem. These meal expenses are considered de minimis.

University personnel attending an extended conference in the Oahu County must submit a Travel Authorization if travel related expenses (per Diem, lodging etc.) will be incurred.

Lodging at hotels on Oahu is discouraged due to the distance and travel time to and from Laie.

Personnel required to use privately owned vehicles for on-island travel may receive reimbursement at the current IRS mileage reimbursement rate for business miles. Normal commuting mileage to and from work is not reimbursable under any circumstances.

EXTENDED TRAVEL

Full-time personnel traveling for extended periods of time (at least 60 days but not more than one year) may either travel under the regular travel policy or receive approval from the appropriate vice president for per diem only reimbursement to cover all expenses of the trip. The negotiated per diem rate may not exceed the maximum federal per diem rate for meals and lodging for the specific approved travel destination(s), as published by the U.S. General Services Administration. The Travel Services office will assist in planning extended trips and in determining appropriate per diem allowances within the published federal rates. Personnel traveling on meal and lodging per diem allowances are not required to itemize expenses or to provide supporting receipts, but rather will receive a straight per diem to cover all expenses. However, personnel must confirm to the Travel Services office the times, places and business purposes of the trip every 90 days or at the conclusion of the trip, whichever is less.

TRAVEL AT VENDOR EXPENSE

Personnel may not accept complimentary travel, hotel or food expenses paid by a vendor where the purpose of the vendor is to sell or promote a product or service. An exception may be granted based upon an approval by the vice-president that oversees the department. This does not apply to training trips regarding equipment or services that the University has or will make payment as part of the purchase price.

Travel Services must approve and process any donations or donations-in-kind for services, trade agreements, airline rebates, other travel monies or services offered at no charge to the University or its personnel, departments or programs.

PERSONAL VACATION WHILE IN TRAVEL STATUS

A traveler must indicate any personal vacation time and expense on the Expense Report when claiming allowable business travel expenses where business and personal vacation time are combined within the same trip period. The subsistence allowance and other University financial support for travel-related expenses ceases during personal vacation periods. In addition, travel, lodging, or meal expenses for spouses or other dependents are not reimbursable. Under no circumstances shall expenses for personal travel be charged to, or be temporarily funded by the University.

When combining personal vacation with business and traveling through use of a University-paid vehicle all vacation mileage and any expense associated with using a larger vehicle than would normally be required for the purpose of transporting family members should be logged and reimbursed to the University upon conclusion of the trip. In general, any personal expenses associated with vacation and family travel should be paid from personal funds.

Vacation time taken in conjunction with an official business trip should, when applicable be reported as such, upon conclusion of the trip.

TRAVEL COMPANIONS

Family, spouse or other persons may accompany personnel traveling on university business. However, if such persons are to travel at University expense, advance authorization must be obtained and the express business purpose of the companion's travel must be documented on the Travel Authorization. Additional expenses incurred as a result of a traveling companion without a business purpose should be identified as personal expenses.

It is inappropriate for personnel /student of one sex to travel in the company of an individual of the opposite sex who is not the spouse or other close relative. If two individuals, one of each sex, go to the same business destination, there should be separate itineraries for travel and separate housing arrangements made.

When such twosomes or other groups travel by automobile or other means, care should be taken so there can be no assumptions made that there has been an inappropriate pairing of individuals of opposite sexes.

Travel in mixed groups may be appropriate when the group is large or there are more of one sex in the group than of another sex. When student groups of both sexes are traveling, chaperons should accompany the group.

SPECIAL TRAVEL

Travel arrangements (such as airline booking, hotel and car rental) for vendors, guests and non-university personnel should be booked through BYUH Travel Services. University personnel should submit a Travel Authorization when applicable for incoming travelers.

Incoming travelers to campus may receive reimbursement, if authorized, for travel expenses incurred within the business purpose of their University visit consistent with this policy. Vendors and non-university personnel coming for University business will not be reimbursed for mileage to and from the airport and long-term parking. Exceptions must have prior approval by the President's Council. They are also subject to the BYU-Hawaii per diem rates for Hawaii.

University personnel involved in making reimbursement commitments to incoming guests should be in compliance with all tax and immigration laws required in the reimbursement process. Departments should not make any payments or reimbursements to individuals from foreign countries that are not traveling on an approved working visa.

Travel for such purposes as employment interviews at the University and visits to the University by lecturers and other official visitors is special travel and is governed by the general University Travel Policy/Procedure. Department budgets and/or the terms of contracts/grants often limit funds to support special travel. University personnel should not make a commitment to incoming individuals for paying or reimbursing travel expenses without receiving approval from the appropriate dean or director/vice president. This is a general standard within the University. An individual dean or director/vice president may, at their discretion, approve more specific or restrictive policies for individual department needs.

STUDENT TRAVEL

The University recognizes student travel activities may provide outstanding learning experiences. To promote such safe and quality educational learning experiences, all University-approved student travel must follow the procedures outlined in this Travel Procedures. ("Approved" and "authorized" are intended to be interchangeable terms in this policy.) In addition, the conduct and dress of all participants must be in accordance with the Honor Code Dress and Grooming Standards.

NON-SAME-DAY TRAVEL

Non-same-day travel is authorized travel initiated and completed during two or more calendar days. Non-same-day vehicle travel requires the supervision and accompaniment of full-time faculty or staff. Students and personnel traveling on University-approved activities must file a Travel Authorization form:

- In advance of each non-same-day trip;

- And/or for each trip that requires them to use any form of commercial transportation.

STUDENT GROUP ADVISOR RESPONSIBILITIES

All non-same-day student travel requires full-time faculty, administrative or staff personnel to supervise travel plans and to accompany the students.

When traveling internationally, trip advisors should adhere to applicable University policy and take reasonable and necessary safety precautions given the circumstances of the trip.

REGULAR STUDENT BUSINESS AND ACTIVITIES TRAVEL

Certain student travel may involve student participation in activities for the benefit of the University sufficient for the University to pay the expenses. This type of student travel may include, but is not limited to, participants involved in intercollegiate activities and students traveling to present papers or making formal performances or presentations on behalf of the University. With proper application and approval, this type of trip may be payable from University funding.

The University Travel Policy will govern student travel activities in all areas except meals. Special meal needs of athletic teams and other performing groups where the physical demands expected of the student participants require additional nourishment may be addressed. In these instances, individual college Deans/Directors may choose from the following meal provision options:

OPTION 1 -- Student participants engaged in BYUH sponsored and approved student activities may be entitled to a meal allowance at the discretion of the Dean/Director and according to availability of budgeted funds. University personnel advisors may distribute to students from personal travel advance funds an appropriate amount of meal money not to exceed the established subsistence allowance. Group advisors must submit a list of students receiving meal money through Financial Services prior to leaving on their trip. Receipts are not required; however, group advisors must submit a list of students receiving meal money, the amount of money received by each student and the signature of the student receiving the money.

OPTION 2 -- Group advisors may choose to have the entire group eat together for all meals and account for the meal expense as a group expense. If this option is used, reimbursement will be made for the actual meal costs with receipts required. Itemized receipts are required to be submitted with the reimbursement request. University advisors are considered to be engaged in hosting activities by using this option and may be reimbursed actual meal amounts with receipts when eating with the group. Deans and Directors should exercise caution and good judgment when authorizing this meal option as meal expenditures should not be extravagant. Meal expenditures determined to be unreasonable by the appropriate vice president will not be reimbursed.

COMMERCIAL AIR TRAVEL

Air travel accommodations must be tourist, coach or special fare class only. University-paid first class air travel is not an allowable expense. Travelers are responsible to book air travel at the most economical rates using normally traveled routes. Travelers should make every effort to take advantage of all advance purchases, Saturday night stay, promotional flights, reasonable non-direct flights, conference fares, special negotiated fares, departing and arriving at times slightly less than convenient and any other reasonable savings opportunities which do not compromise the effectiveness and purpose of the trip. In the event that a traveler chooses a higher fare than the lowest applicable fare, assuming the scheduling and convenience factors to be equal, approval must be obtained from the responsible dean or associate/assistant vice president to purchase the fare.

Air carrier selection cannot be biased by any traveler's frequent flyer affiliation or benefits. The lowest cost air travel will take precedence over frequent flyer programs. Any employee choosing a more expensive flight plan to take advantage of a promotional program such as a frequent flyer plan will be required to pay for any differences personally.

Frequent flyer miles earned on travel funded by the University are maintained and redeemed individually by University personnel. Whenever practicable, personnel should redeem frequent flyer miles earned while traveling on University business to fund other University business travel. Personnel may also use earned frequent flyer miles for personal use if business use is not practicable. When redeeming frequent flyer certificates, the actual certificate must be exchanged in person on location at the respective airline city or airport office.

Any frequent flyer miles earned while traveling on University business may not be exchanged for cash. Likewise, the University cannot reimburse travelers for their use.

Travelers must book all air transportation through the University Travel Services office. The traveler must have an approved Travel Authorization before purchasing air tickets. Any exceptions must be approved by the Travel Office.

Travelers, who experience changes in trip plans, missed flights, or other difficulties during a trip, making the purchase of an additional airline ticket necessary, may charge it to their corporate Travel card. The traveler must return all applicable receipts to Travel Services when filing the Expense Report.. Travelers must return any unused airline tickets to the Travel Services office as soon as possible. Upon processing of the ticket refund, if possible, the respective department will receive credit for the refund. If the ticket is non-refundable, the ticket will be returned to the department for use on a future trip. All such tickets remain the property of the University and must be used for business travel. Tickets being held for exchange on a later trip may not be used for personal travel.

Travelers that book their airfare using the University-issued Corporate Travel card will automatically receive, at no cost to themselves or the University, \$500,000 travel accident insurance from the credit card program. In addition, all personnel traveling on University business (including students) have coverage under the University's blanket travel insurance policy. Questions about insurance coverage should be addressed to the University Risk Management Office.

PRIVATELY OWNED VEHICLES

The University authorizes reimbursement for transportation by private automobile only when:

- Common air carrier services are not available without undue loss of time.
- Two or more persons are eligible for similar authorized travel and their riding together would mean a savings to the University.
- Vehicle usage is to transport equipment or save time, thus enabling the traveler to perform duties more effectively.
- It will cost the University no more than the most reasonable airfare on an air common carrier.
- It will not require the traveler to be away from duties for a substantially longer period than travel by common air carrier.

Travelers driving privately owned vehicles on approved University business that qualify under the above guidelines are eligible for mileage reimbursement at the IRS approved mileage rate. Travel Services will calculate mileage between cities based on official state highway maps showing the shortest, most widely traveled route between cities.

The above reimbursement rates cover all fuel, maintenance, insurance, transportation, and operating costs. Travelers do not receive separate reimbursement for fuel costs for private automobiles. Damage to personal automobiles used on University business is covered by the traveler's private insurance. Travelers shall have the sole responsibility for providing collision, comprehensive, and all other forms of personal insurance coverage for such a vehicle. The University does not assume liability or responsibility for deductibles or other uninsured loss to the vehicle or its occupants

The University will reimburse tolls and reasonable off-airport parking charges in addition to the mileage allowance if the traveler provides complete receipts with the Expense Report. There is no reimbursement for the cost of repairs, towing charges, or other such costs whether they result from the traveler's acts or

the actions of others. Tickets for parking and moving violations are the responsibility of the traveler and are not reimbursable.

Whenever the usage of a personal automobile for approved University travel is primarily for the convenience of the traveler, reimbursement will not exceed the lesser of the cost of the per-mile reimbursement plus tolls or the most reasonable round-trip airfare between the nearest commercial airport serving the origin and destination cities plus associated transfer costs to and from airports and parking. The traveler does not receive reimbursement for extra expenses, such as meals and lodging incurred because of personal automobile usage when commercial airline transportation is less expensive. To determine the amount to be reimbursed, travelers should contact Travel Services in advance of the trip to have the airfare to mileage comparison calculated and approved.

PRIVATE AIRCRAFTS/CHARTERS/BUSES/RAIL/CAR RENTAL

Normally, the University does not allow travel by private aircraft. The appropriate vice president must approve in advance air flights other than on scheduled airlines. Travelers should use the Travel Services office for any unscheduled or chartered flight activity. Travelers who arrange for non-scheduled chartered transportation should be aware of the basic fundamental principles that should be followed in chartering airplanes and buses.

BUS CHARTERS

Anyone chartering a bus for group travel should verify the company is licensed by the state(s) in which they operate and is in good standing. The recommended minimum amount of liability insurance is \$5,000,000. An "Insurance Certificate" stating the above and naming Brigham Young University Hawaii as an "additional insured" in connection with the chartered trip should be requested from the bus company, and forwarded to the Risk Management office for approval and filing. Personnel should contact the Risk Management office with questions.

TRAVEL BY RAIL

The University will allow the cost for railroad fare not to exceed the cost of the least expensive airfare.

RENTAL AUTOMOBILES

The University allows the cost of a rented automobile when suitable or less expensive local transportation is unavailable or when routing and time factors make it more advantageous than taxi or other ground transportation. Rental vehicles should not be used if less expensive transportation is available.

Whenever a rental car is used as the primary source of transportation and is primarily for the convenience of the traveler, reimbursement will not exceed the lesser of the cost of the rental car plus fuel and taxes or the most reasonable round-trip airfare between the nearest commercial airport serving the origin and destination cities plus associated transfer costs to and from airports and parking. The traveler will not receive reimbursement for extra expenses, such as meals and lodging in transit, the cost of a larger vehicle to transport family members or other non-business related guests, or other expenses incurred for personal benefit when commercial airline transportation is less expensive.

All rental car reservations should be made through the Travel Services office which is equipped to make direct computer reservations with travel vendors. The University's primary car rental suppliers are National, Hertz and Enterprise. These companies offer considerable discounts off normal rates, complete insurance coverage, lower age requirement, discounts off international rental activity, and good vehicle availability both on and off airport nationwide.

Benefits of the contracts include the following:

- Membership in National's Emerald Club and Hertz #1 Club at no extra charge
- Reduced daily, weekly, monthly and week-end rates
- Unlimited free mileage

- Young renter surcharge waived
- Free LDW/CDW insurance coverage
- No additional driver charges

Questions regarding rates, insurance coverage, reservations or other related issues should be referred to the Travel Services office, ext. 5-3950.

Travelers should rent mid-size vehicles under normal traveling conditions. In exceptional cases, the University will reimburse the use of larger vehicles (several travelers in one vehicle, equipment transported, etc.). Travelers should refuel the rental car before returning it to avoid the high cost of gasoline at the rental agency.

When traveling internationally, travelers should purchase all available insurance. Additional international car rental insurance expense is reimbursable. When traveling domestically, travelers should decline all Collision Damage Waiver (CDW), Personal Accident Insurance (PAI) coverage or other insurance coverage the desk agent may offer. Domestic travelers will not receive reimbursement for additional insurance coverage purchased. The University's corporate insurance policy combined with vendor car rental contract terms and conditions covers these insurance items for personnel. In case of an accident, contact the car rental agency and the Risk Management Office.

TAXIS AND SHUTTLE SERVICE

Taxi and other types of livery or conveyance are reimbursable for official business-related travel as follows:

- Transportation at destination terminal to place of lodging and return trip.
- Transportation between business appointments or hotels and places of temporary duty.
- Transportation for blind or physically disabled persons, providing the fare is within reasonable limits.

Following the above guidelines, reasonable charges for taxi and airline or hotel limousine service are reimbursable when other modes of travel are not available or practical. To avoid unnecessary taxi expenses, personnel should utilize regularly scheduled airport, bus or limousine service between terminal facilities and hotels, if available. Many hotels offer complimentary hotel shuttle services.

Taxis to a restaurant or for sightseeing trips are not allowable.

REGISTRATION FEES

Registration fees for meetings and conferences are reimbursable. The traveler should use the University-issued credit card whenever possible.

AIRPORT MILEAGE REIMBURSEMENT

Travelers using personal vehicles to travel to and from the airport may request mileage reimbursement for two round trips. Roundtrip to Honolulu Airport from Laie is 70 miles, from Hauula is 64 miles and from Kahuku is 76 miles.

Under special circumstances, airport shuttles, rental cars and long-term parking at the airport are allowed. Long term parking at the airport should not exceed \$150 including mileage for one round trip. Any amount over \$150 will be the responsibility of the traveler.

CHECKED IN BAGGAGE

A traveler may take one check-in and one carry-on luggage on their business trip. Any additional check-in luggage must be paid personally by the traveler. If a traveler is asking for reimbursement for an extra luggage or overweight fee, a written approval by his/her supervisor must accompany the traveler's expense.

TRAVEL SUBSISTENCE ALLOWANCE

Travelers in approved travel status and away from home at least 12 hours are entitled to a subsistence allowance.

Subsistence is an all-inclusive allowance established and governed by current tax laws and its use is for meals and incidental expenses. There is no allowance for additional charges for other meals, fees or tips to waiters, porter, baggage or bell persons, television and in-room movies, or transportation between places of lodging and dining.

Per diem is allocated in the destination city time zone by meal period as follows:

6:01 a.m. to 12:00 noon	Breakfast
12:01 p.m. to 6:00 p.m.	Lunch
6:01 p.m. to 12:00 midnight	Dinner

(NOTE: The period of time from 12:01 a.m. to 6:00 a.m. may be used to extend either the breakfast or dinner meal period as needed.)

Destination cities are assigned a certain per diem level. The levels assigned to each city/county and the breakdown of levels as they relate to each meal period are listed on the current per diem table:

Level	Level 1	25%	Level 2	25%	Level 3	25%	Level 4	25%	Level 5	25%	Level 6	25%
Breakfast	\$ 7.00	\$ 5.85	\$ 8.00	\$6.60	\$ 9.00	\$7.35	\$10.00	\$8.10	\$11.00	\$8.85	\$12.00	\$9.60
Lunch	\$11.00	\$ 8.75	\$12.00	\$ 9.90	\$13.00	\$11.05	\$15.00	\$12.15	\$16.00	\$13.25	\$18.00	\$14.40
Dinner	\$21.00	\$14.65	\$24.00	\$16.50	\$27.00	\$18.35	\$29.00	\$20.25	\$32.00	\$22.15	\$34.00	\$24.00
Totals	\$39.00	\$29.25	\$44.00	\$33.00	\$49.00	\$36.75	\$54.00	\$40.50	\$59.00	\$44.25	\$64.00	\$48.00

There are currently six different subsistence allowance levels. The 25% column represents the Per Diem amounts for those that do not keep meal receipts. Travelers must decide to use either the standard allowance levels, retaining all meal receipts or using the 25% Per Diem level but they may not mix the two options on a given trip.

Per diem localities with county definitions shall include "all locations within or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties."

When a military installation or government-related facility (whether or not specifically named) is located partially within more than one city or county boundary, the applicable per diem rate for the entire installation or facility is the higher of the two rates which apply to the cities and/or counties, even though part(s) of such activities may be located outside the defined per diem locality.

The per diem rate for foreign subsistence is the highest per diem level

When attending a conference and claiming per diem, the traveler must reduce from their per diem any meals provided by the conference, hotel along with any other meals provided to the traveler. Attaching a

copy of the conference registration or agenda is that indicates meeting dates and meals provided is encouraged and is helpful to the travelers, proxies and approvers in monitoring allowable travel expenditures.

HOSTING AND ENTERTAINMENT

Occasionally, it may become necessary to host other individuals' meals while traveling. Each department designated authorized to approve such activities should carefully consider the appropriateness of food and other related purchases.

The University considers this type of expense as non-travel related and general business expense. Departments should cover these expenses by using either their Travel Corporate card or a Purchasing Card.

Costs for approved hosting activities are reimbursable only under the following conditions and with documentation of the specific business purpose:

- The University has more than a general expectation of deriving specific benefit from the meal or incidental expense.
- The employee did engage in business discussions about University matters during the meal or associated expense related activity.
- The principal nature of the expense was the active conduct of the University's affairs. The expense was for personnel, their non-employee business guest(s) and their spouses. Normally, meals involving only personnel, where business is not conducted, are not reimbursable. Business meals may, however, be reimbursed with department chair/manager approval, providing a specific business purpose is documented.
- The hosting employee must state the business purpose of the meal and the names of non-University persons hosted in their Expense Report. The employee must submit complete receipts for the meal to receive reimbursement.

Travel Services will refuse reimbursement and charge back expenditures to the traveler for undocumented or questionable meal purchases.

Entertainment, however represented, is not an allowable charge without specific, prior approval at the vice president level.

LODGING EXPENSE

Travelers should use standard accommodations in reasonably priced, commercial-class properties. The traveler should use the Corporate Travel card to pay for lodging and to guarantee room reservations whenever possible.

Travelers should book hotel reservations through Travel Services whenever possible. This practice insures the lowest possible cost, inclusion of all available discounts, and contract hotel availability. The traveler must present the original hotel/motel paid receipt (credit card receipt is not acceptable) with their Expense Report.

If two travelers share the cost of a double room, they should either request a separate receipt for each portion of a shared room rate and indicate a proportionate share of the total expense; or one traveler should seek reimbursement for the entire bill and the second traveler not make a hotel reimbursement request. In either case, the corresponding name and Expense Report number must be cross-referenced on each request to verify the names of the persons sharing the expense.

Travelers do not receive reimbursement for lodging costs when they stay with friends or relatives. However, when traveling away from home overnight, a \$30.00 amount is allowed for each seven-days of housing provided by family or friends. Travelers may use this allowance along with the regular meal subsistence allowance, if applicable, to provide a gratuity to the host.

In-room movies, mini-bar charges, concierge services and other in-room services are not reimbursable beyond the approved subsistence allowance. Travelers should not charge long distance telephone calls on the hotel bill, if avoidable.

Laundry charges are not normally reimbursable beyond the approved subsistence allowance. If, however, normal business trips extend beyond seven days, one laundry expense per seven-day period will be reimbursable.

NON-ALLOWABLE TRAVEL EXPENSES

Some expenses are the personal responsibility of the traveler and are not reimbursable. The following list is not all inclusive, but show examples of such non-reimbursable expenses.

- Personal and family expenses
- Gifts and souvenirs
- Valet and room service charges
- Personal medical and dental expenses
- Personal reading material, recreation, and entertainment
- Travel insurance in excess of that already provided
- Costs incurred by traveler's failure to cancel transportation or hotel reservations
- Commuting between home and work
- Haircuts, newspapers, babysitting, shoe shines
- Parking and traffic citations
- Reimbursement or payment for frequent flyer benefits and reduced or free flight coupons issued by the airlines
- Telephone calls made from an airplane or other unreasonably priced areas except under extreme emergencies
- Seat/Class upgrades
- Airline mileage, TSA Pre-check or other type of travel memberships