



**Brigham Young University-Hawaii  
Travel Services**

**Travel Procedures  
September 2017**

**The university provides travel management, planning, booking, expense management and other related services through Travel Services and personnel traveling on university business are required to book travel reservations through this department. Any use of outside travel vendors for tours, cruises, ground packages and other specialty travel for corporate travel must also be coordinated through Travel Services. Purchases, payments, or commitments made in any way other than outlined in this policy will be the personal responsibility of the individual**

**The university reimburses faculty, staff, authorized students, and approved agents for legitimate, reasonable, and necessary expenses incurred while conducting approved university business in accordance with university policy. 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. Under no circumstances shall expenses for personal travel be charged to, or be temporarily funded by the university unless prior approval is given.**

**The University uses PeopleSoft Expense 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 at 5-3393.**

**The University designates a dean, department chair, associate/ assistant vice president or director as the responsible party 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 Policy.**

## **TRAVEL PLAN**

**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 any form of commercial transportation. Travel Authorizations are not required for same-day travel that does not require any form of commercial transportation. The travel authorization should be filed at least 10 days prior to travel whenever possible. A department designated approver must approve the Travel Authorization before the trip departure.**

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

Upon returning from a trip, all personnel and groups must submit an approved expense report within 15 business days of their return.

## **TRAVEL EXPENSE REIMBURSEMENT**

All 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. Travelers must not report personal expenses on this form (see **NON-ALLOWABLE TRAVEL EXPENSES**). A department designated approver is required to review and approve expense reports before any payment can be made.

Travelers must submit other than meals per diem expenses, original itemized receipts for each expense exceeding \$25.00 claimed on the Expense Report. Individual expense claims of less than \$25.00 do not require receipts. All required receipts must show date, to whom paid, the amount and purpose of payment. Corporate charge 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 containing the expense report document number.

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 reimbursement request. 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 application.

Travelers filing reimbursement requests involving accounting for a University cash travel advance are responsible for the application of governing tax laws (see **CASH ADVANCES** for detail).

Personnel functioning as advisors/coordinators for group travel and having responsibilities for booking airfare, lodging and other expenses should charge expenses on a corporate charge card. Upon returning from a group excursion, the advisor/coordinator must import all travel card transaction into an Expense Report within 15 calendar days. Receipts and complete

**documentation for all charges claimed must be submitted to Travel Services. If meal money has been advanced to the trip advisor/coordinator and distributed to group participants, a list of amounts distributed and signature of the recipient must also be submitted to Financial Services with the receipt packet and the total amount entered under the Group Per Diem category in the Expense Report.**

#### **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.**

#### **TRAVELERS COMING TO BYU-HAWAII ON UNIVERSITY BUSINESS**

**Vendors and non-university personnel being brought to the university for business purposes must use Travel Services to do their airline booking, hotel and car rental if all expenses are being paid by the university. Outside personnel is also subject to the BYU-Hawaii per diem rates for Hawaii.**

#### **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.**

**Unrelated university colleagues of the opposite sex should exercise sensitivity and good judgment when traveling together on university business so as not to compromise the integrity of appropriate personnel relationships or to reflect poorly on the university or the Church of Jesus Christ of Latter-day Saints.**

#### **ON ISLAND TRAVEL/LODGING**

**University personnel attending an extended conference in the Honolulu area must submit a Travel Authorization if travel related expenses (Per Diem, lodging etc.) will be incurred. Lodging at hotels in the Honolulu area is discouraged due to the distance and travel time to and from Laie. If there is a reasonable request by the attendee to stay at the conference hotel, a written approval by the dean/director must accompany the Travel Authorization.**

**Personnel REQUIRED to use privately owned vehicles for on island travel may receive reimbursement at the current rate of \$0.575 per mile. Normal commuting mileage to and from work is not reimbursable under any circumstances.**

**Meals are not reimbursable if the attendee is not staying overnight.**

#### **AIRPORT MILEAGE REIMBURSEMENT**

**Travelers using personal vehicles to travel to and from the airport may request mileage reimbursement for two round trips (\$0.575 per mile). Roundtrip from Laie to Honolulu Airport is 70 miles (\$40.25). Roundtrip from Hauula is 64 miles, 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. Receipts are required with your travel expenses.**

**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 Council.**

#### **TRAVEL-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 \$0.575 per mile. 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 private insurance. The University does not assume liability or responsibility for deductibles or other uninsured loss to the vehicle or its occupants (see Insurance below).**

**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 Travel Expense. 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.**

## **INSURANCE**

**Travelers who use privately owned vehicles on University business must sign a statement that a personal insurance policy is in force that provides the following insurance coverage for the vehicle. This statement is part of the Travel Application.**

**\$100,000 for personal injury to, or death of, one person.**

**\$300,000 for injury to, or death of, two or more persons in one accident.**

**\$100,000 for property damage.**

**In the event University personnel are involved in an accident resulting in a loss, their liability insurance shall be primary to the full extent of its coverage limits. Personnel who use privately owned vehicles for approved University travel shall have the sole responsibility for providing collision, comprehensive, and all other forms of personal insurance coverage for such a vehicle.**

## **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 University Travel Services. Travel Services is a full-service ARC approved travel agency branch office with computer reservations and ticketing capabilities. University personnel staffing the on-site center have been selected specifically for their industry competence, efficiency, expertise and service attitude to provide professional service and quality value to University travelers. Services provided through Travel Services have also been specifically selected and designed in an effort to provide maximum service and preferential treatment and pricing to University travelers.**

**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. An on-site, designated University agent must book all air, land and sea transportation. The University no longer maintains any direct billing arrangements with any other travel agencies. The University encourages travelers to call Travel Services, ext. 53950, with questions and to receive assistance in planning or arranging travel.**

**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.**

## **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 REIMBURSE THE UNIVERSITY FOR ANY EXCESS COSTS.**

**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 personnel for their use.**

**Travelers must book all air transportation through the University Travel Services office. When booking air travel, travelers must give the Travel Authorization number and the University approved account code to the on-site travel agent. 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 University-issued corporate charge card. The traveler must return all applicable receipts to Travel Services when requesting reimbursement. 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 campus department will receive credit for the refund. If the ticket is non-refundable, the ticket will be returned to the campus 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.**

#### **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 INSURANCE**

**By adhering to the University Travel Policy, travelers will automatically receive, at no cost to themselves or the University, \$500,000 travel accident insurance from Visa and \$150,000 from travel industry ARC affiliation. In addition, all personnel traveling on University business (including students) have coverage under the University's blanket travel insurance policy. Additional coverage, assistance, and other travel benefits are included in the University's agreement with "Assist America." Complete information about the "Assist America" program is available by contacting the Human Resource office. Also, personnel may purchase DMBA's Occupational Accidental Death and Dismemberment and/or 24-hour accident insurance. Personnel choosing to purchase additional travel insurance other than what is currently provided must do so at their own personal expense.**

#### **TRAVEL –PRIVATE AIRCRAFTS/CHARTERS/BUSES**

**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 Human Resource office for approval and filing. Personnel should contact the Human Resource 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. Travelers must submit receipts.**

### **Travel-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. Travelers should only use a rental vehicle when it is not possible or practical to use a University vehicle. 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.**

**The University's primary car rental suppliers are National and Hertz. These companies offer considerable discounts off normal rates, complete insurance coverage while operating a rental vehicle, 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**
- **Corporate rates available for business and personal use by all BYUH personnel and Alumni**

**University personnel should charge all car reservations to their University-issued corporate travel charge card. In addition, all rental car reservations should be made through the University Travel Services office which is equipped to make direct computer reservations with travel vendors.**

**Questions regarding rates, insurance coverage, reservations or other related issues should be referred to the University Travel Services office, ext. 53950.**

**Personnel 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.**

**Personnel should decline all Collision Damage Waiver (CDW) and Personal Accident Insurance (PAI) coverage when traveling domestically on University business. 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 Human Resource office, ext. 53717.**

**WHEN TRAVELING INTERNATIONALLY, TRAVELERS SHOULD PURCHASE ALL AVAILABLE INSURANCE. ADDITIONAL INTERNATIONAL CAR RENTAL INSURANCE EXPENSE IS REIMBURSABLE.**

#### **TRAVEL-TAXIS AND AIRLINE/HOTEL 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.

Taxi charges are reimbursable specifically for travel related approved University business. Taxis between hotel and airport are allowable; however, taxis from a hotel to a restaurant for sightseeing trips are not allowable.

## **TRAVEL SUBSISTANCE ALLOWANCE**

Personnel traveling for the University away from home overnight with an established business purpose are entitled to a subsistence allowance while on travel status. Subsistence allowance includes both meals and incidental expenses.

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.

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.

A subsistence allowance amount covers meals and other expenses incurred while traveling away from home OVERNIGHT. By dividing the day into three meal periods, the computation is as follows:

<b>6:01 a.m. to 12:00 noon</b>	<b>Breakfast</b>
<b>12:01 p.m. to 6:00 p.m.</b>	<b>Lunch</b>
<b>6:01 p.m. to 12:00 midnight</b>	<b>Dinner</b>

**(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.)**

**The above times apply to the time zone the actual travel occurs in.**

**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.**

**There is a subsistence amount for each period, or fraction thereof, while an individual is in approved travel status and away from the University for a minimum of 24 hours. (See Registration Fees section for meals included in registration, etc.) There are currently six different subsistence allowance levels. No receipts are needed for meals when using either the corporate travel card or your personal credit card.**

<b>Level</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
<b>Breakfast</b>	<b>\$ 7.00</b>	<b>\$ 8.00</b>	<b>\$ 9.00</b>	<b>\$10.00</b>	<b>\$11.00</b>	<b>\$12.00</b>
<b>Lunch</b>	<b>\$11.00</b>	<b>\$12.00</b>	<b>\$13.00</b>	<b>\$15.00</b>	<b>\$16.00</b>	<b>\$18.00</b>
<b>Dinner</b>	<b>\$21.00</b>	<b>\$24.00</b>	<b>\$27.00</b>	<b>\$29.00</b>	<b>\$32.00</b>	<b>\$34.00</b>
<b>Totals</b>	<b>\$39.00</b>	<b>\$44.00</b>	<b>\$49.00</b>	<b>\$54.00</b>	<b>\$59.00</b>	<b>\$64.00</b>

**The breakdown of levels as they relate to specific cities/counties/ are listed on the per diem table.**

**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."**

#### **FOREIGN TRAVEL SUBSISTENCE ALLOWANCE**

**The per diem rate for FOREIGN SUBSISTENCE is the highest per diem level per 24-hour day or the actual meal costs with receipts while in approved foreign travel status.**

## **EXTENDED TRIPS**

**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 IRS and State Department. 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, travelers 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.**

## **REGISTRATION FEES**

**Registration fees for meetings and conferences are reimbursable. The traveler should use the University-issued Visa card whenever possible. Where University corporate cards are not accepted, the traveler may use a department purchasing card. When using this type of payment, the traveler should not request reimbursement in addition to the direct payment.**

## **NON-TRAVEL RELATED BUSINESS MEALS AND ENTERTAINMENT**

**It may be appropriate to include meals or other expenses in the regular conduct of day-to-day business which furthers the interest of the University and has an express business purpose. Each department chair or administrative manager 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. Personnel may request reimbursement for such expenses, if needed, on an Expense Report. They must justify and document an express business purpose with the following criteria:**

**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.**

**Department chairs/Directors approving non-travel related business meals and other expenses are responsible to provide complete receipts and documentation as described above. Complete documentation includes names of all personnel and non-employees with business relationship to the meal. The documentation must be specific and indicate how the meal or other expense furthered the University's interests and why the expense was a necessary element of the overall business outcome of the activity. Travel Services will refuse reimbursement and charge back expenditures to the participants for undocumented or questionable meal purchases.**

**Undocumented reimbursed expenditures are taxable to the participants, and the University will report it as taxable income on the individual's W-2 tax form.**

#### **TRAVEL-HOSTING AND ENTERTAINMENT**

**Occasionally, it may become necessary to host other individuals' meals while traveling. Entertainment, however represented, is not an allowable charge without specific, prior approval at the vice president level. Costs for approved hosting activities are reimbursable only under the following conditions and with documentation of the specific business purpose (see Non-travel Related Business Meals and Entertainment section for documentation requirements):**

**Individuals hosted should not be other University personnel also in approved travel status. The hosting employee must submit the Expense Report request stating the business purpose of the meal and the names of non-University persons hosted. The employee must submit complete, actual receipts for the meal to receive reimbursement.**

**When hosting, the traveler must adhere to the current Per Diem rate of the city or state he/she is hosting in.**

#### **TRAVEL-LODGING**

**Travelers should use standard accommodations in reasonably priced, commercial-class hotels/motels. The traveler should use the University corporate travel charge 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. Reimbursement is made on the actual base rate plus taxes and approved amenities. The traveler must present the original hotel/motel paid receipt (credit card receipt is not acceptable) with their Expense report.**

**If two employees 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 employee should seek reimbursement for the entire bill and the second employee not make a hotel reimbursement request. In either case, the corresponding name and Travel Approval number must be cross-referenced on each travel reimbursement 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 or portions thereof 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, since exorbitant hotel surcharges are not reimbursable.**

**Telephone calls made from an airplane or other unreasonably priced areas are not reimbursable except under extreme emergencies.**

**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.**

#### **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.**

**When combining personal vacation with business and traveling through use of a University vehicle or motor pool 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.**

#### **SPECIAL TRAVEL**

**Official visitors to campus may receive reimbursement, if authorized, for travel expenses incurred within the business purpose of their University visit, consistent with this policy. Travel arrangements should be booked through Travel Services.**

**University personnel involved in making reimbursement commitments to incoming guests should have prior approval from Travel Services and 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. Department budgets and/or the terms of contracts and 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.**

**Official visitors to campus may receive reimbursement, if authorized, for travel expenses incurred within the business purpose of their visit at the University under the normal travel policy for personnel. University representatives should submit a travel authorization when applicable for inbound travelers. Travel arrangements should be booked through the University Travel Services. Incoming traveler's reimbursement requests can be processed on a Check Requisition form.**

#### **TRAVEL-CORPORATE CHARGE CARDS**

**The University provides, upon approved application and at no charge, a corporate travel card to qualifying full-time faculty and staff for the purpose of charging legitimate travel expenses to the University. Personal charges should not be made on University corporate travel cards. At the conclusion of a trip, all card charges must be reported and reconciled within 15 business days.**

**Whenever possible, personnel should charge lodging, car rentals, meals, registration, and other University approved business travel expenses to their corporate charge card.**

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

**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 card is paid in full by the University at the end of each month. Cardholders are responsible to have card expenses loaded into their expense reports within 15 calendar days of returning from a trip.**

**The corporate charge card program at the University is designed to provide personnel with a convenient, low-risk method to meet University-approved travel expenses.**

**Travel Services will contact travelers on overdue expense reports. If an employee still does not account for corporate 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 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 charge cards to Travel Services immediately upon terminating full time employment.**

**If an employee's corporate charge card becomes lost or stolen, the cardholder should contact Bank of America 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.**

## **TRAVEL ADVANCES**

**The University functions under the Internal Revenue Services "Accountable Cash Advance Plan" for classification purposes. As a result of that classification, personnel requesting cash advances must comply with the following restrictions:**

- The advance must be obtained and used for business expenses only by a University employee in connection with services performed as an employee.**
- An employee must substantiate all cash advance expense within 30 days of issuance.**
- Employees must base the advance on a reasonable estimate of anticipated expenses. They must draw the advance within a reasonable period before incurring the expenses.**
- Personnel must account for all expenses, submit complete receipts and return any unspent portion of any advance within 30 days of the original date issued.**

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

**The corporate charge 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 or travelers checks, and other cash-related liabilities.**

**Students or non-University personnel may not receive travel advances. If a student or non-University person requires an advance, a responsible employee must personally request the advance in his/her name and assume full responsibility for the business purpose, accounting and complete documentation for the advance.**

**The University considers a travel advance a personal loan, and the traveler must account for it within 15 calendar days of returning from a trip. After completing an Expense Report if an employee owes money back to the University a check should be submitted to Travel Services. Travelers should not submit cash with the receipt packet. Travel advances left unsubstantiated and unspent balances not returned within 60 days will be reported as taxable income to the employee.**

**An employee must document expenses related to the advance and return any unused portion of the advance within 15 business days of returning or within 60 calendar days of issuance of the advance (whichever is earlier). 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.**

## **RETENTION OF TRAVEL DOCUMENTS**

**All original receipts for an expense report must be submitted to Travel Services before the expense report is approved. Departments must retain all other supporting travel documentation for the current and immediate past fiscal years.**

## **NON-ALLOWABLE TRAVEL EXPENSES**

**Some expenses are the personal responsibility of the employee 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**

**Corporate charge card delinquency or late charge assessments (there may be an exception if the delinquency assessment is not due to the actions of the traveler)**

**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**

## **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 and 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.**

