

Travel Policy
Highlights of the Recent Update (Effective May 2010)

Introduction	Includes a <i>Statement of Principles</i> outlining the University's philosophy on travel and the traveler's responsibilities
Introduction	Employees should use approved vendors per the university travel website, when possible
II. A. Transportation- Commercial Air Travel	Upgrades to business/first class airfare allowed with prior approval of Vice Chancellor or his/her delegate per Appendix A
II. A. Transportation- Commercial Air Travel	Upgrades to business/first class airfare allowed for medical need, certified by Occupational Health
II. B. Transportation- Non-Commercial Aircraft	Prior approval of the Office of Risk Management and the Vice Chancellor of Finance and Chief Financial Officer is required for the use of non-commercial aircraft
II. F. Transportation- Automobile Rental	Upgrades for accessories, such as satellite radio, are not allowed
V. Spouse, Domestic Partner, or other Dependent Expense	Travel Expenses for the spouse/domestic partner/dependent of faculty and staff will not be reimbursed/paid
VI. Other Incidental Expenses	Expenses of a personal entertainment nature will not be reimbursed/paid
IX. B. Travel Payment- Prepayments	Registration fees, hotel deposits and super saver airfare are now categorized as travel prepayments. Travel prepayments made directly to an external vendor will be coded to the G/L expense account. Prepayments reimbursed to the traveler will be coded to the traveler's receivable account then expensed upon submission of a completed travel expense report. Prepayment reimbursements to the traveler within 30 days of the trip must be reimbursed via the travel expense report.
IX. C. Travel Payment- Cash Advance	Cash advance, up to \$200/trip, allowed with a three night minimum trip duration; Travel expense reports should be submitted as soon as possible, but not later than 60 days after trip completion and payments of unused cash advances must be received not later than 120 days after trip completion to avoid payroll deduction of cash advances.
IX. C. Travel Payment- Cash Advance	Cash advance over \$200/trip requires approval of the Vice Chancellor for Finance and Chief Financial Officer.
X. A. Travel Expense Reimbursement- Travel Expense Report	Travel expense reports should be submitted as soon as possible, but no later than 60 days, after trip completion to avoid reporting as income and back-up tax withholding.