Travel - Reimbursement

Effective: Moved to Policy Library from UPM 8.3(1)
Contact: Controller's Department

Introduction
This policy covers the reimbursement of university travel-related expenses.

Policy Statement
The university will reimburse the traveler for the actual, reasonable cost of travel incurred on university business.

Meals
Travelers will be reimbursed for the actual cost of meals, subject to limits based on cost and time in travel status. See the "Summary of Allowable Expenses" noted below in the resources. When the traveler is not in overnight travel status, meals reimbursed are required to be reported as taxable income, unless the primary purpose of the meal was to discuss university business.

Alcohol
Costs of alcohol cannot be reimbursed, except on 206 funds or unrestricted 497 funds.

Mileage
There are two mileage reimbursement rates. Travelers can be reimbursed at the higher rate only if the round trip is less than 100 miles, if the traveler is permanently based off-campus, or if the traveler was unable to obtain a vehicle from Transportation Services and, therefore, used a personally owned vehicle. Personal expenses, such as repairs to a personal vehicle used for university travel, will be the sole responsibility of the traveler, even if damage occurred while on university business.

If the traveler elects to drive a personal vehicle for business purposes in lieu of flying, the traveler will be reimbursed for the lower cost of the two alternatives. Mileage will be reimbursed at the lower mileage rate in this situation, even if a vehicle was not available from Transportation Services.

Non-reimbursable
Expenses of a personal nature will be the sole responsibility of the traveler. Examples of personal expenses include, but are not limited to: childcare, pet boarding, in-room movies, and personal grooming.

Flight insurance will not be reimbursed, as coverage already exists for employees on university business.
Combining Personal and Business Travel

When personal and business travel are combined, expenses must be well documented and may not exceed the lowest available cost of travel on the direct or uninterrupted route. If the traveler uses an indirect route or interrupts travel by direct route for personal convenience, any additional expenses incurred will be the sole responsibility of the traveler. Additional costs incurred by spouses or family members will be the sole responsibility of the traveler.

No reimbursement can be made for a traveler staying at the residences of friends or relatives. Similarly, if a traveler stays with friends or relatives and then thanks them with gifts or meals, these expenses will be the sole responsibility of the traveler.

Resources

Links

- Controller's Department Travel Information
- Employee Reimbursements Tutorial
- FAQ – Air Travel
- FAQ – Lodging
- FAQ – Meals
- FAQ – Mileage
- FAQ – Miscellaneous Expenses
- Summary of Allowable Expenses
- Transportation Services
- Travel – Student Organizations
- Travel – Airfare
- Travel – Foreign
- Travel – Authorization and Funding