

TRAVEL POLICIES AND PROCEDURES

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Authorizer/Approver – Pre-Trip Travel Approval

Individuals authorized to approve business travel of others and who may also provide funding support will administer these policies and are responsible to:

- Attest that the purpose of the requested trip is valid and directly related to University business.
- Request documentation for any additional department level requirements.
- Send completed Pre-Approval

A detailed, relevant business purpose will allow for a faster reimbursement, with less chance of a rejection of your Expense R

TRIP PRE-APPROVAL REPORT

All travel and travel-related hospitality receiving University support require a Pre-Approval Report. A Pre-Approval Report is created in [Chrome River](#). Essential information for the University trip or activity is required, including traveler's name, description and business purpose of trip/event, dates, destination, etc. The funding amounts approved for University business travel will be encumbered until expenses have exhausted the encumbrance. The system automatically liquidates encumbrance after 90 days, or a request is made to release the encumbered funds.

Trip Pre-Approval Reports are submitted for various business traveler types including:

Individual Faculty/Staff Travelers

- An employee of the University traveling on University business
- Required to complete a Pre-Approval Report form for each trip
- Faculty/Staff under the Academic Affairs umbrella should refer to the [Academic Affairs Travel](#) webpage
- Employees should contact their department/college for information on internal travel processes

Athletic Teams

- Coaches and athletic teams of the University traveling for competition purposes
- May complete one Pre-Approval Report for each team trip, or may complete a Standing Pre-Approval Report for the Spring period and/or Fall period
- A separate Pre-Approval Report is required for post-season team travel

Individual Student Travelers

- A student traveling on University business, including student worker, RFW/Intramural trips
- Read Student Affairs policy on student domestic travel in the [Student Domestic Travel Policy](#)
- Required to complete a Pre-Approval Report form with assistance from the supporting department

Note: Students traveling for their own benefit will not require a Pre-Approval Report form for payment. See section on [Student Travel Award](#) for details.

Group Travelers Including Student(s)

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EventTravel

- Meetings/events hosted by the University that are off-campus (i.e. Board of Trustees meetings, Admissions receptions, etc.)
- May include travel of both employees and non-employees
- Traveler/delegate required to complete a Pre-Approval Report form for the expenses of the event
- For individual faculty/staff/students, refer to appropriate traveler type listed above

Standing Pre-Approval Reports (Mileage Log, Vehicle Rentals, etc.)

- Used for University business travel with trips that have the same business purpose and/or the same expense type for each trip
- Required to SEMI-ANNUALLY complete ONE Pre-Approval Report representing the type of standing Pre-Approval Report as directed by [Travel Procurement](#)
- Submit Expense Report for reimbursements/reconciliations on a monthly basis

Travel Procurement is responsible for the Pre-Approval Report.

[Accounts Payable](#) is responsible for the Expense Report.

Both offices provide periodic training. Guides and other helpful resources can be found at the USI [Chrome River](#) website.

TRAVEL CARD PROGRAM

USI offers the PNC Corporate Visa Travel Card ([TCard](#)) to help facilitate the payment of travel expenses for University business. The TCard, to be used for business purposes only, can be used by employees as a primary payment method for travel and travel-related hospitality

The Egencia website provides tutorials and other helpful resources for booking travel. Travel Procurement also offers training to faculty and staff. In addition, a traveler/travel arranger may contact Egencia directly to speak with a customer service agent about travel arrangements. Note: An additional fee will be charged for agent-assisted bookings. Travel arrangements through [Egencia](#) are for University approved travelers only. Egencia is not to be used for non-business approved travel.

Travel which has been charged directly to a University [TCard](#) through Egencia, or other travel vendor, must be reported on an Expense Report in order to reconcile the expenses of those directly charged items. A traveler who chooses to

AIR CLASS OF SERVICE

Travelers must book the lowest price coach class airfare that reasonably meets the traveler's schedule.

Business class is permissible when all three of the following scenarios exist:

- The destination of University business is outside the continental United States and the scheduled flight time, including stopovers and change of planes, is in excess of 14 hours.
- The funding department has adequate budget resources.
- It is clear that this form of travel is for a valid University purpose and would be the best use of the funds available.

First class fares are not permissible.

U.S. airlines must be used for all federally sponsored international air travel for grants. (Refer to the [Fly America Act](#).)

AIR TRAVEL RECEIPTS

It is preferred that faculty and staff traveling on business book business airline tickets through [Egencia](#). Airline bookings through Egencia will have an emailed receipt and will not be required to show additional evidence of payment.

The closest airport to the University is Evansville Regional airport and is therefore considered the "home" airport. Employees are eligible for airfare costs up to the cost of airline tickets for departures and returns between the Evansville airport and business destination. For those employees whose work station is not the University campus, the best reasonable airfares should be based on the closest airport to their work station.

Fees associated with flight changes may be reimbursed as long as there is a valid business reason for the change. The reason for the flight change must be included on the Expense Report.

The University will not reimburse travelers for tickets or upgraded tickets purchased with frequent flyer miles. Frequent Flyer program benefits should not be the deciding factor when selecting flights.

PERSONAL TRAVEL

Occasionally an employee may take a trip that includes both personal and business travel.

Any difference between the cost of airfare to the business destination for the business dates and the cost of the purchased flight itinerary is the traveler's responsibility.

[Travel Procurement](#) will provide a fare quote for the business destination and dates.

AIRLINE CREDITS

Unused airline tickets purchased by the University through [Egencia](#) (or other travel vendors) are tracked for use as a credit against future travel or refund. The cancelation confirmation/refund receipt should be attached to the Expense Report.

Note: Any airline credits of tickets initially charged to a grant/sponsoring agency must be reversed and appropriately charged to the departmental account for future departmental benefit/write-off.

See [CANCELED TRIPS](#) for additional information.

LODGING

The University offers a single occupancy room upon request for an approved business trip. If a request for a single occupancy room is made, then it must be granted regardless of budgetary or other considerations, and without reprisals or retaliation for making such a request. However, if faculty and/or staff traveling on University business choose to share lodging accommodations, then they will be allowed to do so except in the following two situations:

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VEHICLE RENTAL INSURANCE

Collision damage insurance (sometimes referred to as CDW or LDW), personal accident insurance (PAI), and liability insurance supplement (LIS) should be declined when traveling within the United States; if elected, such insurance is not reimbursable. However, when traveling outside the United States, this coverage should be selected and is reimbursable.

Some states and/or vehicle rental agencies require travelers less than 25 years of age to obtain insurance. If the insurance is required, then the cost is eligible for reimbursement. Questions regarding vehicle rental insurance should be directed to [Risk Management](#).

PER DIEM AND TRAVEL-RELATED HOSPITALITY EXPENSES

Per Diem is available for business trips to help supplement the cost of food purchases while away from home. Meal receipts for travel-related hospitality while in travel status are allowed in certain situations. The traveler will be notified by [Travel Procurement](#) if receipts are to be used instead of requesting Per Diem.

Those pre-approved for travel-related hospitality purchases will reconcile reasonable, non-excessive meal expenses (breakfast, lunch, dinner) incurred while traveling away from home or entertaining on University business using the Expense Report. Bnnro cunlnn (.)TJ()10.bEMC BTJp pa34xA(le)0e (le)-3 (Lpeip)2.2 Pelupynnep9ra816.1[s]-4.3dn (.1.2 (n)-0dBT.

RECEIPT REQUIREMENTS FOR APPROVED TRAVEL-RELATED HOSPITALITY

Itemized receipts must be submitted⁴.

For receipts to qualify under the accountable plan as a tax-free reimbursement, the traveler must provide a business purpose as well as the names, positions/titles, and the organizational affiliation of those attending the meal. This information is required as an entry on the Expense Report.

NOTE: Documents required in [Chrome River](#) are scanned images that are uploaded or emailed to a traveler's Chrome River account for attachment to the Expense Report electronically. It is required that the submitter retain original receipts for two fiscal years.

IMPORTANT: Alcohol charges are not allowed on the University [TCard](#). Travelers should obtain separate billings for alcoholic beverages and other food/drink from the food provider.

TIPS

Tips are reimbursable for normal services associated with business travel such as travel-related hospitality meals, taxis, etc. Tips should be reasonable (typically 15-20%). Any unusual amounts should be explained and approved by the Manager of Accounts Payable. Tips should be included on the traveler's receipt and should be documented on an Expense Report.

CONFERENCES AND PROFESSIONAL MEETINGS

The conference agenda or a meeting schedule is to be submitted with the Expense Report to support the business purpose of the trip. The entire conference agenda need not be attached; the most important pages are those containing the location of the conference, the schedule and the meals provided. It is helpful to also include pages pertaining to the traveler's involvement at the conference (e.g., as a speaker or panel member).

HELPFUL TIP: Be sure to attach the conference agenda. The failure to attach a conference agenda is the most common cause for delay in processing an Expense Report.

See section on [Lodging](#) for hotel information.

If meals are included in the conference fee but the traveler chooses to eat elsewhere, such expenses are not reimbursable. Any exception request to this policy must include a full explanation as to the business reason the traveler did not attend the provided meal. Per Diem reimbursement is reduced by meals included in the registration cost.

Many conferences offer optional recreational events for attendees for an additional cost/fee. A business purpose indicating the benefit to the University must be provided in order to obtain reimbursement for such events. Should the event be processed with University payment, reconciliation/reimbursement of such events will be treated as compensation, subject to required payroll tax withholding, and reported to Human Resources to review for possible inclusion on the employee's Form W-2.

⁴ Refer to [Schedule B – Travel and Expense Report Supporting Documentation](#) for required documents based on purchase method.

REGISTRATION AND MEMBERSHIPS

Registration is to be purchased using the individual traveler's [TCard](#) when vendors accept credit card payments. If a vendor requires payment by check/ACH, the traveler/delegate will need to complete an Expense Report in

Reconciliation/reimbursement for meals, lodging, and expenses other than for transportation is generally limited to those normally incurred during the time applicable to commercial air transportation. A financial manager can approve reconciliation/reimbursement of expenses incurred outside this time period if the University requires automobile travel (e.g., for the transportation of equipment or lab samples) or if the overall cost of the trip to the University is less than commercial air costs.

ELECTRONIC TOLL PASSES (I-ZOOM, I-PASS, ETC.)

The University will reimburse for actual tolls incurred for business purposes, whether paid via cash or electronically. Electronic toll expenses can be supported by reduction in prepaid balance amounts documented by statements available online from vendors such as i-Zoom, I-Pass, etc. The University will not reimburse individuals for the cost or deposits required on these various vendor's (i-Zoom, I-Pass,

All program directors responsible for USI student or faculty travel abroad must adhere to the USI policy regarding Study Abroad and Faculty-Led Travel programs. Read the policy in the program manual, [Planning a Safe Trip Abroad](#).

Additionally, the STEP (Smart Traveler Enrollment Program) is a free service provided by the U.S. Department of State which allows the traveler to enroll their trip with the nearest U.S. Embassy or Consulate. Benefits of this enrollment include receiving important information from the Embassy about safety conditions in your destination country, help the U.S. Embassy contact you in an emergency and help family and friends get in touch with you in an emergency. USI strongly encourages all travelers to enroll

Once completed, the report will forward through the online process to [Accounts Payable](#). Under normal circumstances a properly completed Expense Report submitted to the Accounts Payable Department will be processed within two weeks upon receipt in Accounts Payable. If Accounts Payable is required to seek additional information or return a report which does not have adequate support or proper approval, the reconciliation/reimbursement process will likely be delayed. Reimbursements to employees are processed as direct deposits for those who have a valid direct deposit on file for payroll purposes.

IMPORTANT: A single Pre-Approval Report form may be tied to several Expense Reports.

ExampleAn individual traveler/delegate would complete ONE Pre-Approval Report form, which will have an assigned trip number. All expenses associated with this trip will use this trip number as a reference in order to capture the expense of the entire trip. The traveler may have pre-trip costs of registration fees and airfare to allocate BEFORE the trip occurs, so the traveler/delegate would complete an Expense Report tied to the Pre-Approval Report form. The traveler will also have expenses incurred during the trip and will need to allocate the expenses to the trip. Example: A traveler/delegate would complete one Pre-Approval Report form for a trip to New York City. The traveler/delegate would complete an Expense Report for the trip, which would include pre-trip costs (e.g., registration fees, airfare) and trip expenses (e.g., hotel, meals, transportation). The traveler/delegate would allocate all expenses to the trip number assigned to the Pre-Approval Report form.

SCHEDULE A – TRAVEL BUYER GUIDE

SCHEDULE D – CONTACT INFORMATION

Travel Procurement

- Account Creates in [Chrome River](#)
- [Egencia](#)
- General Travel Policy
- [How to Purchase Travel](#)
- [PNC Visa Travel Card Program](#)
- Pre-trip Process in Chrome River

Susanne Stanley, Travel Manager at 812-464-1910
Tricia Tieken, Senior Travel Buyer at 812-465-1058

Accounts Payable

- How to Request a Reimbursement
- Post-trip Process in Chrome River
- Reconciliation of Travel Purchases
- Travel Advance – limited availability

Andrew Smith, Staff Accountant, Accounts Payable and Tax Accounting at 812-461-5441

Tax Accounting

- Payments to Foreign Visitors
- Specific Tax Questions

Andrew Smith, Staff Accountant, Accounts Payable and Tax Accounting at 812-461-5441

Risk Management

- Injuries, Illness or Death while in Travel Status
- International Travel Risk Reports
- Vehicle Rental Insurance
- Vehicle Safety Policy and Driver Authorization

Phone: 812-465-7003
Email: USI1riskmgt

Grant Accounting

- For specific questions regarding a grant account

Phone: 812-464-1967

Center for International Programs

- For questions about faculty-led travel abroad

Melissa Gonnerman, Associate Director of the Center for International Programs
Emi Zlatkovska, Executive Director for International Programs

SCHEDULE E – USEFUL WEBSITES AND FORMS

- [Academic Affairs Travel](#)
- [Accounts Payable](#)
- [BuyUSIN-6](#)