

The University of Scranton  
Travel Policy

requirement for the University to obtain records that prove the time, place and business purpose of the travel.

## Records and Reimbursement

### Receipts

Dated original receipts or invoices for expenses must be included with expense reports. Monthly credit card statements are not considered to be itemized receipts for any expenses. However, the cardholder's copy of the charge form obtained at the time the charge is made will be accepted as documentation for meal payments. In all other cases, the following original documentation must be submitted for reimbursement:

#### x Transportation Tickets

Passenger copies of air, rail, boat, and bus tickets and confirmation statement if tickets were purchased online must be attached to the Travel Expense Report as applicable.

#### x Car Rentals

Car rental agreements or invoices must be attached to the Travel Expense Report as applicable.

#### x Lodging

Lodging bills/folios are required. Written confirmations with room pricing will be acceptable from hotel discounters when payment is made in advance of stay. Meals and incidentals on lodging bills must be itemized separately. When the method of per diem for meals is chosen, there will be no reimbursement of meals charged to the lodging bill.

#### x Other Expenses

Original receipts or invoices for other expenses are required. In the event that an original receipt has been lost or misplaced, a Missing Receipt Affidavit must be complete. Note



## Meals Included in Registration Fees or Paid by Others

In those cases where ~~certa~~ meals are included in registration fees or ~~paid~~ by others, the less-than-full-day travel Per Diem rates apply. If the traveler is unable to eat the meal provided, Per Diem Rates apply.

If the traveler does not eat a meal included in the registration ~~fee~~, this should be noted on the travel expense report for reimbursement. If the cost of the meal exceeds the Per Diem rate, a dated itemized receipt must be included.

## Alcoholic Beverages

The cost of alcoholic beverages, except as covered under Policy Statement on Entertainment, is not a reimbursable expense.

## Lodging

Lodging arrangements are the responsibility of each traveler. Lodging expenses should not exceed the normal corporate rate for a single room. It is expected that the traveler will exercise conservative judgment in the selection of a place to stay. Room movie charges are not reimbursable.

## Discounts

Some hotel chains offer university discount rates. You should always inquire if a hotel offers a corporate rate or if there is a special ~~corporate~~ rate. Your travel agent may also be able to obtain a lower room rate.

There are also a number of hotel discounters that can offer bargain hotel reservations online. These discounters can be accessed through the Internet. Hotel discounters often have more stringent cancellation policies and will bill your credit card for the room rate in advance of your stay. Be sure to keep your confirmation statement ~~email~~, which includes the room rate since this document must be attached to your Expense Report. All claims for lodging reimbursement must to4(n be50 Tw 12 i12 i12 iB re f oTh)4(I 0 308.04





1. The University Purchasing Card
2. The University has an established procedure with the preferred travel agent, Travelworld, to charge travel reservations directly against their University budget. This option is not available for the faculty travel charged to the faculty travel budget.
3. Travelers can use their personal credit card and receive reimbursement when they submit a Travel Expense Report

### Travelworld Airline Ticket Reservation Process

In order to expedite the processing of travel, reduce paperwork, and provide a convenient way to charge airline tickets, the University has established a charge account with Travelworld.

1. Authorized faculty and staff can charge travel reservations directly against their University budget by providing their name and the fund/organization to which their travel will be charged.
2. Travelworld will check the name of the requester and the fund/organization against a master list provided by the University. In those cases where a person is not listed as a University employee or a budget code cannot be referenced, they will refer the call to Purchasing for clarification before a reservation is made.
3. Travelworld provides Purchasing with the pending reservation information which is then emailed to the budget supervisor of the budget to be charged notifying them of the pending charge amount, identifying the traveler and the travel agenda. The approved return email from the budget supervisor becomes the written authorization to accept the charge.
4. Travelworld sends a travel itinerary, which includes the electronic ticket information codes, to both the traveler and Purchasing.
5. Airline tickets are charged against a special University Purchasing Card that is reconciled by Purchasing against the appropriate University budget.

### Flight Insurance

Major credit cards should be used to purchase airline tickets since they generally provide flight insurance or the option to purchase flight insurance.

The University of Scranton's JPMorgan Chase Purchasing Card automatically provides travelers with \$250,000 of coverage for accidental death or injury when used to purchase airline tickets. This coverage also applies to tickets charged to Travelworld to University budgets.

If you decide to use a personal credit card for airline tickets, contact your Card provider

## Private Automobile

The use of a private automobile is discouraged, except for regional or for travel of one day or less. The driver of a private vehicle on University business must be at least 21 years of age and be covered under a policy which includes comprehensive and liability insurance. The University will pay the Standard Mileage Allowance rate per mile as determined by the [GSA Current Mileage Reimbursement and Automobile-related Expenses](#) as outlined below for official travel by private automobile based on the actual driving distance by the most direct route.

1. Standard Mileage Allowance- The standard mileage allowance is in lieu of all actual automobile expenses such as fuel and lubrication, towing charges, physical damage to the vehicle, repairs, replacements, tires, depreciation, insurance, etc. Standard Mileage allowances should be applied to all personally owned vehicle travel.
2. Automobile-related Expenses In addition to the standard mileage allowance, necessary and reasonable charges for the following automobile-related expenses are allowed: tolls, ferries, parking, bridges, and tunnels. Traffic ticket and parking ticket expenses will not be reimbursed.

The University will not reimburse employees for commuting expenses between home and The University. Where the employee has a temporary assignment away from campus, reimbursement will be made for mileage between the campus and the assignment location or home and the assignment location, whichever is less.

The University does not provide comprehensive or physical damage coverage for privately owned vehicles, but will reimburse the owner for the deductible portion paid by the owner when a private vehicle is involved in an accident while being used on University business. The University will also provide liability protection as excess coverage only after the private owner's personal liability insurance limits are exhausted. In the event of an accident involving injuries or damages to other persons or property while a privately owned vehicle is being used on University business, the employee must notify the University Treasurer's Office at 974-413 as soon as possible within 24 hours, in addition to notifying their insurance company. Such notification is necessary to provide for any potential involvement of the University.

## Automobile in Lieu of Commercial Air

When a personal automobile is used in travel, for which air is generally most appropriate and cost effective, reimbursement will be the actual miles the automobile is driven at the standard rate per mile, but in no case will the reimbursement exceed the most economical airfare available at the time of travel plus any applicable ground transportation expense to the authorized destination. Lodging, meals and miscellaneous allowance incurred directly as a result of driving rather than flying will be included in the cost analysis and may not be reimbursable.



To calculate the equivalent airfare, the most economical airfare provided [www.travelocity.com](http://www.travelocity.com) with one month of advance booking will be used for comparative purposes or other online travel company designated by A/P as necessary if Travelocity is no longer available. If two or more people travel by automobile for business purpose, the equivalent airfare calculation is the sum of the airfare plus ground transportation costs for all of the travelers.

Individual or extenuating circumstances may necessitate employee travel via automobile. The use of a personal vehicle that is subject to approval by the Faculty Travel Committee or an administrator will be determined through the Faculty Travel Committee review process or an Administrator, as appropriate. The Faculty Travel Committee or an appropriate administrator may authorize full reimbursement for the actual miles the automobile is driven at the then standard rate per mile. All travel reimbursements for faculty travel must meet IRS guidelines.

#### Two or More People Traveling Together

Because private automobile expenses are to be reimbursed to the owner for the use of the vehicle, mileage and related expenses are payable only to one of the two or more persons traveling together in the same vehicle.

#### Automobile Travel by Rented Vehicles

The University has discount agreements with major automobile rental agencies. Automobile rental agreement numbers may be obtained by contacting the Purchasing Department. The University will reimburse the traveler for the cost of renting a compact or mid size, including gasoline expenses. The Standard Mileage allowance method of reimbursement cannot be used for rented vehicles.



Cash advances will be authorized for official University travel, but will not normally exceed \$200.00. Requests for travel advances must be made to Accounts Payable by a

## Grant and Contract Travel

Payment of travel expenses from special grant or contract funds will be made in accordance with provisions of the grant or contract where such instruments specify travel regulations. If no travel provisions are specified in the grant or contract, expenses will be reimbursed in accordance with the University regulations.