Auxiliary Services Travel Guidelines

University Policy applies in all instances; these guidelines are specific to Auxiliary Services and meant to augment University Policy, not supersede it. University Travel Policy: http://www.policy.umn.edu/Policies/Finance/Travel/TRAVEL.html

Pre-approval
Travel requiring an overnight stay must be pre-approved by the AVP of Auxiliary Services. Travel rationale and select estimated expenses need first be submitted to the AVP by the Department Director using the Auxiliary Services AVP Pre-approval form. Submit one form for each trip/conference/event. Once AVP has approved, the traveler is authorized to complete a Chrome River (CR) Pre-approval. Pre-approvals route to the individual’s supervisor. Supervisors are authorized to approve since AVP approval has been received, and then the traveler is authorized to book travel.

Expense Report Approval
Expense Reports in CR route to the person’s supervisor and then to the designated financial approver. Approvers should assign a vacation alternate when they will be unable to approve expenses.

Use this guide when entering pre-approvals and expense reports into Chrome River:

<table>
<thead>
<tr>
<th>AVP/CR Pre-approval</th>
<th>CR Trip Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overnight Stay, Outside of MN</td>
<td>Y Int’l or Domestic</td>
</tr>
<tr>
<td>Overnight Stay, within MN</td>
<td>Y MN</td>
</tr>
<tr>
<td>No Overnight Stay/Local expenses</td>
<td>N Non-Travel*</td>
</tr>
</tbody>
</table>

*Includes local mileage or parking expenses not involving an overnight stay.

Form of Payment
- The Travel Card (T Card) is the preferred form of payment for travel expenses, except where personal booking results in savings to the University, i.e., baggage or other fees waived.
- The travel card cannot be used to pay the expenses of others; only the traveler to whom it is issued.
- An itemized receipt for purchases over $25 is required regardless of form of payment (except travel-status meals)

<table>
<thead>
<tr>
<th>T Card</th>
<th>P Card</th>
<th>Out of Pocket</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>Preferred</td>
<td>Allowable</td>
</tr>
<tr>
<td>Lodging</td>
<td>Preferred</td>
<td>Not Allowed</td>
</tr>
<tr>
<td>Other Travel (Conf Reg, Rideshare, etc.)</td>
<td>Preferred</td>
<td>Allowable</td>
</tr>
<tr>
<td>Meals in Travel Status</td>
<td>Not Allowed</td>
<td>Not Allowed</td>
</tr>
</tbody>
</table>

*Reimbursable by claiming per diem

Transportation
University Policy – “Employees are expected to choose the least costly method of transportation that meets the traveler’s schedule and business needs.”

Air Transportation
- University earned frequent flyer miles are tracked by the employee and used on future University business. Travelers who take no more than 2 trips per year do not need to track frequent flyer miles.
- Baggage fees are allowable.

Ground Transportation
- Taxi fares, trains, rideshare, shuttles, rentals, etc. are allowable.
- If driving to and parking at the airport, use University mileage rate plus parking fees.
- If you are dropped off and picked up from the airport you are allowed reimbursement for the mileage to and from the airport for both the outgoing and returning flight.
Conferences
- University Policy – “Meals included with a conference will not be reimbursed.” Attach conference agenda (which includes scheduled meals) to the CR expense report.
- For other do’s and don’ts, see also the Auxiliary Services “Responsible Buying Guidelines” document.

Lodging
- Recommended – use conference rate at selected hotel. If not, use closest, least expensive option (but only up to 150% of the lodging rate for that city as referenced on the GSA website).
  - If non-conference domestic lodging rate falls outside of the University guidelines (including if the hotel is sold out of the conference rate block), the traveler must document the situation in the Request for Lodging Exception form, obtain Director approval prior to booking, and attach the form to their expense report.

Meals
- Per Diems (for meals and tips) are to be used for reimbursement purposes. Per Diems for particular cities are listed on the GSA website and accessible within CR. Meals should be paid out of pocket, not on the T Card, and receipts are not required for reimbursement.
  - First and last days of travel are reimbursed at 75% of the daily per diem.
    - If the meal is provided on the first or last day of travel, the per diem should be reduced by the meal provided, then multiplied by 75%.
  - University Policy – “Meals included with a conference will not be reimbursed.” Attach conference agenda (which includes scheduled meals) to the CR expense report.
- Group Meals – If two or more employees dine together it is recommended that they request separate checks, or one pays and the group “work it out” after reimbursement.

Incidentals
- Receipts are not required for reimbursement of incidental expenses that are included in the daily per diem.
- The incidental portion of per diem can still be reimbursed for days where meal per diem is not claimed because meals are provided by the conference.

Gratuities
- University Policy – Gratuities cannot exceed 20% (they may be rounded to the nearest whole dollar).
- University Policy – Gratuities for baggage carriers, bell hops and hotel maids are included in the incidental portion of the daily per diem, and should not be submitted or reimbursed as a separate expense item.

Receipts
Receipts are not required for expenses less than $25.

Saturday Night Stay Over (employee choice)
If all associated trip costs (meals, lodging, transportation, etc.) for a Saturday night stay are lower than the trip costs to return on Friday, then the employee can document the trip costs, highlight the savings and stay the additional night on their own time.

Reimbursement and T Card Processing
- Reimbursement requests for out of pocket expenses should be made within 30 days of the conclusion of travel.
- Late reimbursement requests will be routed to the Chief Financial Manager of University Services.
- T Card transactions should be verified and approved within 30 days of it becoming available in Chrome River.

Work Week
There are instances when employees will be traveling on the weekend or attending conferences that extend beyond normal working hours. In these cases the employee will be paid for their normal work week.

Cash Advances
If an employee is requesting an advance it needs to be elevated/reviewed by the AVP with an explanation as to why an advance is needed.