

## College of Health Sciences Travel Tips

### General Travel Tips:

- Travel Authorization forms must be turned into the Business Office prior to any charges being placed.
- Must submit original receipts for reimbursement (parking, taxis, baggage fees, etc).
- Travel Reimbursement forms must be turned in to the Business Office within ten working days of completion of travel.

### When you can't use the Procard:

- When combining personal and business travel on an airline ticket.
- When purchasing airline tickets via outside vendors (Expedia, Travelocity, Orbitz, etc).
- When companion travelers are traveling with the employee, their ticket must be purchased with a personal credit card. If you go thru Avant, you can make the reservations at the same time, and give them two different credit card numbers.

### Personal Travel:

- In all cases that personal and business travel are combined on an airline ticket, a valid airfare cost comparison must be secured for what the airfare would cost if the traveler were only flying on official UK business.
- When combining personal with business travel, all travel expenses must be paid using personal funds, not a Procard, except conference registration fees and lodging expenses for the nights related to the business purpose of the trip.
- You will only be reimbursed for a single room rate on any lodging expense (hotel receipt must show single rate).
- 

### Mileage Reimbursement:

- The current reimbursement rate for a privately owned vehicle is 55.5 cents per mile.
- Mileage reimbursement shall not exceed coach fare (attach cost comparison).
- To obtain travel mileage use MapQuest, attach documentation of mileage to Request for Travel Reimbursement.
- If you use a rental car, you don't get reimbursed for mileage, you are reimbursed for actual gas charges (with original receipts).

### Air Travel:

- All international flights must be in compliance with the Fly America Act. In order for this to happen the code of a US flag carrier must be part of the flight number indicated on the airline ticket. Please see E-5-1, VI.A.3 for more details.
- It is preferred that you use contracted vendors and pay with Procard when booking airline travel.

When to get a cost comparison:

- In order to be reimbursed for airline tickets booked outside of UK authorized travel agents must obtain comparison fare for the same date and time of travel from Concur Travel and must be completed on the same day the original ticket was booked.
- In all cases that personal and business travel are combined on an airline ticket (must be paid for on their personal credit card).
- When the employee chooses to drive instead of fly (in excess of 400 miles one way).
- When booking airline travel through an alternate vendor (must be paid for on their personal credit card).

Cost comparison tips:

- A cost comparison should be obtained from Concur Travel and it must be attached to the Request for Reimbursement form.
- The cost comparison must show an itinerary with the same dates, the same travel destinations, and the same approximate time of departure as the ticket purchased from the alternative vendor.
- The cost comparison must be the first page of available itineraries from Concur Travel, which also shows the search parameters used.
- The cost comparison must be printed on the same day the ticket is purchased.

Lodging Tips:

- Reimbursement for lodging shall not exceed the cost of a single room rate. Employees sharing lodging shall be reimbursed one-half of the room charge.
- Generally the University does not pay lodging expenses for an overnight stay within forty miles of the employees official workstation or home.
- Telephone and internet costs for necessary official University business shall be reimbursed.

How does per diem work:

- Subsistence cannot be claimed for meals included in registration fees. To determine meals reimbursement obtain conference brochure.
- Subsistence is not paid for breakfast or lunch on in-state travel unless employee's authorized work required an overnight stay at a location more than forty miles away from home or workstation.
- Subsistence for dinner on In-state travel does not require an overnight stay, but must be in travel status throughout the time frame established for dinner.
- Subsistence reimbursement for meals requires the employees to be in travel status for the entirety of the time frame established for the meal (Breakfast 6:30 thru 9am, Lunch 11 thru 2 pm, Dinner 5 thru 9pm).
- Subsistence rates are based on the location where the employee spends the night.