

University of Montevallo Travel Procedures – July 1 2018

<https://www.montevallo.edu/about-um/administration/business-affairs/forms-and-procedures/>

PAYMENT FOR REIMBURSEMENT OF INDIVIDUAL TRAVEL EXPENSES

- ❖ Prior to traveling, approval to be away from campus must be obtained in accordance with established procedures.
- ❖ Approved travel authorizations provide necessary documentation for State compliance and the University's insurance program.
- ❖ The guiding principle behind the policies and procedures governing travel is to travel responsibly. The word "responsibly" means that the traveler exercises the same care in incurring expenses for travel in service of the state that a prudent person would exercise if traveling at personal expense.
- ❖ Traveler must complete the **In-State, Out-of-State, & International Travel Authorization Form**. The University will reimburse for travel, entertainment, and business expenses to ensure compliance with Federal and State laws as well as University policies and procedures.
- ❖ All meals and incidental expense (M&IE) reimbursements paid for business travel that does not require an overnight stay are taxable through payroll and will be included on employee's W-2 for calendar year tax reporting purposes.

1. IN-STATE PER DIEM TRAVEL

- Expenses should be itemized on an ***In-State Travel Reimbursement Form***.
- The travel reimbursement request form must be signed by the traveler.
- The points of travel be shown for reimbursement of mileage and notated by city.
- The hour of departure from and the hour of return to base should be shown on the travel expense form ONLY when the employee is away from base for six hours or more and is entitled to per diem. These times should be notated in the standard time format, not military time.
- Emergency and necessary expenditures incurred in connection with travel require supporting documentation and should be held to a minimum. Any expenses not related to travel should be submitted on an ***AP Request for Payment Form (RFP)*** and not on a travel reimbursement form.

a. Per Diem Allowance and Providing Meals with Public Funds

- The current allowance, effective July 1, 2018, for overnight per diem is \$85.00 or \$100.00 per day, depending on the length of the trip. For travel requiring one overnight stay the traveler will be paid \$85.00 per day. For travel requiring stays of two or more nights, the traveler will be paid \$100.00 per day.
- No travel allowance will be paid for a trip of less than six hours' duration.
- For travel that does not require an overnight stay, the traveler is entitled to be paid a meal allowance of \$12.75 (15% of the regular per diem rate of \$85.00) for a trip of six to twelve hours' duration.
- For travel in excess of twelve hours' duration the traveler is entitled to be paid \$34.00, which represents one meal allowance and one-fourth of the per diem allowance.
- No meal allowance will be paid if the traveler remains in the city where his/her primary residence or work base is located.
- Meals and incidental expense (M&IE) reimbursements for travel not requiring an overnight stay will be treated as taxable income per IRS.

b. Reimbursement for Mileage Expenses

- Effective January 1, 2019, persons traveling on official business for the state or university in privately owned vehicles shall receive \$.58 per mile in lieu of their actual expenses for transportation.
- Mileage allowance is allowed from employee's work base to destination and return or for miles actually traveled from primary residence to destination and return whichever is less.
- Mileage is to be reported in whole miles, rounded to the nearest whole number.
- The reimbursement rate for mileage expenses is equal to the mileage rate allowed by the Internal Revenue Code for income tax deductions.

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c. Receipts and proof of payment required to support these expenses

- Registration fees
- Miscellaneous expense receipts must be itemized
- Operating expenses of state-owned
- Travel related fees such as parking toll and/or taxi fees

Note: In the event of a lost receipt, **Travel Reimbursement Lost Receipt Report** must be completed and attached to travel reimbursement form.

2. OUT-OF-STATE, INTERNATIONAL, AND IN-STATE TRAVEL QUALIFYING FOR ACTUAL AND NECESSARY EXPENSE REIMBURSEMENT

a. Travel Expenses for In-State Actual, Out-of-State, and International

- Individuals traveling out-of-state and internationally in service of the state or in-state to attend or assist hosting a national, regional or state conference will utilize the **Out-of-State, Qualifying In-State, & International Travel Reimbursement Form** to submit reimbursement requests.
- Requests for reimbursement should include all required forms, receipts, itineraries and other required documentation.

b. Meals and Incidental Expenses.

- Individuals traveling under this section will receive a daily per diem for meals and incidental expenses (M&IE) based upon the location (city) of duty in an amount that corresponds with the U.S. General Services Administration M&IE per diem rates for the continental United States (CONUS).
- A traveler will not be required to submit receipts for these items nor will they be allowed to claim any extra expense related to them.
- Incidental expenses include tips and service charges related to lodging baggage and transportation.
- On the first and last days of business travel, the traveler will be entitled to per diem for M&IE at a rate of seventy-five percent (75%) the daily rate. For all other days for which the individual is traveling full per diem for M&IE will be paid. M&IE will not be paid for personal days.
- Travel-related expenses other than meals and incidental expenses require a receipt for reimbursement of actual expenses.

c. Departure and Return.

- An individual traveling under this section will be allowed to depart work base one day before the event for which the individual is traveling begins and return to work base one day after the event concludes regardless of the event start time or end time if it is determined by the department head to be necessary.
- Department heads are expected to exercise good judgement and sound fiscal policy when approving travel departure and return dates. The University may require written justification in cases where departure and return dates appear excessive.

d. Social Events & Activities.

- Individuals traveling under this section will be allowed to participate in social events or activities that are part of the event for which the individual is traveling (i.e. a conference sightseeing activity) so long as the cost of the social event or activity is included in the overall cost of the conference registration fee.
- The State will not pay additional fees for a traveler to attend such events. Additionally, if the social event or activity required additional time away from work base that would not occur but for the social event or activity, the travel pre-approval must include written justification from the department head.

e. Baggage.

- The state will reimburse baggage fees charged by commercial carriers based upon the duration of travel.
- For trips that last two nights/three days, the state will reimburse a traveler the actual cost for one checked bag.
- For trips that last three nights/four days to six nights/seven days the state will reimburse a traveler the actual cost for two checked bags

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- For trips that last longer than seven days, the state will reimburse a traveler the actual cost for two checked bags plus the actual cost of laundry service.
- A traveler will be required to submit receipts for the cost of checked baggage and laundry service if applicable, to be reimbursed.
- If a traveler is entitled to reimbursement for two checked bags (i.e. if a trip lasts three nights/four days or longer) but instead chooses to check one overweight bag the state will reimburse the actual cost of the overweight fee provided that it does not exceed the cost of checking a second bag.
- Receipts for the cost of overweight baggage are required for reimbursement.
- Tips for skycaps or baggage handlers are included in per diem for M&IE and will not be reimbursed as a travel-related expense.

f. Transportation.

- The traveler is responsible for selecting the mode of transportation, preferably the least costly to the State and obtaining approval from department head.
- The traveler is entitled to reimbursement for actual and necessary expenses incurred based on the authorized mode of transportation.
- If a travel scenario exists that is not specifically addressed in the following policies and procedures, department heads will use discretion in deciding whether to approve a mode of transportation considering the best interest of the state and sound fiscal judgment.
- For short distance travel (i.e. less than 8 hours travel time via vehicle), the order of preference for mode of transportation is: 1) a university-owned vehicle; 2) the traveler's personal vehicle; and 3) rental vehicle through UM State approved rental company.
- Commercial airfare may be utilized for long distance trips.
- Personal or rental vehicles may be utilized for long distance trips only if the mileage cost for the trip is less than the cost of a round-trip commercial airline ticket or motor pool costs to the travel destination. **The Mileage in-Lieu of Airfare Worksheet Form** must be completed and included with travel reimbursement form.
- A department head may pre-approve up to \$150 for a traveler to utilize local transit such as taxi or subway service while at the travel location. A traveler must submit receipts for local transit in order to qualify for reimbursement.
- A traveler who spends more than \$150 on local transportation may be reimbursed for actual expenses in excess of \$150 by providing receipts and additional written justification for the local transit in excess of the pre-approved amount.
- If a traveler has a university-owned, personal or rental vehicle at the travel site, the traveler may still be authorized by the university to utilize local transit during the travel provided that the use of local transit is work-related, reasonable, and not excessive. In cases that qualify for reimbursement, a traveler will be expected to provide an explanation for the expenditure, provide receipts, and will be reimbursed for actual expenses incurred.
- The State will reimburse reasonable parking fees. A department head should only authorize self- parking unless valet parking is 1) the only option available; or 2) no more costly than self-parking; 3) medical safety or other reasons justify paying for alternative parking options. If other than self- parking is authorized, the reimbursement should contain an explanation and justification for incurring a greater expense for parking.
- Tips related to transportation (shuttle, UBER, Taxi) are included in per diem for M&IE and will not be reimbursed as a travel-related expense.

g. Mileage Expenses.

- Effective January 1, 2019, the mileage reimbursement rate is \$.58 per mile.
- The approved electronic map with mileage calculation must be attached.
- Mileage reimbursement must be approved by the department head.
- Mileage is to be reported in whole miles.
- The total number of miles is to be calculated and then multiplied by the current mileage rate for the entire travel statement.

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h. Lodging.

- A *traveler* should stay at the hotel that is hosting the conference or event for which travel occurred and obtain the government or conference lodging rate.
- A traveler may choose a less-expensive hotel provided that the choice of hotel will not substantially increase transportation costs.
- Incurring lodging costs that exceed the conference or government rate must be justified in writing and approved by the department head prior to travel.
- Tips for bellhop and maid services are included in per diem for M&IE and will not be reimbursed as a travel-related expense.

i. Receipts and proof of payment required to support these expenses

- Commercial transportation (economy fare), vehicle rental (the State does not pay for rental insurance) and gasoline purchases.
- Motel / hotel lodging (single rate only).
- Registration fees – include itemized breakdown if applicable.
- Operating expenses of state-owned vehicles such as gasoline oil and emergency repairs.
- Travel related fees such as parking toll and/or taxi fees and miscellaneous expenses. Receipts must be itemized. Taxi fees should be shared whenever possible during an event.

Note: In the event of a lost receipt, **Travel Reimbursement Lost Receipt Report** must be completed and attached to travel reimbursement form.

Other Travel Reimbursement Notes

- The general rule is that the State may not purchase meals for state employees using public funds. However there are limited exceptions to the general rule. The State may provide meals when an employee is required to attend training sessions, seminars, or other like group functions or when an employee is required to remain at their duty station to prepare for or respond to an emergency event. Public funds may also be used to pay for meals and refreshments served at a business meeting when the meeting lasts all day and the participants work through lunch. Food may be provided for shorter meetings when the employee would otherwise be entitled to a per diem allowance. If a meal is provided, the state employee may not claim a meal allowance and the cost of the meals and refreshments provided throughout the day may not exceed the amount allowable to an individual employee for in-state travel.
- An employee who is either called in after hours or required to work on scheduled off days due to an emergency or other exceptional duty, is entitled to reimbursement for necessary commute mileage incurred in the performance of that duty. When this occurs, it should be notated on the travel form so that it is verified that only "allowable" commute miles are being claimed.
- If the individual's travel is interrupted for personal convenience or through the taking of leave the travel allowance may not exceed the costs that would have been incurred for authorized uninterrupted travel. This has been interpreted by the Attorney General as applying to mileage and per diem. The mileage claimed can only be the amount claimed had the traveler left and returned to their base.

If you have any questions, please email travel@montevallo.edu or call Alicia Smith at 665-6064.