

Community Health and Family Medicine Travel Guidelines and Procedures

Step 1

Request for Travel Approval form— Prior to travel, a Request for Travel Approval form must be completed and signed by you and your Clinic Manager. Travel requests must be submitted no later than 30 days prior to the first day of travel, but should ideally be submitted as soon as one knows that one will be traveling.

If registration prepayment is requested, please include your completed registration form along with the Request for Travel Approval form. Also include a program brochure and/or agenda along with the request to assist with the reimbursement process. Request for registration prepayment must be received no later than two weeks prior to the registration deadline to allow sufficient time for approval. Traveler will be responsible for any additional fees incurred as a result of a tardy travel request.

For airfare, tickets must be purchased 30 days in advance and paid out-of-pocket. Travelers are encouraged to shop around for low cost tickets. The University will only reimburse the full cost of coach/economy airfare, so please keep this in mind as you make your reservations. Neither trip insurance nor booking fees are reimbursable. If taking vacation before or after business travel, a flight cost comparison is required for reimbursement.

If driving a personal vehicle, the University reimburses \$0.445/mile. The University places some restrictions on the use of rental cars and abides by state contracts that may affect reimbursement, so please double-check guidelines prior to travel and coordinate car rentals with the fiscal office.

Meals (Domestic and Foreign)

The following amounts for meals are reimbursed while traveling on official University business. Any meals provided by the conference will not be reimbursed.

Breakfast	\$6
Lunch	\$11
Dinner	\$19

The following is the standard time table for meal rates:

Breakfast:	When travel begins before 6am and extends beyond 8am
Lunch:	When travel begins before noon and extends beyond 2pm
Dinner:	When travel begins before 6pm and extends beyond 8pm

The \$36 per day meal rate *does not* pertain to foreign travel. Foreign travel meals are still reimbursed based on the General Services Administration's "Foreign Per Diem Rates".

Step 2

Travel Reimbursement form– Upon completion of travel, a travel reimbursement form must be completed and submitted with documentation within two (2) weeks.

Please remember to return an itinerary from the conference and **original receipts**, with hotel bill (folio), airfare, registration, etc. showing proof of payment in order to avoid a delayed or limited reimbursement. You may only be reimbursed up to the conference negotiated hotel rate for single occupancy, plus applicable taxes and fees. Mileage, coach airfare, taxi, and parking expenses are reimbursable when reasonable. Meals are dependent upon times of travel. Receipts are not required for meals or incidentals under \$25.00 (parking, tolls, taxi, etc.). Note that the University places some restrictions on the use of rental cars, so please double-check guidelines and coordinate with fiscal office to avoid a limited reimbursement. Along with the original merchant receipts/invoices, please submit the following:

If paid by credit card – a copy of the credit card receipt or a credit card statement.

If paid by personal check – a copy of the check showing that it has cleared
(Your financial institution can supply copy when requested.)

If paid in cash – a copy of the cash receipt

If the merchant receipt/invoice **clearly states the bill was paid directly by you**, then you do not need to include the above.

Per Internal Revenue Service (IRS) Publication 463, the amount ultimately paid to the employee for travel that is not submitted and approved within 60 days will be included in the employee's annual W-2 as taxable income.

Step 3

Travel Expense Report – After reimbursement request, receipts, and supporting documentation are received and processed, a Travel Expense Report will be sent to you via e-mail or DocuSign. Please review the expense report for accuracy, sign and date the form, and return to sender.

Please refer to the travel section of the Faculty Manual for more in depth descriptions and definitions.