

Procedure No. 410.1

Area: Finance

*Original signature is on file in
Administration & Finance*

Adopted: September 18, 1998

Certified by _____
Dr. Cynthia Jackson- Hammond
University President

Revisions Adopted: June 9, 2016

SUBJECT: Travel Procedures

INTRODUCTION

Policy 410 is the authority for all necessary and required travel to conduct the business of the University. This travel policy addresses issues related to all University travel expenses. Non-travel related activities are addressed in other policies that include, but are not limited to, expenses such as refreshments, gifts, advertising and promotions, relocation, and other employee fringe benefits.

The University Travel Policy is implemented to ensure:

1. Compliance with the University Revised Code of General Ordinance
2. Compliance with applicable sections of the U.S. Internal Revenue Code;
3. Travel Expenses incurred while conducting business for the University are necessary, and add value to the University; and
4. Appropriate and reasonable accommodations for the safety of all University travelers conducive to the business needs of the University.

PURPOSE

The purpose of travel shall be directly associated in connection with University business, attending conferences, conventions or training programs. Travel may be singular or group (e.g., students) in nature.

APPROVAL PROCESS

All travel on behalf of the University must be properly approved fourteen (14) days prior to the date of travel.

Only properly approved and authorized travel qualifies for reimbursement. All travel is considered authorized if the applicable Organization of Fund Manager and Vice President have approved by signature a properly completed "Travel Requisition/Campus Leave Form" prior to travel with estimated travel expenses. Title III and other grant funded travel will require additional approvals.

Travel by the President and Board of Trustee members will be approved by the University's Vice President for Administration & Chief Financial Officer.

The fully authorized "Travel Requisition/Campus Leave Form" is returned to the traveler so they can initiate their travel arrangements and electronic requisitions. Blanket travel may be approved for mileage reimbursements for special circumstances i.e. monitoring student teachers.

ALLOWABLE MEALS

1. Business meal costs should be estimated prior to travel. All reimbursable business meals must specifically identify the purpose, participants, and topic of discussion.
2. A daily maximum amount of \$40.00 for meal costs will be reimbursed to all faculty, staff, and student travelers for meals consumed during the approved travel time.
3. High cost expenditures for meals will be allowed per the Internal Revenue Services (IRS) regulations.
4. The "original itemized" receipts are required for meals that exceed the \$25.00 for reimbursement per diem.
5. Meals will be reimbursed based upon actual expense and are expected to be reasonable and prudent. An "original itemized" receipt is required for any meal that cost over \$25.00.
6. Individuals (non-group) meal costs are reimbursable only when the distance traveled exceeds 200 miles round trip or an overnight stay is approved; daily maximum \$40.00.
7. There is no maximum meal amount for executive travel. The only executive travelers are the President and Board of Trustee members.
8. Alcohol expenditures will not be reimbursed.

ALLOWABLE TRANSPORTATION COST

Airline travel for all travelers except the President will be reimbursed only at the coach rate. All travelers are encouraged to utilize various "Super Saver" fares. The President is authorized to travel "Business Class."

1. All reimbursed airline travel must be evidenced by a receipt.
2. The cost of University paid airline expenses must be shown on the "Travel Expense Report."
3. Frequent flyer miles: The Ohio Ethics Commission issued Advisory Opinion No. 91-010 which prohibits the personal use of frequent flyer credits by employees when the credits have been accrued during official business travel. This Opinion applies to all University travelers. On the other hand, the University itself may officially accrue frequent flyer miles for business use.
4. Approved travel by personal automobiles will be reimbursed at the standard IRS mileage rate. Travel by personal automobile will only be approved when

- no fleet vehicles are available or if special circumstances exist.
- 5 Mileage reimbursement is intended to cover incremental costs above and beyond the employee's normal work commute. In computing reimbursable mileage to an authorized travel destination from an employee's residence instead of Central State University (CSU), the employee is always to claim the lesser of the miles from CSU or their residence.
 - 6 The IRS mileage reimbursement rate is paid if an employee must travel to Dayton, or another site outside of CSU to a secondary site, or from home to a secondary site, whichever is less. Return travel will only be reimbursed to the extent that it exceeds the distance between CSU and the employee's residence.
 - 7 Mileage shall be computed by using a website mileage calculator or published software package for calculating mileage (e.g., MapQuest, Google Maps, Yahoo Maps, Trip maker), print the page indicating mileage, and attach to the travel expense form.
 - 8 Mileage to more than one location during one trip (i.e. multiple high schools on one day), shall be documented on the "Privately Owned Vehicle" (POV) Mileage Report. Mileage solely to and from one location during one trip does not require the POV.
 - 9 Miscellaneous transportation costs such as taxi, tolls, and parking fees must be evidenced by receipt if greater than \$5.00 per item. Where a receipt/invoice is not generated by the applicable vendor, a letter evidencing review and approval by the Controller is required.

AUTOMOBILE RENTAL

The type and make of automobile should be commensurate with the traveling party. In no case will "luxury" car rentals be reimbursed unless the cost of the luxury automobile is less than an economy automobile at the same agency due to a special promotion. The final authority in determining the reimbursable amount will be delegated to the Controller.

University employees are protected under the University's automobile insurance policy. Thus, when traveling. University employees are not required to purchase and should refuse any offer of additional auto insurance coverage by any rental agency. Prior to travel, University employees renting vehicles may obtain a University insurance identification card from the Office of the Vice President for Administration & Chief Financial Officer or the office of General Counsel. These documents must be kept in the rental vehicle.

ALLOWABLE LODGING COSTS

Lodging costs are reimbursable as follows:

1. Lodging costs are reimbursable as actual cost.
2. Lodging costs do not include ancillary charges such as movies, etc.
3. Room service should be included as meal cost and subject to meal allowances.

For all non-executive travelers, economy hotel/motel accommodations must be utilized. Travelers will be reimbursed at the rate of no more than one hundred dollars (\$100.00)

per day, unless a statement is included with the expense report the conference/business meeting was held at the hotel. If the trip is not conference-related and the hotel rate is higher, the traveler should request they be lodged at the "Government rate." If the government rate exceeds \$100.00 per day, the traveler is authorized to be reimbursed at the higher rate.

Executive travelers are authorized to utilize lodging as appropriate to the activity.

Lodging costs are reimbursable only when associated with travel of a round-trip distance greater than 130 miles for non-executive travelers. Exceptions to this must be approved by the Vice President for Administration & Chief Financial Officer prior to the beginning of the trip.

ALLOWABLE SUNDRY EXPENSE

1. Internet connection charges are reimbursable once the connection is established for business purposes.
2. Reimbursement of gratitudes, including but not limited to porter and housekeeping. Is authorized, but not limited to actual cost up to a maximum of \$5.00 per day for an overnight traveler on the days of travel and \$2.00 per day during the trip.
3. Laundry/Dry cleaning is reimbursable when all travel laundry/dry cleaning costs are reimbursable only when an employee's stay is for more than one week. Including a weekend Laundry/dry cleaning costs must be evidenced by a receipt.
4. Undocumented laundry/cleaning costs will not be reimbursed.

OTHER MISCELLANEOUS COSTS

Reimbursement may be claimed for parking charges, ferry and taxi fares, and bridge, highway, and tunnel tolls evidenced by a receipt. Tips associated with taxi fares are reimbursable, but not to exceed 20% of the fare. Receipts are required for any expense greater than \$75. Traffic fines, towing, and like expenses are not allowable.

REPORTING REQUIREMENTS

1. All travel expenses must be identified on one "Travel Expense Report" per trip, regardless of payment method.
2. All expenses must be documented by original, detailed receipts including conference schedule. Receipt copies are allowable for expenses paid by university issued Procurement Card (ProCard).
3. The official "Travel Expense Report" template is available online or through the Accounts Payable (AP) Office; substitute forms will not be accepted.
4. The "Travel Expense Report" must be properly completed and mathematically accurate.
5. Travel paid for via the ProCard must include a copy of the relevant ProCard statement(s) per CSU policy 511.1.

6. The "Travel Expense Report" must be properly reviewed and approved as indicated by signature by the appropriate Organizational Manager.
7. The "Travel Expense Report" must be submitted to the Office of the Controller within 10 working days of the conclusion of the month in which the travel ended. Expenses for reports submitted later than 10 days will not be reimbursed except in justifiable circumstances.
8. "Travel Expense Report's that are submitted incomplete or unauthorized will be returned to the traveler.
9. The properly completed and authorized travel expense report will be processed for payment within 10 days after receipt by the Office of the Controller.

PAYMENT OF TRAVEL COSTS

Any costs which can be prepaid to an outside vendor will be processed as such. These items are considered as travel advances and must be cleared within 10 working days after the travel is completed. These include the following:

1. Lodging costs (including room and tax only)
2. Seminar registration fees
3. Automobile rental costs
4. Airline tickets

Cash advances can only be received by the following:

1. Coaches of varsity sports teams representing the University as away games
2. Employees escorting student groups for University-related activities
3. Coaches of university sports teams, Directors of the band and chorus when on a recruiting trip for the university.

The President/ or the Vice President for Administration & Chief Financial Officer may approve exceptions for cash advances when extenuating circumstances present unusual hardship.

A payroll deduction for employees will be made for all prepaid and cash advances that are not cleared within 10 days after the conclusion of the travel. Outstanding student and Board of Trustees advances will be handled by the Vice President for Administration & Chief Financial Officer.

RESPONSIBILITIES

1. Each traveler is responsible for their proper travel reporting.
2. Traveler is required to attach a copy of the conference agenda and registration.
3. All receipts must be originals and have the vendor name, details of purchase and date and be mounted on an 8 1/2" x 11" sheet of paper.
4. By approving (signing) the "Travel Expense Report", the President or applicable Vice President certifies that she/he has reviewed all attached documents, that these

documents support the expenditures noted on the "Travel Expense Report" and that the supporting documents are in accordance with this policy.

5. The Office of the Controller will review the "Travel Expense Report" for mathematical accuracy, proper approvals, and spending limits (mileage, meal rates, hotels, rental cars, etc.).
6. Changes made by the Office of the Controller during the review will be timely communicated to the traveler. Changes made for purposes other than mathematical errors will also be communicated to the traveler's supervisor.
7. Unauthorized or improperly documented travel or travel that exceeds the approved amount on the "Travel Requisition/Campus Leave Form" will not be reimbursed. If such charges were prepaid by CSU, these amounts will be repaid by the traveler to CSU or deducted from their pay.
8. The Division of Administration and Finance is responsible to ensure that no travel expenditure is charged to the University unless it complies with this policy.