Procedure 410.1  
Area: Administration & Finance

Adopted: September 18, 1999

Certified by

Colette Pierce Burnette  
Vice President for  
Administration & CFO

Revisions Approved: April 21, 2011

SUBJECT: TRAVEL PROCEDURES

These procedures do not intend to address every issue, exception, or contingency that may arise in the course of travel.

1. TRAVEL PURPOSE
   a. The purpose of travel shall be directly associated or in connection with University business.
   b. Travel may be singular or group (e.g., students) in nature.

2. AUTHORIZATION
   a. All travel on behalf of the University must be properly authorized and approved prior to the date of travel.
   b. 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. Grants and Title III travel will require additional approvals.
      i. Travel by the President and Board of Trustee members will be approved by the university's Vice President for Administration & Chief Financial Officer.
      ii. The fully authorized "Travel Requisition/Campus Leave Form" is returned to the traveler so they can initiate their travel arrangements and electronic requisitions.

3. Blanket travel may be approved for mileage reimbursements.

4. REIMBURSABLE EXPENDITURES
   a. Receipts are only required when a meal exceeds $25.00 or when meal expenses for the day exceed $25.00.
i. 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. "Original itemized" receipts are required for meals that exceed the $25.00 per diem.

ii. High cost expenditures for meals will be allowed per the Internal Revenue Services (IRS) regulations.

iii. There is no maximum meal amount for executive travel. The only executive travelers are the President and Board of Trustee members. 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.

iv. No reimbursement will be made for a meal when one is provided as part of the registration fees. In cases where the conference does not provide meal, the meal allowance should be modified proportionately (Breakfast 20%, Lunch 30%, Dinner 50%).

v. Individuals (non-group) meal costs are reimbursable only when the distance travelled exceeds 200 miles round trip or an overnight stay is approved. The reimbursement is subject to paragraph "i" above.

vi. Business meal cost should be estimated prior to travel:

1. All reimbursable business meals must specifically identify the purpose, participants, and topic of discussion.

2. Alcohol expenditures will not be reimbursed.

b. Transportation Cost

i. Airline travel for all travelers expect 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.

ii. Travel by personal automobile will be reimbursed at the standard IRS mileage rate.

1. 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.

2. 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.

3. Mileage shall be computed by using a website mileage calculator or a published software package for calculating mileage (e.g., Mapquest, Google Maps, Yahoo Maps, Tripmaker), print the page indicating mileage, and attach to the travel expense form.

4. 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.

5. Miscellaneous transportation costs such as taxi, tolls, and parking fees must be evidenced by receipt if greater that $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.

c. The following rules apply to automobile rental:

i. Discount companies must be utilized when possible.

ii. 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.
iii. University employees are protected under the University's automobile insurance policy. Thus, when travelling, 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 must obtain a University insurance identification card and an "On the Spot" accident report kit from the Office of the Vice President for Administration & Chief Financial Officer. These documents must be kept in the rental vehicle.

d. Lodging Costs

i. 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.

4. For all non-executive travelers, economy hotel/motel accommodations must be utilized. Travelers will be reimbursed at the rate of no more that one hundred dollars ($100.00) per day, unless a statement is included with the expense report that 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 the 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.

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

6. 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.

e. Miscellaneous Living and Business Travel Costs

i. Internet connection charges are reimbursable once the connection is established for business purposes.

ii. Reimbursement of gratuities, including, but not limited to porter and housekeeping, is authorized, but not limited to:
1. 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.

iii. Laundry/Dry cleaning is reimbursable when:

1. 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.

2. Undocumented laundry/cleaning costs will not be reimbursed.

f. Other Costs

i. Other costs not specifically identified by this policy will be independently reviewed for propriety.

ii. All other travel costs must be reasonable and evidenced by proper receipt.

5. REPORTING REQUIREMENTS

a. All travel expenses must be identified on one “Travel Expense Report” per trip, regardless of payment method. 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). The official “Travel Expense Report” template is available online or through the Accounts Payable (AP) Office; substitute forms will not be accepted.

b. The “Travel Expense Report” must be properly completed and mathematically accurate.

c. Travel paid for via the ProCard must include a copy of the relevant ProCard statement(s) per CSU policy 511.1.

d. The “Travel Expense Report” must be properly reviewed and approved as indicated by signature by the appropriate Organizational Manager.

e. 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.

f. “Travel Expense Report”s that are submitted incomplete or unauthorized will be returned to the traveler.
g. The properly completed and authorized travel expense report will be processed for payment within 10 days after receipt by the Office of the Controller.

6. PAYMENT OF TRAVEL COSTS

a. 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:
   
i. Lodging costs (including room and tax only)
   
ii. Seminar registration fees
   
iii. Automobile rental costs
   
iv. Airline tickets

b. Cash advances can only be received by the following:
   
i. Coaches of varsity sports teams representing the University as away games
   
ii. Employees escorting student groups for University-related activities
   
iii. Coaches of university sports teams, Directors of the band and chorus when on a recruiting trip for the university.
   
iv. The President/or the Vice President for Administration & Chief Financial Officer may approve exceptions for cash advances when extenuating circumstances present unusual hardship.

c. A payroll deduction for employees will be made for all prepaids 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.

7. RESPONSIBILITIES

a. Each traveler is responsible for their proper travel reporting.

b. Traveler is required to attach a copy of the conference agenda and registration.

c. 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.
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.

The Office of the Controller will review the "Travel Expenses Report" for mathematical accuracy, proper approvals, and spending limits (mileage, meal rates, hotels, rental cars, etc.).

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.

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.

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.
P.O. or Travel Req.# __________

CENTRAL STATE UNIVERSITY
Privately Owned Vehicle Mileage Report
(for travel involving multiple destinations)

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Total Miles Driven __________

$x \ 0.________

Total Reimbursement $__________

Employee Name _______________ Signature________________________

(Please Print)

Org. Name and Number_____________________________________________

Approval___________________ Purpose _______________________

(Organizational/Vice President)
CENTRAL STATE UNIVERSITY
CASH ADVANCE FOR TRAVEL FORM

On the ___ day of __________, 20__ at ______________, Ohio
in the County of ________________, this agreement between Central State University,
the employer, and ______________, the employee, ID Number ____________, was executed
under the following terms and conditions: The employee has requested that travel funds be
advanced in the amount of $_______ for expenses that will be incurred in the course of
official University business travel to ______________ from ______________, 2___ to __________, 2___.
The employer shall pay an advance of travel expenses in order to provide the
employee with student meals and/or miscellaneous items. In consideration, the employee
agrees to submit a travel expense report (including receipts for all meals and miscellaneous
expenses) and refund any amount advanced in excess of the employee’s actual allowable
travel expenses within ten working days of the return date. Failure to comply with this
requirement within 10 days of the return date may result in action by the University to
recover full amount of the funds advanced, including garnishing the employee’s payroll
check. This agreement shall be the authority to make such a payroll adjustment. If it
becomes necessary for the employer to take other legal action to recover the funds
advanced, the employee agrees to pay a reasonable sum as attorney’s fees in such a suit.
This agreement shall be governed by the laws of the State of Ohio.

SIGNATURES:

_________________________________________  Date
Employee

_________________________________________  Date
Supervisor

_________________________________________  Date
Divisional Vice President

_________________________________________  Date
VP for Administration & CFO

_________________________________________  Date
Controller