

Procedure No. 410.1

Area: Finance

Adopted: September 18, 1998

Revisions Adopted: June 9, 2016, August 1, 2026

*Original signature is on file in
the Office of General Counsel*

Certified by _____

Dr. Morakinyo A.O. Kuti
University President

SUBJECT: Travel Procedures

A. 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:

- a. Compliance with the University Revised Code of General Ordinance
- b. Compliance with applicable sections of the U.S. Internal Revenue Code;
- c. Compliance with U.S. General Services Administration (GSA) travel rates;
- d. Travel Expenses incurred while conducting business for the University are necessary, and add value to the University; and
- e. Appropriate and reasonable accommodations for the safety of all University travelers conducive to the business needs of the University.

B. 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.

C. APPROVAL PROCESS

1. All travel on behalf of the University must be properly approved twenty-eight (28) days prior to the date of travel, or the date conference registration is due. Employees are encouraged to submit travel requests further in advance to allow for favorable travel pricing (i.e. Airline costs)
2. Only properly approved and authorized travel qualifies for reimbursement. All travel is considered authorized if the VP of Administration & Finance, or their designee, 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.

3. Travel by the President and Board of Trustee members will be approved by the University's Vice President for Administration & Chief Financial Officer.
4. The fully authorized "Travel Requisition/Campus Leave Form" is returned to the traveler so they can initiate their travel arrangements and electronic requisitions.
5. Blanket travel may be approved for mileage reimbursements for special circumstances i.e. monitoring student teachers.

D. ALLOWABLE MEALS

1. Meals and incidental cost are reimbursable to the employee at current GSA rates based on the dates of travel and destination.
 - a. The first and last day of travel are reimbursable up to 75% of GSA costs.
 - b. If a conference or event provides meals for any portions of the day, then those meals are deducted from the GSA reimbursable amount.

For example, if a conference provides a breakfast meal, then the traveler is not eligible for the breakfast rate on that day of travel.

2. Costs in excess of the GSA rates are generally not reimbursable and would require itemized receipt if permitted.
3. Alcohol expenditures or others deemed personal in nature will not be reimbursed.

E. ALLOWABLE TRANSPORTATION COST

1. Airline travel for all travelers must be estimated in the RFT to Administration and Finance team at the most economically available price.
 - a. All reimbursed airline travel must be evidenced by a receipt.
 - b. The cost of University paid airline expenses must be shown on the "Travel Expense Report."
2. Approved travel by personal automobiles will be reimbursed at the current Ohio Office of Budget and Management rate, unless travel costs are attributed to a federal grant, then the IRS mileage rate applies. Travel by personal automobile will only be approved when

no fleet vehicles are available or if special circumstances exist.

- a. 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.
 - b. 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.
 - c. 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.
3. Miscellaneous transportation costs such as taxi, tolls, and parking fees must be evidenced by receipt if greater than the allowable daily incidental rate. Where a receipt/invoice is not generated by the applicable vendor, a letter evidencing review and approval by the Controller is required.

F. 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.

When traveling. University employees are encouraged to purchase additional auto insurance coverage by a rental agency.

G. ALLOWABLE LODGING COSTS

1. Lodging costs are reimbursable as follows:
 - a. Lodging costs up to the GSA rate. If there are available lodging options at the GSA, the most economical must be chosen and a justification provided.
 - b. Lodging costs do not include ancillary charges such as movies, etc.
 - c. Room service is not permitted on a CSU-booked room. Room service may be allowed if paid directly by the traveler. Meals are reimbursed at the GSA rates as noted above.
2. 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.

H. OTHER MISCELLANEOUS COSTS

Reimbursement may be made for parking charges, ferry and taxi fares, ride shares (most economical option must be chosen), 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 expenses greater than \$25. Traffic fines, towing, and like expenses are not allowable.

I. REPORTING REQUIREMENTS

1. All travel expenses must be identified on one "Travel Expense Report" per trip, regardless of payment method.
2. Conference schedule, including meal schedule (if applicable) must be provided with the Travel Expense Report.
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. The "Travel Expense Report" must be properly reviewed and approved as indicated by signature by VP of Administration & Finance or their designee
6. Travel reimbursement for meals and incidental must be requested within 5 days of returning from travel. Any cost more than meals and incidental must include itemized receipts. Travel reimbursement will be processed within 10 days after receipt by the Office of the Controller.

J. PAYMENT OF TRAVEL COSTS

1. Any costs which can be prepaid to an outside vendor will be processed as such by the Administration and Finance Office for individual travelers. These include the following:
 - a. Lodging costs (including room and tax only)
 - b. Seminar registration fees
 - c. Automobile rental costs
 - d. Airline tickets
2. Group (i.e., 2 or more employees hosting students/athletes) travelers may receive a temporary travel card to utilize for the trip. Items that can be prepaid will still be completed by the Administration and Finance Office using the above guidelines.
3. Group travelers/sponsors must keep detailed receipts of all transactions for any expense placed on the travel card. The sponsor is responsible for identifying the most economical form of spending while on travel status (i.e., food cost must be appropriate and not excessive). Alcohol and personal expenses are never allowed on travel cards.
4. Group travelers/sponsors shall submit all receipts within five (5) business days of returning from travel. Failure to comply with this policy will result in one and only warning. Future failure to comply with this policy will result in a permanent revocation of travel privileges, individually or as a group sponsor.

K. 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, including meal schedule where applicable.
3. All receipts must be originals and have the vendor's name, details of purchase and date.
4. 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.).
5. 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.
6. 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, within 10 business days or on the next scheduled pay.
7. The Division of Administration and Finance is responsible for ensuring that no travel expenditure is charged to the University unless it complies with this procedure.
8. Violation of this procedure may result in discipline, as well as, any other remedies available through University policies and procedures.