

Travel Regulations	Application to Real Travel
<p>1. Purpose and Scope</p> <p>a. Purpose</p> <p>(1) General</p> <p>These regulations provide detailed requirements and guidelines for implementation of Board of Regents Policy, Internal Revenue Service (IRS) Regulations and OMB Circular A-21 (federal cost principals for institutions of higher education) related to travel. Many of the regulatory and documentation requirements are intended to assure compliance with IRS regulations regarding "accountable plans."</p> <p>Failure to comply with these regulations by administrators, supervisors or travelers may result in the recipient being subject to income tax on travel reimbursements, billings and cost allocations being disallowed for direct and indirect cost purposes, and the university being subject to fines and penalties for failure to withhold taxes or properly account for travel costs.</p>	<p>Follow regulations in order to comply with external requirements of the Internal Revenue Service and other federal agencies.</p> <p>Both individual traveler and university as an institution are accountable for consequences due to non-compliance.</p>
<p>(2) Administration</p> <p>In administering these regulations and related procedures, the Travel Administrator shall take into consideration that: (1) some travel is conducted solely for the benefit and convenience of the university, while other travel is mutually beneficial to the traveler in terms of professional development, convenience, or other factors; (2) some travel occurs at the exclusive direction of the traveler's supervisor with the traveler having minimal control over the travel circumstances, while others exercise full control over all aspects of their travel; and (3) some travelers have little or no experience with university travel regulations and procedures, while others travel frequently and can be expected to have a comprehensive understanding of the travel regulations and related procedures.</p> <p>b. Scope</p> <p>(1) General</p> <p>These regulations apply to all university employees when traveling on university business and others, including regents, students and advisory council members, who have proper authorization to travel at university expense.</p>	<p>General policy is to treat all travelers as equitably as possible; however, there are circumstances where travelers will be treated differently. Examples include:</p> <p>Group travel such as governance retreats or athletic teams.</p> <p>Non-university advisory councils and/or regent's groups.</p> <p>Travel accommodations, routings, ground transportation should be equitable within departments/units.</p> <p>Business nature of expenses must be documented.</p>
<p>(2) Persons Authorized to Travel</p> <p>Only persons who have proper authorization may travel at university expense. Family members or companions are not authorized to accompany university employees on business trips at university expense (expenses</p>	<p>Family members and/or companions are not prohibited from traveling as long as no expenses are incurred by University.</p>

<p>applicable to family members or companions are reportable to the Internal Revenue Service on Form 1099 or W-2). The university shall have no liability for family members or others who accompany authorized travelers on local or non-local travel.</p>	
<p>(3) Bargaining Unit Agreements If this regulation conflicts with an applicable collective bargaining agreement, the provisions of the bargaining unit agreement shall take precedence over this regulation.</p> <p>(4) Grants and Contracts Procedures identified in this regulation may be modified to conform with conditions and stipulations in specific grants, contracts and agreements negotiated with other entities. A copy of the document or relevant sections of the document which authorize such modifications must be attached to the affected expense reports.</p>	<p>Document on TER any exceptions due to grants or bargaining unit agreements.</p>
<p>2. Definitions</p> <p>a. Non-reimbursable expenses - personal, unallowable, or other expenses not subject to reimbursement such as those described below:</p> <p>(1) Travel accident insurance coverage in excess of that provided to employees and regents by the university;</p>	
<p>(2) Vehicle repairs, towing services, lubrication, tire replacement, etc. for privately-owned vehicles;</p>	<p>Mileage reimbursement is sole method of reimbursing expenses associated with private vehicles</p>
<p>(3) Meals at the traveler's work station or residence;</p>	
<p>(4) Child care or baby-sitting fees;</p>	
<p>(5) Personal telephone calls, including calls to the traveler's home or family;</p>	<p>Hotel bills with phone charges should have notation by each call to document whether personal or business related</p>
<p>(6) Fines or penalties for parking or other violations, whether in a personal vehicle or in a rented vehicle;</p>	<p>Travelers are personally accountable for consequences of breaking the law.</p>
<p>(7) Laundry and dry cleaning;</p>	
<p>(8) Entertainment and representational expenses (entertainment or representational expense may be claimed only through submission of a separate payment request with proper justification, receipts and authorization); and</p>	<p>Movies, greens fees, in-room bar tabs, etc. must be excluded from hotel bill reimbursement request. Conference sponsored social/entertainment activities that required additional payment are not reimbursable.</p>
<p>(9) Subsistence expenses (including the incremental cost of additional lodging or room charges) for family members, travel companions and others not on authorized university business.</p>	<p>If hotel invoice lists double occupancy, TER must identify the second (third, etc) person in room. If a university traveler, cross-reference the travel authorization number for that traveler and provide traveler name.</p>

	If not a university-paid traveler, document that hotel room cost was no greater for the extra person in room.
b. Other Reimbursable Expenses - charges for business and local telephone calls, parking and vehicle toll charges, cash advance fees, emergency purchases of supplies, conference and registration fees, and other necessary costs related to travel.	University will reimburse for parking fees associated with university travel, including airport parking fees at departure location. Fees for extended days for personal travel will not be reimbursed.
c. Per diem - the daily rate of payment to a traveler in lieu of reimbursement for actual costs of subsistence expenses including lodging and/or meals, tips and other incidental expenses incurred while traveling.	University will not reimburse for cab fare tips, baggage handling, hotel maid, etc. If traveler has excess luggage related to business, university will reimburse for baggage handling service when properly documented. (reg 5.F)
d. Residence - the community where the traveler maintains a dwelling. If a traveler maintains more than one residence, the residence most clearly related to the traveler's work station will be considered the traveler's principal residence.	
e. Subsistence Expenses - charges for lodging, meals, tips and other incidental expenses incurred while traveling.	
f. Transportation Expenses - commercial carrier fares, vehicle mileage allowance, taxi and bus fares, charges for the use of personal aircraft and other essential transportation costs.	
g. Transportation Request Form (TR) - a formal order, similar to a purchase order, to purchase transportation services which will be billed directly to the university.	Issued only to travelers not qualified to obtain an American Express Corporate Travel Card
h. Travel Administrator - individual designated by the MAU's chief financial officer, or the vice president for finance and planning, as the individual responsible for administration of the travel policies and procedures and corporate travel card issuance for a regional campus or other unit.	Randy Weaver
i. Travel Authorization Form (TA) - the official approval form designated for documentation of federal income tax, internal reporting requirements, encumbrance of funds, and approval of travel and related advances.	TA is official form for approval signatures and encumbrance of university funds.
j. Travel Expense Report (TER) - the official documentation by the traveler that he or she has properly accounted for and reported the cost of authorized travel.	Signature on TER signifies that traveler has accurately reported expenses, and that supervisor has reviewed and does approve those expenses.
k. Work Station - the community where the traveler spends the major portion of working time, or the place to which the traveler normally returns upon completion of assignments.	
3. Travel Approvals a. General	Approval signatures on travel authorization form indicate agreement to dates of travel, purpose of travel, method of

<p>(1) Each traveler, except for those individuals specifically authorized by the university president or the appropriate chancellor, must have the approval of his or her supervisor documented on a Travel Authorization Form prior to travel departure.</p> <p>(2) The president of the Board of Regents shall approve regent travel for other than Board meetings or commencement activities.</p> <p>(3) Any level of authority over the supervisor may limit who is authorized to approve travel authorization, transportation request and expense report forms or related transactions for their administrative unit.</p> <p>(4) Approval of Travel Authorization forms may not be delegated to a level of authority lower than the traveler (e.g. administrative assistants or support staff) without the specific written approval of the university president or the chancellor.</p> <p>b. Out-of-state Travel</p> <p>The university president or chancellors may designate individuals authorized to approve out-of-state travel. Approval for out-of-state travel, including international travel, may not be delegated below dean/director level.</p> <p>c. International Travel</p> <p>(1) All international travel (travel outside the 50 states and the District of Colombia), including travel of those individuals normally exempt from the requirement of supervisory approval, must be approved by the traveler's supervisor.</p> <p>(2) Use of a foreign air-carrier for federally funded travel requires specific documentation and approval by the campus grants and contracts officer (contact your grants and contracts office for specific requirements).</p>	<p>reimbursement, and approval of non-work related time away from work station.</p> <p>Changes to original TA document after approval signatures should be initialed/dated by all parties to indicate acceptance of changes.</p>
<p>d. Reimbursement of Lodging Expenses at Actual</p> <p>(1) Reimbursement of actual costs for lodging in excess of the authorized per diem allowance must be approved by the supervisor prior to commencement of travel.</p>	<p>Supervisor must be informed by traveler (notation on TA) that they are approving reimbursement of actual when it exceeds 1.0 times the authorized per diem allowance. *See 6.a.(5). Reimbursements of actual may be limited to costs expected to be incurred at moderately prices establishments catering to the general public.</p>
<p>(2) Reimbursement of actual costs for lodging in excess of 1.5 times the authorized per diem rate is subject to disallowance and requires an explanation of price reasonableness of the charge or the reason for incurring costs in excess of 1.5 times the authorized rate and approval of the Travel Administrator or designee.</p>	<p>Lodging in excess of 1.5 times authorized per diem rate must be approved PRIOR to any commitment of university.</p>
<p>e. Use of Private Aircraft, Boat, Snowmobile, or ATV</p>	

<p>Use of private aircraft, boat, snowmobile, or all terrain vehicle (ATV) requires prior approval of the Travel Administrator or designee. Use of a private aircraft also requires the prior approval of the statewide office of risk management.</p>	
<p>f. Delegation  (1) Except for the approvals and limitations noted in this section, approval authority may be delegated as approved by the Travel Administrator.  (2) Specific approvals identified in this section may be delegated only for purposes of absence or non-availability of the authorized individuals.</p>	
<p>4. Mode of Travel  a. Scheduled Commercial Air Carrier - this service shall be utilized for long distance individual travel, unless there is a compelling reason for use of another mode of travel, such as medical necessity, less costly charter flights, or inadequate time schedules.</p>	<p>Commercial air carrier service is the university's preferred transportation method.</p>
<p>b. Chartered Aircraft - use of chartered aircraft, with pilot, may be authorized when no scheduled transportation is available to meet the travel requirements and the aircraft chartered has a valid Air Taxi Certificate.</p>	<p>Remote sites only.</p>
<p>c. Privately Owned or Operated Aircraft  (1) Privately owned or operated aircraft - this mode of travel may be utilized, if such use is in the best interest of the university and the following conditions are met:  o A Pilot Application Form is on file with and approved by the statewide office of risk management;  o The owner of the aircraft has either (i) furnished a \$500,000 general liability certificate of insurance with the university identified as an additional insured, or (ii) received approval to participate in the university's risk management aircraft insurance program. A separate insurance authorization form must be completed by the traveler and approved by the statewide office of risk management for each trip.)  (2) Reimbursement for privately owned aircraft expenses are limited to the lower of commercial air fare, standard vehicle mileage, or privately owned aircraft charges agreed to in advance.  (3) The university's liability insurance shall only be effective for claims over and above the pilot's or owner's insurance. The university provides no insurance coverage for damage to non-university aircraft or other personal property.</p>	<p>Extremely rare; requires long lead time prior to travel to make arrangements and complete paperwork requirements.</p>
<p>d. University and Private Vehicles</p>	<p>Employee labor cost is to be included in calculations of</p>

<p>(1) University or private vehicles may be used, if the use is in the best interest of the university, such as when the overall cost including travel time is less expensive or its use is a medical necessity for the traveler.</p>	<p>overall cost and best interests of the University. Employees who want to drive to Anchorage are costing the institution an excess amount for travel if they are in paid status during the driving time. In most cases, employees who choose to drive should be on leave status during driving time.</p>
<p>(2) Reimbursement for vehicle transportation expenses shall be limited to the lower of commercial air fare or the standard vehicle mileage rate allowable for federal income tax purposes.</p>	<p>TER backup documentation should include proof of the cost of an airline ticket that would have met traveler's needs, purchased on the date the travel authorization was approved.</p>
<p>(3) The use of seat belts by all occupants when riding in university owned or other vehicles in the performance of university business is mandatory.</p>	
<p>(4) The university's liability insurance shall be effective over and above the driver's or owner's personal insurance, if a privately-owned vehicle driven on university business is involved in an accident. The university provides no insurance coverage for damage to personal vehicles or other personal property.</p>	<p>University covers LIABILITY insurance only. The vehicle mileage reimbursement rate covers the expense of insurance to cover personal damages to vehicle or other personal property.</p>
<p>e. Automobile Rental (1) Automobile rental may be utilized when such use is in the best interest of the university and approved in advance.</p>	<p>Must be approved in advance. If not approved in advance, documentation must be provided with TER for university business-related circumstances for rental and document must be approved by supervisor.</p>
<p>(2) The traveler must obtain the lowest and most economical rate offered to university or government agencies for the type of vehicle necessary to meet the business needs of the traveler. However, based on safety considerations, use of vehicles smaller than mid-size ("economy" or "subcompact" class vehicles) is not required (see R05.02.06 A.14.(9) regarding expense reporting for full size or luxury vehicles).</p>	<p>Reimbursement for any rental vehicle larger than mid-size requires written justification of need for larger/luxury vehicle. Submit justification with travel expense report. Rental car requires approval on TA. Conference attendees not reimbursed unless business-related purpose is documented.</p>
<p>(3) The cost of vehicle insurance, generally called "collision damage waiver insurance," offered by car rental agencies will not be paid or reimbursed for automobile rentals because the university is self-insured for vehicle damage. However, such coverage may be purchased for the rental of vans or unusually high value vehicles.</p>	<p>If reimbursement is requested for CDW, documentation to justify must accompany expense report. Would be very unusual to reimburse for CDW.</p>
<p>(4) Rental vehicles may be utilized for authorized purposes only. The university's insurance of rental vehicles is effective only when the vehicle is being used for authorized purposes by an authorized driver.</p>	<p>University's liability insurance coverage does NOT apply if vehicle is being used for non-university related purpose.</p>
<p>(5) If a rental vehicle will be used for both business and personal purposes, the vehicle may not be rented under a Transportation Request Form and the traveler's reimbursement request should be adjusted for any incremental personal costs related to the extended term of the contract, mileage</p>	<p>Vehicle rentals for mixed business/personal travel require calculation of percentage of use for all expenses such as gas or fuel charges. Expenses that can be allocated to specific days of travel such as parking fees, are not reimbursed based</p>

driven, or fuel charges incurred.	on percentages.
<p>f. Limo Service</p> <p>Limo (bus or rapid transit) service should be used whenever practical and time permits such use.</p>	Conference travelers are expected to use limo service, particularly if conference has provided limo transportation information. If rental car is used for conference, requires written justification of university business-related need for vehicle.
<p>g. Special Transportation</p> <p>(1) Special transportation, including boat, aircraft, snow machine or other vehicles or conveyances may be authorized when in the best interest of the university. The traveler may be reimbursed at rates which are based on the cost of providing or obtaining the service, are reasonable in amount, and are approved by the Travel Administrator. An explanation of the facts and circumstances documenting the necessity to use, and the basis of the rates to be charged for, such special transportation must accompany the related Travel Authorization Form, unless the circumstances of travel preclude obtaining such information in advance.</p> <p>(2) Acquisition of special transportation services in excess of \$500 shall be approved by the procurement office in advance.</p>	Rare to non-existent
<p>5. Transportation Expenses</p> <p>a. Travel for Employee Convenience</p> <p>(1) Travel routing must be by the most direct route and efficient mode available. Any extra expenses resulting from travel by an indirect route or less efficient mode for the traveler's convenience will be borne by the traveler, and reimbursement will be based only on such charges as would have been incurred or reimbursed for traveling by the most direct route or efficient mode.</p>	Extremely important to document most direct/efficient at same time actual ticket is purchased. Use same dates/flights as traveler departs from/returns to duty station. Price all airlines (not permitted to restrict to specific airline for mileage accumulation benefit of traveler.)
<p>(2) Any additional time away from work that may be required for such indirect travel or less efficient mode shall be charged to annual leave or leave without pay, unless an overall savings is documented with the traveler's travel expense report.</p>	When extra days of travel are claimed, then overall savings to institution <b>MUST BE DOCUMENTED</b> . Overall savings must be calculated on all hotel/perdiem/ground transportation/labor dollars applicable.
<p>b. Interruption or Extension of Travel</p> <p>(1) Per diem or reimbursement allowances may be paid for periods of interruption or extension of travel incurred for the benefit of the university or circumstances beyond the control of the traveler.</p>	Travelers with no personal travel who experience delays either outbound or inbound will be reimbursed for associated expenses.
<p>(2) If travel is interrupted or extended for the personal convenience of the traveler, the per diem or reimbursement allowed may not exceed that which would have been incurred by uninterrupted travel.</p>	Travelers experiencing travel delays associated with personal travel will <b>NOT</b> be reimbursed for associated expenses (ex: traveler took extra week of time in Florida after a conference; return to work delayed till Tuesday

	because of a storm in Denver; required to record personal leave for missed Monday of work and will not be reimbursed for time in Denver waiting out the snowstorm. University will reimburse only such charges as would have been incurred by traveling most direct/efficient mode.
<p>(3) Payment arrangements for the personal portion of the expenses should be made directly with the travel agency, airline or other vendor. Costs applicable to the personal portion of travel should not be charged on a Transportation Request Form or processed through the university's accounting records.</p> <p>(4) Personal portions of the travel costs incurred in connection with authorized travel may be charged to the employee's American Express corporate travel card.</p>	<p>TR can NOT be used for any ticket involving personal travel.</p> <p>American Express card can be used for expenses related to personal travel</p>
<p>c. Economical Accommodations</p> <p>Travelers must utilize the most economical transportation available, unless such transportation is not available within a reasonable time period, will result in a higher overall cost, or is otherwise not in the best interest of the university.</p>	<p>Travelers will not be reimbursed for higher ticket cost associated with designating specific airlines for travel. ie. will only fly Delta because traveler wants mileage credits. University will reimburse only for lowest available fare between points, not for designated airline.</p>
<p>d. Discount Fare Savings/Reimbursement</p> <p>(1) Travelers are not entitled to any savings resulting from the use of discount fares such as "super savers." If a traveler exchanges or modifies a university paid ticket, any cost savings must be remitted to the university.</p> <p>(2) Authorized travel by non-employees utilizing personally owned discount, frequent flyer, or no cost airline tickets may be reimbursed at standard super saver rates as determined by the travel office, subject to the approval of the Travel Administrator. Reimbursements in excess of documented cost shall be subject to Form 1099 reporting.</p> <p>(3) Travel by university employees utilizing personally owned discount, frequent flyer, or no cost airline tickets will be reimbursed at the traveler's direct cost.</p>	<p>Reimbursement for tickets for employees is based on actual expenditures.</p> <p>No cost, or low cost = no reimbursement or low reimbursement.</p>
<p>e. Acceptance of Gratuities</p> <p>No employee or official may accept any gratuity resulting from, or based on, university travel, unless such gratuity is received for the exclusive benefit of the university or is nominal in value. Acceptance of such gifts from an airline, travel agency, or other vendor is governed by regents' policy and related regulations regarding conflict of interest, ethics, and ethics violations.</p>	<p>If traveling on non-university dollar, be aware that there may be a need to contact General Counsel's Office for ruling on possible conflict of interest/ethics. If in doubt, check with General Counsel's Office for ruling prior to travel.</p> <p>Example: software vendor offers to provide hotel accommodations in exchange for attending presentation on</p>

	new software package.
<p>f. Baggage Charges  Baggage charges paid or reimbursed by the university shall be limited to personal and university baggage necessary to carry out university business. The reason for incurring excess baggage charges must be explained on the traveler's expense report.</p>	Documentation needed for excess baggage handling (example: computer hardware accompanying traveler for installation)
<p>g. Travel Insurance  Group travel accident insurance up to \$100,000 for each employee is provided while traveling on university business. Non-employees traveling on university business are not covered.</p>	No reimbursement for purchase of additional travel accident insurance.
<p>h. Ticket Cancellation Insurance  Ticket cancellation insurance may be reimbursed, subject to the approval of the Travel Administrator.</p>	Rare to non-existent. Requires pre-approval by travel administrator.
<p>i. Canceled Reservations  The university will not be responsible for payment of penalties for guarantees or reservations not canceled due to the traveler's negligence.</p>	Travelers are accountable for financial penalties due to negligence.
<p>j. Unused Tickets  (1) For tickets purchased with a Transportation Request Form, any unused ticket, or portion of a ticket, for travel which was canceled or terminated short of the scheduled destination shall be attached to an expense report and appropriately noted that a refund should be obtained from the carrier, travel agency, or other vendor.  (2) For tickets purchased with a personal or corporate credit card, the traveler shall request a refund directly from the carrier, travel agency, or other vendor.</p>	This part of regulations is not followed due to financial harm to institution. Ticket costs are reimbursed to employee, but encumbrance remains on system to remind us that a live ticket is available for use on next trip.
<p>6. Subsistence Expenses  a. General  (1) Employees and others authorized to travel may be reimbursed for subsistence expenses at actual cost for lodging plus per diem rates for meals and incidental expenses, or at actual costs for all expenses. Reimbursement for the actual cost of meals may not exceed the per diem allowance for meals and incidental expenses.</p>	Travel authorization form should be completely filled out prior to signature by traveler and supervisor, including the section on whether reimbursing actual or per-diem or lower of the two.
<p>(2) The Travel Administrator may authorize reimbursement for lodging at the short-term lodging per diem rate in unusual or extraordinary circumstances.  (3) In accordance with IRS regulations, a single method of reimbursement shall be used consistently for any individual trip. However, a combination of</p>	Both exceptions require Travel Administrator review/approval.

<p>the approved methods may be utilized, if the total reimbursement for subsistence is less than would result using the per diem rate for meals and incidental expenses for the entire trip, or if a reasonable basis for such treatment is documented on the travel authorization form or travel expense report, and is approved by the Travel Administrator.</p>	
<p>(4) Reimbursements at the lower of actual cost or per diem for meals and incidental expenses may be required only if the traveler is informed of the requirement in advance of the travel.</p>	
<p>(5) Reimbursements at actual may be limited to the costs expected to be incurred at moderately priced establishments catering to the general public.</p>	<p>Reimbursement of hotel accommodations are expected to be for amounts incurred at moderately priced locations.</p>
<p>b. Short-term Per Diem Rate  (1) The short-term per diem allowance is the rate utilized for trips of short duration (30 days). The short-term allowance may not be used after 30 consecutive days (including weekends or other short-term breaks in travel) on travel status in a single location, unless a continuation of the rate has been approved in advance by the Travel Administrator.</p>	<p>Trips that include multiple layover stops, each of less than 30 days, will use the short-term per diem allowance rate. Any individual segment of travel which exceeds 30 days in one location will use long-term reimbursement rate for that segment.</p>
<p>(2) The short-term per diem reimbursement rates for travel outside of Alaska shall be the rate authorized for payment by the federal government in the locality (including international travel) in which the travel is performed. Reimbursement for travel in Alaska shall be at the rates established by the vice president for finance and planning. Those rates are located at 05.02.06(A)(16) of these regulations.</p>	
<p>(3) Current rates are available from your campus travel office. Rates for domestic travel outside of Alaska and foreign travel may also be found on the internet at:  <a href="http://www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml">http://www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml</a></p>	
<p>c. Long-term Per Diem Rate  (1) The long-term per diem rate allowance is the rate used for trips of long duration (greater than 30 days). The long-term per diem rate may not be used after six consecutive months in one location, unless a continuation has been approved in advance by the Travel Administrator.  (2) A long-term per diem allowance equal to 70 percent of the short-term meal and incidental allowance rounded up to the nearest dollar (or other rate as approved by the Travel Administrator) shall be utilized when the circumstances of travel are such that the traveler can reasonably be expected to incur expenses comparable to those arising from the use of establishments catering to the</p>	

<p>longer-term visitor. Lodging expenses shall be reimbursed at cost, or such other rate, as approved by the Travel Administrator.</p>	
<p>d. Non-commercial Per Diem Rate</p> <p>(1) A non-commercial per diem allowance equal to 100 percent of the short-term meal and incidental expense allowance plus 15 percent of the short-term lodging allowance rounded up to the nearest dollar may be utilized when the circumstances of travel are such that the traveler can reasonably be expected to incur expenses comparable to those arising from the use of non-commercial subsistence facilities such as field camping, state camps, university facilities, staying with friends or relatives, or other accommodations, and the rate reasonably approximates the cost of obtaining the service.</p> <p>(2) If the non-commercial per diem rate does not reasonably approximate the cost of obtaining the service, the traveler shall be reimbursed at rates which are: (1) based on the cost of providing or obtaining the service; (2) reasonable in amount; and (3) approved by the Travel Administrator.</p> <p>(3) The non-commercial per diem rate may not be used after 30 consecutive days (including weekends or other short-term breaks in travel) on travel status in one location, unless a continuation has been approved in advance by the Travel Administrator.</p>	
<p>e. Higher/Lower Reimbursement Allowances</p> <p>(1) The maximum allowable authorization for actual costs of meals and incidental expenses is the authorized M&amp;IE per diem rate. Lower per diem rates than the standards defined in these regulations may be approved (or required, if requested in advance) by the Travel Administrator if the circumstances of the travel so warrant.</p>	
<p>(2) Reimbursement of actual expenses for lodging up to 1.5 times the authorized lodging per diem allowances may be approved by a supervisor when the circumstances of the travel are such that the established per diem rate is not adequate to obtain reasonable lodging. Except in unusual or extraordinary circumstances such approvals should be in advance of travel. Such requests may occur in communities with limited lodging facilities, or where lodging has been prearranged, such as for conferences or seminars.</p>	<p>Supervisors are expected to specifically review and approve ALL housing rates that are in excess of the maximum allowable rate established for destination--prior to travel. It is the traveler's responsibility to point out rates that are higher than established maximum on travel authorization form.</p> <p>Lodging expenses greater than 1.5 times the authorized maximum also require approval by the Travel Administrator, as part of TA approval.</p>
<p>(3) Reimbursement requests in excess of levels authorized in advance are subject to disallowance and require approval of the Travel Administrator or designee prior to reimbursement.</p>	

<p>f. Board of Regents' Reimbursement Allowance Regents may request a full per diem allowance for any portion of a day spent attending a board meeting or other official activity, even if the meeting or activity takes place in their own community. Such per diem payments are required to be reported to the Internal Revenue Service on Form 1099. Alternatively, regents may request reimbursement for travel costs on the same basis as university employees without special tax reporting requirements.</p>	
<p>g. Contracting for Subsistence Arrangements may be made with restaurants, hotels, or other vendors to furnish subsistence to groups of travelers if such arrangements are in the best interest of the university. Such services or commodities are to be secured through the procurement office in accordance with university purchasing regulations and procedures.</p>	
<p>h. Group Travel All group travel will be reported at actual cost; however, cash meal and incidental expense allowances may be paid to members of the group for some or all meals or periods. Supporting documentation, including receipts for cash allowances provided to members of the group, will be required. Approval of the Travel Administrator will be required for the payment of meal allowances at rates lower than those authorized by these regulations.</p>	
<p>7. Computation of Allowances a. Appropriate Short-term Per Diem Reimbursement Rate (1) The appropriate per diem reimbursement for any particular day is the rate prescribed for the community in which the traveler obtains or next obtains overnight lodging.</p>	
<p>(2) If a per diem rate is not available for a specific location, the rate for the nearest major community or locality shall be utilized.</p>	
<p>b. Time in Travel Status A traveler shall be considered in travel status from the time the traveler leaves or returns to his or her immediate work station if travel begins or ends during assigned work hours, or from the time the traveler leaves or returns home if travel begins or ends outside assigned working hours.</p>	<p>The departure from and return to work station concept is critical in determining airfare reimbursement amounts and per diem allowances.</p> <p>For purposes of airfare reimbursement comparison, traveler must submit documentation for direct flight to/from destination using actual departure time/flight and return time/flight. University will reimburse lower of actual or estimated.</p>

	<p>For purposes of per diem reimbursement, University will reimburse an amount no greater than direct flight time to/from business destination as though traveler had departed just prior to, and returned immediately after the end of, event that was the business purpose for traveling.</p>
<p>c. Leave of Absence (includes holiday, sick, annual and LWOP)          If an employee begins or ends a period of leave while on travel status, the following guidelines shall apply:</p> <ul style="list-style-type: none"> <li>o Expense reimbursement stops at the hour an employee goes on annual leave or LWOP and resumes at the hour the employee returns to duty or commences travel status on university business.</li> <li>o Expense reimbursement is allowed on non-work days provided the employee is required to be on travel status.</li> <li>o Expense reimbursement is allowed when an employee is granted sick leave while required to be on travel status.</li> </ul>	<p>University will reimburse for travel time an amount that does not exceed the amount if employee had departed most direct route to destination, and returned most direct route to work station.</p>
<p>d. Meal and Incidental Expense (M&amp;IE) Allowances          Meal and incidental expense allowances shall not exceed the maximum M&amp;IE rate authorized to be paid for the locality of travel. Incidental expenses include fees and tips for services of maids, waiters, and baggage handlers.          For travel within Alaska, the authorized rates shall be established by the vice president for finance and planning.          For travel outside Alaska, the rate shall be the maximum authorized for payment by the federal government (call your regional campus travel office for information on current rates or find the current rates at <a href="http://www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml">http://www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml</a>).</p>	<p>No extra reimbursement amounts for tipping of service personnel.</p>
<p>e. Partial day Meal and Incidental Expense Allowances          (1) No meal or incidental expense allowance shall be paid unless the associated travel requires overnight lodging. This exclusion from payment of meal and incidental expense allowances shall not apply to non-employee advisory council members, students traveling in a non-employee status, and accompanying staff for group meals such as for team travel.</p>	<p>No overnight = No per diem</p>
<p>(2) On the day travel is begun or ended, the traveler shall be allowed one-fourth (1/4) of the basic M&amp;IE allowance for each quarter-day period during which the traveler was on travel status for a minimum of one hour.          (3) The quarter-day periods are:              Midnight to 6:00 a.m.              6:00 a.m. to Noon</p>	<p>If airline flights depart during non-work hours, travel time from home to airport may be considered as “in travel status”. If plane departs during work hours, the travel time from university work station is used.           Parking receipts include a time of arrival and departure from</p>

<p>Noon to 6:00 p.m. 6:00 p.m. to Midnight</p>	<p>lot, which can be used to help calculate actual travel time. (ie. don't claim that extra quarter day for the hour wait at the airport, if your parking receipt shows arrival five minutes before boarding time!)</p>
<p>f. Meals Available Under Special Circumstances If meals are made available at no cost to the traveler (other than airline meals and snacks), such as meals provided at conferences or by others at meetings, or if meal costs are reimbursed from other sources or reimbursed as representational expenses, the per diem allowance shall be adjusted by reducing the daily meal and incidental expense allowance by one-fourth (1/4) for each meal provided or reimbursed by other means.</p>	<p>Continental breakfasts provided by hotels or conferences require no per diem reduction. "American" or full-service breakfasts provided by hotels or conferences DO require a 1/4 per diem reduction.  See 2. 9 (c) for definition of per diem</p>
<p>g. Overheading and Travel Delays If an airline or other carrier assumes the cost of lodging or meals due to overflying a destination or other travel delays, the traveler may be reimbursed for necessary costs over and above those paid by the airline, provided the per diem allowances or expense reimbursements are adjusted accordingly.</p>	
<p>8. Other Expenses a. Phone Charge Business phone calls with cumulative charges in excess of \$25 must be documented as to date, person called, phone number, and reason for the call. Access charges and local phone calls are considered reimbursable expenses.</p>	<p><u>All</u> calls must be documented for a trip, if the total amount exceeds \$25. Include internet connection expenses within phone charge category.</p>
<p>b. Cash Advance Charges Fees charged for cash advances obtained for purposes of university travel are allowable expenses. Reimbursement shall be limited to \$3 per \$100 advance required for payment of reimbursable meals and incidental and miscellaneous expenses payable in cash.</p>	
<p>c. Parking and Toll Charges Parking and toll charges are allowable transportation expenses.</p>	
<p>d. Supplies and Miscellaneous Expenses Special clothing, camping gear, tools, and other supplies and miscellaneous expenses required to accomplish the travel objective are allowable expenses.</p>	
<p>9. Wages Paid During Travel a. Travel shall be scheduled at the mutual convenience of the employer and the traveler during periods commercially and personally reasonable based on the circumstances of travel.</p>	
<p>b. For classified employees, if the travel takes place during the employee's normal work hours (even if travel occurs on the employee's normal day off),</p>	

<p>the employee is eligible for payment of wages for the travel time during normal work hours (not to exceed 8 hours). Compensated travel time shall be considered "worked time" for purposes of calculating overtime premium pay.</p>	
<p>c. For faculty, exempt, and executive employees, regardless of when the travel takes place, the employee shall receive his or her normal pay. There shall be no payment or compensatory time provided for travel on weekends or other non-work periods.</p>	
<p>10. Corporate Travel (Charge) Cards</p> <p>a. All corporate travel or charge card agreements shall be approved by the vice president for finance and planning.</p> <p>b. Each traveler who is authorized to utilize or obtain a corporate travel card shall be personally responsible for full payment of all billings when due.</p> <p>c. Corporate travel cards may only be used for cash advances reasonably required for business travel. Use of a corporate travel card for personal purchases, except for the personal portion of travel costs associated with university travel, or for personal cash advances is expressly prohibited and may be cause for disciplinary action.</p> <p>d. Upon termination of employment, the traveler's corporate travel card should be cut-in-half and returned to the traveler's supervisor for transmittal to the travel administrator. The supervisor shall be responsible for notifying the travel administrator of the termination of any individual who was authorized to utilize or obtain a corporate travel card.</p> <p>e. Each traveler who is authorized to utilize or obtain a corporate travel card, to the extent practical, shall utilize the card for the purchase of all airline tickets, lodging accommodations, and vehicle rentals.</p> <p>f. Each traveler who is authorized to utilize or obtain a corporate travel card, to the extent practical, shall utilize such travel card for all cash advances necessary for university travel.</p>	
<p>11. Travel Advances</p> <p>a. Non-Corporate Travel Card Advances:</p> <p>(1) Advances for individual or group travel may be issued to the traveler, at the discretion of the Travel Administrator, if the anticipated reimbursable expenses exceed \$100.</p> <p>(2) Advances may be issued for special expenditures in the field if approved by the Travel Administrator.</p> <p>(3) Advances may be issued to non-university employees and to employees authorized to utilize or obtain a corporate travel card, if approved</p>	<p>Reimbursement to traveler of expenses incurred prior to travel (ie airline ticket, hotel deposit, conference/class registration) are not travel advances. They are reimbursements of actual expenses.</p> <p>A travel advance is money given to traveler prior to incurring expenses for travel.</p> <p>Alternate methods of covering travel expenses such as</p>

<p>by the Travel Administrator.</p> <p>(4) Advances shall not exceed the lesser of \$2,500 or 100 percent of estimated reimbursable expenses, unless approved by the Travel Administrator.</p> <p>(5) Advances shall not be disbursed any earlier than five working days prior to the date of departure, without the approval of the Travel Administrator.</p> <p>(6) Advances must be requested on a Travel Authorization Form and the request must be signed by the traveler, unless the Travel Administrator approves processing without the traveler's signature.</p> <p>(7) Separate advances must be processed for each trip and cannot be retained for subsequent travel.</p> <p>(8) Advances in excess of reimbursable expenses must be repaid at the time of submittal of the travel expense report.</p> <p>(9) Uncleared advances may be deducted from an employee's pay, if an expense report is not submitted or amounts due to the university on an expense report are not paid within 30 days of the traveler's return.</p>	<p>purchase order for hotels and TR's for rental cars should be used instead of travel advances.</p>
<p>b. Corporate Travel Card Advances</p> <p>Advances secured through corporate travel cards shall not exceed \$300 per week, unless a higher cash advance limit is reasonably needed for business purposes and approved for the traveler by the Travel Administrator.</p>	
<p>12. Travel Authorization Forms</p> <p>a. A Travel Authorization Form must be completed and approved by the appropriate individuals before any financial commitment of university travel begins, regardless of the source of payment (corporate travel card, TR or personal funds) or the source of reimbursement (departmental funds, grants, or third party reimbursements).</p>	<p>Purchase of airline tickets and payment of conference fees SHOULD NOT OCCUR prior to review/approval by ALL appropriate individuals.</p> <p>Purchase prior to approval is considered an unauthorized purchase.</p>
<p>b. The business purpose or reason for travel must be clearly explained.</p>	<p>Explanation of business purpose/reason should include who/what/where/when/why for all travel time. Additional meetings before/after conferences should be identified with details on travel authorization or on attachment to travel authorization. Copy of conference material(s) must be attached.</p>
<p>c. Personal travel destinations and annual leave periods to be taken in conjunction with business travel must be clearly identified.</p>	
<p>d. An explanation of the facts and circumstances documenting the necessity to use special transportation such as an automobile, boat, aircraft, or other conveyance must accompany the form.</p>	<p>Vehicle rental at destination must be documented as a justifiable university expense.</p>
<p>e. The estimated costs for the travel should be encumbered prior to incurring</p>	<p>There must be a valid encumbrance posted on Banner</p>

<p>corporate travel card charges, issuance of a Transportation Request Form, or payment of a travel advance.</p>	<p>Finance for all estimated travel expenses prior to any commitment of University funds.</p>
<p>13. Transportation Request Forms</p> <p>a. Transportation Request Forms may be used only for official travel.</p> <p>b. The heads of departments or units issued Transportation Request Forms shall be responsible for the control and authorized issuance of TRs distributed to their department or administrative unit.</p> <p>c. Lost or stolen Transportation Request Forms must be reported to the Travel Administrator as soon as possible to allow proper notification of local vendors.</p>	<p>Personal travel may not be included on tickets paid for by the University on a transportation request form.</p>
<p>14. Travel Expense Reimbursement</p> <p>a. General</p> <p>(1) Travel expenses shall be reimbursed only upon completion of a properly approved Travel Expense Report which is signed by the individual requesting reimbursement.</p>	<p>Regulations do not require conference information for backup for travel expense reports, however, Randy Weaver has established procedure to require that documentation for backup for all conference-related travel.</p>
<p>(2) A Travel Expense Report is required for all travel conducted under a Travel Authorization Form, including travel for which all expenses are paid directly by the university under a Transportation Request Form or reimbursed through petty cash, unless another procedure is approved by the Travel Administrator.</p>	<p>Travel expense reports for zero dollar reimbursement are still required.</p>
<p>(3) The Travel Expense Report must be signed by the claimant, unless processing without the traveler's signature is approved by the Travel Administrator.</p>	<p>Traveler's signature on TER implies that they have actually reviewed the document, that they actually incurred all expenses listed for reimbursement, and that all items were valid expenses necessary for university business-related travel.</p>
<p>(4) The Travel Expense Report must be approved by the claimant's supervisor; however, if the trip does not deviate from the originally approved travel authorization, approval may be delegated to the supervisor's designee.</p>	<p>Supervisor's signature (or designee) implies that they have actually reviewed the expense report and believe that all expenses listed were valid and necessary for university business-related travel.</p>
<p>(5) The Travel Expense Report should be filed with the campus business or travel office within 15 days of completion of travel.</p>	<p>Fifteen work days.</p> <p>Expenses that arrive after a travel expense report has been processed for final payment can still be submitted for reimbursement.</p>
<p>(6) Personal travel routing and leave time during the period of travel must be clearly noted on the expense report.</p>	<p>Do not skip information on travel expense report. Record every day, and all travel segments, but label "personal".</p>
<p>(7) Currency exchange rates must be provided for transactions which are</p>	

not converted to or reported in U.S. dollars by the vendor, charge card company, or bank.	
(8) If costs are incurred for full-size or luxury rental vehicles, a statement of explanation must be included with the expense report.	<p>If traveler obtained full-size or luxury rental vehicle for the purpose of transporting additional passengers and/or equipment, or if full-size or luxury vehicle was the only vehicle available, documentation must be included with backup for travel expense reimbursement request.</p> <p>If traveler obtained full-size or luxury rental vehicle as a personal preference, reimbursement will be made only for mid-size or smaller vehicle. TER backup must include statement of cost that would have been incurred for a mid-size or smaller vehicle for the same time-span.</p>
(9) If luxury or first class accommodations are used or if lodging or other required receipts are not available, a statement of explanation must be attached. Reimbursement for such costs shall require the approval of the Travel Administrator.	<p>If traveler utilized luxury or first class accommodations, documentation of justification for need must be included with backup for travel expense reimbursement request. Acceptable justification reasons could be (1) conference hotel, (2) lack of lower cost accommodations within reasonable distance. Any lodging accommodations at greater than published maximum for area requires justification from traveler.</p> <p>If traveler utilized luxury or first class accommodations as a personal preference, reimbursement will be made only for moderately-priced accommodations. TER backup for reimbursement must include documentation of costs that would have been incurred for moderately-priced accommodations during the same time-span and within a reasonable distance. If no documentation is provided, traveler may be reimbursed at published lodging maximum for area.</p>
<p>b. Receipts Required</p> <p>(1) Receipts or receipted invoices are required for:</p> <ul style="list-style-type: none"> <li>o All transportation expenses in excess of \$25 (ticket stubs, including airline tickets, are generally adequate);</li> </ul>	Currently no standard receipting requirement for airline travel. Submit anything that lists traveler name, itinerary, dollar amount, and tracking reference. Please submit boarding passes if they are available.
<ul style="list-style-type: none"> <li>o All lodging expenses;</li> </ul>	
<ul style="list-style-type: none"> <li>o Meal expenses in excess of \$25, if reimbursed at actual cost;</li> </ul>	

o Taxi or limo fares in excess of \$25 per fare or in excess of two fares during any one day; and	
o Other expenses in excess of \$25 for which reimbursement is claimed.	
(2) Original receipts should be submitted. If not submitted, the reason for the failure to do so must be explained on the expense report.	
c. Disallowed Expenses The Travel Administrator may disallow any expense which in his or her opinion is not in compliance with these regulations, is not adequately documented, or is lavish, excessive, unnecessary or unreasonable.	
d. General Reimbursement (1) Reimbursement of travel expenses will be made to the traveler within 15 business days after receipt of a properly completed and approved travel expense report by the business or travel office.	Travel expense reports that are not properly completed and approved will be returned to department without payment, for correction and re-submittal.
(2) No payment will be made for reimbursements requested more than 90 days after the due date of the expense report, unless approved by the Travel Administrator.	
e. Petty Cash Reimbursement (1) Travel expenses (except for lodging and meals or subsistence allowances) for local or non-local travel including parking expenses and vehicle mileage allowances may be reimbursed through a petty cash fund if total reimbursable expenses for a particular trip do not exceed \$25 dollars.  (2) For travel conducted under a Travel Authorization form (non-local travel), an expense report noting a description of the expenses incurred and the receipt of a petty cash reimbursement must be filed with the campus travel office. The petty cash reimbursement should be included on the expense report in the same manner as a travel advance.	Extremely rare that total travel expenses for out of town trip would be less than \$25, but petty cash reimbursement can be used in those circumstances.  Local mileage travel is most generally reimbursed through petty cash (or direct pay) reimbursement.
15. U.S. and Foreign Per Diem Rates  Available at your campus travel office or on the internet at: <a href="http://www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml">http://www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml</a> .	