

Travel Policy Revision

Summary of Changes Effective January 7, 2021

Current [Travel](#) policy.

Summary of Changes

- Prohibits first class airfare (Policy Details VI, p. 2).
- Updates travel expense report and reimbursement requirements to ensure compliance with tax law (Procedure I.A, p. 3).
- Updates parameters regarding travel expenses for spouses, partners, children, and guests of university employees (Policy Details II, p. 1, Procedure XI, p. 5).
- Requires the use of contracted travel suppliers (Procedure I.B-C, p. 3).
- Updates travel rewards and incentives guidance (Procedure VI, pp. 4-5).
- Updates personal travel in conjunction with business travel (Procedure VII, p. 5).
- Requires that policy waivers be approved in advance (Procedure XVI, p. 6) and addresses policy violations (Procedure XVII, p. 6).
- Does not allow use of PCards for airfare (Procedure XVIII.A—Payment options, p. 6).

Individual Substantive Changes

Policy (Page 1-2)

- Adds definitions: athletic travel, authorized approver, blanket travel, cost comparison, eligible guest, exception, expense report, personal travel, purchase order, senior fiscal officer, spend authorization, spend authorization number, sponsored project, travel status, unit, unit leader, waiver (pp. 1-2).
- Updates definitions: advance payment, business purpose, cash advance, group travel, individual business travel, PCard, preapproval, reimbursement, traveler (pp. 1-2).
- Deletes definitions: cash advance form, designated approval authority, eTravel system (all definitions), guest, university business travel status, (pp. 1-2).

Policy Details (Page 2)

- Specifies that travel expenses for spouses, partners, children, and guests of university employees will not be paid for by the university unless they are eligible guests as defined in the policy and approved in advance by the Office of The President, Office of Academic Affairs, or unit leader (Policy Details II, p. 2).
- States the university will not advance pay or reimburse first class airfare travel (Policy Details VI, p. 2).
- States that the PCard can be used to pay for some university business travel-related expenses (e.g., conference registration fees, lodging, vehicle rental) in accordance with the [PCard policy](#) (Policy Details VII, p. 2).
- Adds that payments for travel costs (including meals and housing) that are required for a student's educational program are a resource that must be reported to Student Financial Aid (SFA) to comply with federal statutory and regulatory provisions (Policy Details VIII, p. 2).

Procedure (Pages 3-9)

- Relocates procedural content from Policy Details to Procedure, reducing repetition and ensuring consistency with the [University Policy Template](#) (Procedure, pp. 3-9).

Overview

- Decreases the time period from 90 to 60 days that the traveler must submit a request for reimbursement; (Procedure I.A, p. 3).

- Adds that submission of an expense report and documentation submitted past the 60-day deadline may be treated as taxable to the employee (Procedure I.A.1, p. 3).
- Adds that travelers are required to procure airfare for athletic travel, individual business travel, and group travel from university-contracted travel agencies. And that use of university-contracted travel agencies is not required for travel by graduate associates and student employees outside the scope of their employment, and/or airfare arranged for local (in-country) flights within international countries (Procedure I.B, p. 3).
 - Clarifies that the two exemptions from this requirement for reimbursement of airfare procured through an alternate source/supplier is a lifetime maximum (Procedure I.B.1, p. 3).
- States that travel related to the relocation of individuals who have accepted employment offers is covered by the [Relocation Expenses](#) policy (Procedure I.E, p. 3).

Accountability

- Adds that the policy is intended to comply with the accountable plan rules of the IRS (Procedure II.B, p. 3).

Preapproval

- States that preapproval must be documented prior to a trip and retained for audit and review purposes (Procedure III.B, p. 3).

Cash Advances

- Adds that when cash advances are used with faculty and staff travelers, that costs that can be covered by other university procurement methods must be so covered (Procedure IV.A.2.b-c, p. 4).
- Adds that a Workday-generated cash advance form must be used to document a cash advance for travel expenses and that the cash advance traveler's/recipient's signature (electronic or manual) is required (Procedure IV.A.3, p. 4).

Reimbursement

- Adds that receipts or equivalent documentation must demonstrate payment by the traveler (Procedure V.A, p. 4).
- Adds that travelers cannot be reimbursed for an amount greater than the amount actually incurred by the traveler or owed to their credit card issuer (Procedure V.B, p. 4).

Travel Rewards and Incentives

- Adds guidance on travel rewards and incentives, including credit card reward incentives and frequent flyer miles (Procedure VI, pp. 4-5).

Personal Travel in Conjunction with Business Travel

- Clarifies that any expenses attributable to personal travel will not be paid/reimbursed by the university (Procedure VII.D, p. 5).
- Specifies that the traveler must provide a cost comparison, documented prior to purchase, of travel expenses when combining business and personal travel or when comparing travel methods (Procedure VII.F, p. 5).
 - States that when personal travel expenses are intermingled with business travel expenses (e.g., airfare), the traveler must still book through university contracted travel agencies and outlines payment methods (Procedure VII.F.1, p. 5)
 - States that sponsored program funds must not be used for personal travel expenses, whether prepaid or reimbursed and outlines payment methods (Procedure VII.F.2, p. 5).
- Adds that if travel is not primarily for university business, the university may be required to treat any travel expenses paid or reimbursed by the university as taxable income to the traveler, and that Tax Compliance must be consulted to determine the appropriate tax treatment of such travel expenses and reimbursements (Procedure VII.G, p. 5).

Blanket Travel

- States that blanket travel spend authorizations are used to track and reimburse transportation expenses (gasoline, mileage, parking, rental car, tolls), and may be issued once per fiscal year for an individual (Procedure VIII, p. 5).

Group Travel

- Requires that travel arrangers procure group travel services from the university-contracted supplier when available (Procedure IX.A, p. 5).

Athletic Travel

- Requires that travel arrangers procure athletic travel services from the university-contracted supplier when available (Procedure X.A, p. 5).
- Requires that competitive bids be solicited if the university-contracted supplier is not used and the total cost of the trip exceeds the bid thresholds for university funds (Procedure X.B, p. 5).

Companion Travel

- Changes name of section from Guest Travel to Companion Travel (Procedure XI, p. 6).
- Clarifies that individuals accompanying employees on business travel must travel at their own expense unless their attendance is required as a participant in recruiting, fundraising, or promotion of the university, and there is an approved business purpose and spend authorization number (Procedure XI.A, p. 6).
- Adds that companion travel includes attendance at post season competitions as a member of the university's "official party" as defined under NCAA or Big Ten Conference Rules (Procedure XI.A.1, p. 6).
- Adds a section on Reasonable Accommodation (Procedure XII, p. 6).
- Adds that the traveler must retain the hard copies of the records until an expense report is completed (Procedure XIII.A, p. 6).
- Adds a section on Security (Procedure XIV, p. 6).
- Requires that policy waivers be approved in advance by the Office of Business and Finance (Procedure XVI., p. 6).
- Adds a section addressing policy violations (Procedure XVII, p. 6).

Tables (Pages 6-12)

- Adds reimbursement as a payment option for airfare and ground transportation. No longer allows PCard use for airfare (Procedure XVIII.A-B, pp. 6-7).
- Updates what is covered by the mileage reimbursement rate (Procedure XVIII.C.4, p. 7).
- Adds requirement for justification for non-use of university-contracted rental car agency (Procedure XVIII.D, rental source: non-university contracted vehicle rental agencies, p. 7).

Responsibilities (Pages 9-10)

- Updates the table to reflect the responsibilities of offices or positions as required by the policy.

Resources (Pages 10-11)

- Lists all resources referred to in the policy.

Contacts (Pages 11-12)

- Lists all offices referred to in the policy and their contact information.