

**Summary of Travel Policy**  
**Effective 7/1/2016**

**FORMS:**

Hardcopy forms are available in the mailroom. Electronic forms are available on the Physics Department Intranet, under "Forms".

**USA Per Diem Rates:**

[www.gsa.gov](http://www.gsa.gov) and then click on Travel. Enter the State and the City of the trip traveled to.

**FOREIGN PER DIEM RATES:**

[https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp)

**OANDA:**

<https://www.oanda.com/currency/converter/>

**RECEIPT REQUIREMENT AMOUNT:**

- 1) Supporting documentation is required for individual expenses of \$50 or more.
- 2) Exception approval will be required if missing receipts are \$75 or greater per day.

**SUPPORTING DOCUMENTATION:**

- 3) Supporting documentation should provide evidence of origination from the vendor that contains purchasing details including, date, price and proof of payment.
- 4) An electronic copy or legible picture of the original receipt which is printed is acceptable supporting documentation.

**AIRFARE:**

5) Airfare is to be purchased at the lowest available commercial coach/economy fare available that meets the business purpose of the trip. Multiple commercial air carrier sites should be researched prior to booking a ticket to ensure the lowest available airfare is selected and not biased by frequent flier affiliation. Additional fees for standard coach/economy upgrade options that do not change the flight class such as seat choice and early check-in are permitted at the discretion of the department or school. Such upgrades must be reasonable considering the facts and circumstances of the expense. Guidance specific to Sponsored Projects travel can be found on the SPA website under Policies and Guidelines.

6) Business/Business Select Class will not be reimbursed without exception approval except for individual flight segments of 5 or more hours or when there is a

medical need of an employee. Written documentation, no older than 12 months, from a doctor must be submitted with the travel expense statement. For flight segments greater than 5 hours a one class upgrade from coach/economy flight class will be reimbursed.

7) First class airfare is only permitted with written approval from the Chancellor or with exception approval by the CFO or Controller when it is not a one class upgrade.

**ACTUAL MEAL EXPENSE METHOD:**

8) If meals are included in the conference registration fee or hotel rates, an additional meal charge will not be reimbursed, unless there is an exception for a dietary, religious reason, etc. If meal reimbursement is requested, the conference agenda should be attached to verify no meals were included in the registration fee. The check request/procurement card AIS document number should be written on the conference agenda submitted.

**NON-REIMBURSABLE BUSINESS TRAVEL EXPENSES:**

9) Rental car extra charges such as child safety seats, GPS devices for domestic travel, satellite radio will not be reimbursed.