

Department Travel Policy (Maggie Chaparro, 2017)

BEFORE LEAVING:

- If trip is out of state or foreign – you will need to complete a pre-approval via the TRIP system on MYUK under the Employee Self-Service tab. If going on a foreign trip, you will also need to register with IHSS. Contact Jason Hope with questions about registering with IHSS or email ihss@uky.edu.
- Prior to going on your trip please be aware that original receipts are REQUIRED for reimbursement, both on personal cards and procurement cards.
- You must choose the most economical and feasible means for travel. (Comparisons are necessary!) Please familiarize yourself with UK's Travel rules. Travel services provides more useful information here: <https://www.uky.edu/ufs/travel-services-travel-arrangements>

BOOKING TRAVEL:

- Business vs. Personal Travel
 - If you are combining business and personal travel, all plans must be paid on personal cards, and cost comparisons are mandatory. Exceptions below.
 - Combining business and personal with airfare – you will need to purchase the tickets on your personal card, and get a cost comparison from the Concur website or one of the approved travel vendors, (AAA corporate travel services, or Avant travel). THE DATE ON THE COMPARISON MUST MATCH THE DATE THE TICKET WAS PURCHASED. It has to be the same day. The comparison will be the flight information if you were travelling just for business purposes. The lesser amount will be reimbursed.
 - When travelling with both business and personal travel, the travel expenses must be paid by personal card. Exceptions include ONLY conference registration fees and lodging expenses for the nights related to the business purpose of the trip.
- Automobile Travel
 - Personal Vehicle – If you are travelling and wish to take your personal vehicle, you will need to complete a private vehicle authorization and turn it in for the Chair to approve. If you are travelling to a location that is over 400 miles one direction then you will need to print out a comparison for an airfare charge. The method that costs the less, will be reimbursed. The comparison will need to be done at least 3 weeks prior to leaving, and can be found on the UK Concur website. When you return from the trip, you must provide the odometer readings from the beginning and end of your trip for exact mileage.
 - Rental Car - If you are renting a vehicle, you need to provide a memo requesting permission to rent the vehicle along with justification for having it, this request must be provided and approved prior to leaving. You can charge this to the pro card as long as the days used are for business use only. You can be reimbursed for

gas but only with the ORIGINAL receipts. Insurance on the vehicle is allowed only when you have foreign travel.

- Air Travel
 - Booking air travel through the University vendor Concur is recommended.
 - If a flight with a lower price is found through an alternate vendor, this flight may be purchased, but only with a personal card. It will only be reimbursed if a price comparison from the UK Concur website is provided with it, and printed on the same day that the ticket is purchased.
 - International Flights – you can use an alternate vendor, however they must be in compliance with the Fly America Act. In order for this to happen, the code of the US flag carrier must be part of the flight number indicated on the airline ticket.
- Cost Comparisons
 - Cost comparisons are required to be printed the same day as the ticket is purchased or that the plans are made. The lesser of the amounts is the one that will be reimbursed. Cost comparisons are required in the following circumstances:
 - Private vs. Business matters
 - Airfare vs. private vehicle
 - Using alternate vendor
 - The cost comparison must be the first page of the available itineraries from Concur Travel, which also shows the search parameters used.
 - The cost comparison MUST be printed on the same day that the ticket is purchased.
- Lodging:
 - Reimbursement for lodging shall not exceed the cost of a single room rate. Employees sharing lodging shall be reimbursed one-half of the room charge.
 - The University does not pay lodging expenses for an overnight stay within 40 miles of the employee's official workstation of home.
 - Telephone and internet costs for necessary official University business shall be reimbursed.
 - Lodging will not be reimbursed on the way to a destination of less than 400 miles (one way) from the employee's workstation or home. Expenses while traveling to and from the destination are limited to mileage, tolls, and subsistence.
- Per Diem:
 - Subsistence cannot be claimed for meals included in registration fees. To determine meals reimbursement, obtain conference brochure and attach to travel voucher.

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- Subsistence reimbursement for meals requires the employees to be in travel status for the entirety of the time frame established for the meal (breakfast: 6:30am thru 9:00am, lunch: 11:00 am thru 2:00pm, dinner: 5:00pm thru 9:00pm).
- Subsistence rates are based on the location where the employee spends the night.
- **DO NOT USE PROCARD FOR:**
 - Combining personal and business travel on airfare.
 - Purchasing airfare via outside vendors
 - When companion travelers are traveling with employee. If you go thru Avant travel, reservations for the employee and companion traveler can be made at the same time using multiple forms of payment to allow for the use of a pro card for the employee travel and personal funds for that of the companion traveler.

AFTER RETURNING

- A travel reimbursement request must be processed via TRIP and sent to Accounts Payable within 30 calendar days after returning. You must submit your travel information in TRIP as soon as possible after returning in order to meet this goal. If this goal is not met, you risk not being reimbursed for the travel, and any reimbursement provided more than 60 days after the travel dates will be taxable income.