Travel Policies
BPM - Section 500

Changes Effective July 1, 2011

University of Missouri – St. Louis

Learning Objectives

» Overview of benefits of policy changes and electronic T&E system.
» Highlight of significant policy changes
» Overview of University travel policies
» Discuss application and compliance
» Discuss examples of common scenarios
Benefits of Changes

» Faster reimbursement to traveler
» Reduced preparation time for traveler
» Increased efficiency
» Increased accountability and transparency
» Consistent application of travel policies

Highlight - Changes to Travel Policies

<table>
<thead>
<tr>
<th>Current Policy</th>
<th>Revised Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reimbursement for actual expenditure up to the limit for the individual meal</td>
<td>Reimbursed per diem, regardless of actual expenditure</td>
</tr>
<tr>
<td>Cost analysis of fly vs. drive required</td>
<td>No longer required</td>
</tr>
<tr>
<td>Units may establish their own lower limits, additional requirements, or more restrictive policies before the trip</td>
<td>Units may not implement more restrictive requirements unless required by an outside entity</td>
</tr>
<tr>
<td>Administrative Superior approves expense reimbursement</td>
<td>Grants approver, if applicable, and Fiscal Approver review for completeness, allowability, and funding appropriateness</td>
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<td>For overnight travel, specific limits for breakfast, lunch, and dinner</td>
<td>For overnight travel, $42 per diem based on duration of travel</td>
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<th>Travel Duration</th>
<th>Percentage</th>
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<tr>
<td>Less than 8 hours</td>
<td>0%</td>
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</tr>
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University Travel Policies – BPM Series

» 501 - Authorization of Travel *
» 502 - Travel Service Contracts
» 503 - University Travel Cards
» 504 - Methods of Transportation and Allowances*
» 505 - Allowable Expenses*
» 506 - Cash Advances
» 507 - Car Rental Service
Individual Roles in Travel Process

Administrative Superior
Authorizes travel

Traveler/Delegate
Submits reimbursement per policies

Grants Approver - PI/Delegate
Reviews for compliance with relevant policies, allowability, completeness, and funding

Fiscal Approver/Delegate
Reviews for compliance with relevant policies, completeness, and funding

General Rules for Travel Expenses

» Authorized by Administrative Superior
» Reimbursable with no impact on taxable compensation if:
  › Incurred while performing services for the University
  › Expenses accounted for within 60 days of end of trip
  › Excess reimbursement returned within 120 days after expense is paid or incurred
Documentation Requirements

» Receipts for all expenses $75 or more – should include:
  › Date
  › Amount
  › Place
  › Business purpose
  › Other information to support reasonableness

» Lodging receipts required regardless of amount

Reimbursement by Outside Entity

» Seek other entity reimbursement first:
  › University’s reimbursement will not be taxable if documentation shows:
    › Request to other entity made within 60 days of end of trip
    › Subsequent request to University for its portion is made within 60 days of date the balance due from the University is known
Reimbursement in Advance of Travel

» Adequate documentation must be provided showing the expense has been incurred
  › Example: Hotel confirmation via email

» Traveler’s department is responsible to:
  › Verify travel actually takes place
  › Obtain refunds if necessary
  › Apply to future travel if possible

Lodging

» Amount should be reasonable and necessary

» Reimbursement can not exceed total if a room is shared

» Documentation must include:
  › Detailed itemized statement furnished by hotel - regardless of amount
  › Credit card summary statement is not acceptable
Meal Allowance – Domestic Overnight Travel

- Overnight stay required
- Per diem is $42
- No documentation required
- Determined by number of hours in travel status

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Meal Allowance – Domestic Travel

- Reduce per diem if:
  - Meals included in conference registration
  - Paid by another person or entity
  - Directly paid by University
  - Example: University sponsors a table at a dinner event
Meal Allowance – Foreign Travel

» Travel outside of 50 states and District of Columbia
» Per diem amount determined from US Department of Defense Web Site:
  www.defensetravel.dod.mil/site/perdiemCalc.cfm
Business Meals

» Reimbursable if part of a meeting or activity to discuss University business
  › Includes other individuals
» Documentation should include:
  › Names or titles of individuals attending
  › Relationship to the University
  › Explanation of the business purpose
» Cost should be reasonable

Meals – Employee’s Work Day Extended

» Overnight travel does not occur
» Travel causes employee to work in excess of normal schedule
» Reimbursement for meal allowed as part of the extended work day
» Not a regular occurrence
» Discretion of department
Example – Employee’s Work Day Extended

» Normal workday – 8:00 a.m. to 5:00 p.m.
» Day is extended – 7:00 a.m. to 8:00 p.m.
» Neither breakfast nor lunch reimbursed
» End of day meal could be reimbursed
  › At $21 - 50% of per diem
  › No receipt required

Transportation – Mileage Reimbursement

» Based on approved map mileage of most efficient route
  › Include parking and tolls
  › Current rate is $.48 per mile
  › See Controller’s web site for mileage rate
  › Drive vs. fly comparison not required
Transportation – Personal Vehicle Use

» Method that best meets needs of traveler and University should be selected
» Consider use of rental car
» If personal vehicle used:
  › University not responsible for physical damage
  › University’s liability coverage supplemental to traveler’s coverage

Other Allowable Expenses

» If required for University business:
  › Telephone/internet connections
  › Long distance calls
  › Office supplies
  › Registration or other meeting expenses
  › Miscellaneous transportation and expenses
Unallowable Expenses

» Not essential for University business:
  › Hotel gym fees
  › Mini-bars
  › Movies
  › Laundry
  › Vehicle fines

Travel – Gift or Grant Funding

» Must be in compliance with terms and conditions and University policy
  › Grant – Travel must be allowable on grant
  › Gift – In accordance with donor restrictions
» Document exceptions on expense report
» Amounts $75 or more require a receipt
Requesting Reimbursement

» Travelers can **not** approve their own expense reimbursement
» Traveler attests to the appropriateness of expenses in accordance with University policies
» Fiscal Approver verifies and approves

Delayed Reporting of Expenses

» If more than 60 days after end of the trip:
  › Document reason for the delay
  › Reimbursement subject to availability of funds
  › Discretion of responsible department to fund reimbursement
  › If reimbursement is made, added to the employee’s taxable compensation
Travel Allowances

» Departments may limit reimbursement for a trip to a total maximum amount determined prior to travel
» Individual components accounted for per University policies
» Reduce overall reimbursement for the trip maximum by an “Expense adjustment”

Travel for Non-Employees

» Allowed when travel is:
  › Necessary
  › Benefits the University
  › In accordance with University policies
» Processed by non-PO voucher – not Travel and Expense system
Concluding Points

» Reimbursement approved by Fiscal Approver
  › Grants Approver reviews for allowability, funding
» For overnight travel, $42 per diem based on duration of travel
» Receipts required for all expenses $75 or more
  › Lodging receipt required regardless of amount

Additional Information and Contacts

» BPM – Section 500 – Travel Policies
» Controller’s website
  › http://umsystem.edu/media/fa/controller/MileageReimburse.doc
» Ernie Cornford, Director of Finance
  › 314.516.5092
» Randy Vogan, Assistant Director of Finance
  › 314.516.5478