

General Policy

The information in this document is a summary of the University Travel Regulations for domestic travel. **Approval is required prior to all University business travel.** Travel expenses are reimbursed after the trip. Prepayment is allowable for airfare, registrations, and hotels when reserved in Egencia Corporate Travel or Purdue Hotels.com.

An individual is in travel status when traveling on official business for Purdue whether or not expenses will be reimbursed by the University. A Request for Authority to Travel (President's Office Form 17) must be submitted through regular administrative channels at least two weeks in advance of the travel date.

In-State travel covers all travel within the State of Indiana. The authorization of in-state travel is delegated to the Department Heads. A Form 17 is not required if the department has established in-state travel approval policy.

Blanket travel Frequent travel by Statewide Technology or Cooperative Extension Service travelers to contiguous counties in states surrounding Indiana or special circumstances requiring travel (greater than 12 trips a year to the same location outside the State of Indiana for the same business reason) will require prior blanket approval from the department head in adherence to the departmental policy.

If blanket travel approval has been approved a Form 17 is not required, however the box titled Blanket Travel must be checked on the Form 25.

Out-of-state travel is all domestic travel *except* in-state travel. Approval is delegated to each of the deans/vice presidents the authority to further delegate domestic travel approvals to department heads/directors. The Form 17 must be approved two weeks prior to the trip.

Staff members in travel status should exercise good judgment when incurring travel costs. Only travel expenses related to University business will be reimbursed. Reimbursement should not be claimed for items provided free of charge, not personally paid for by the claimant, previously reimbursed by any source, or costs that will be paid or reimbursed from any other source in the future. Any reimbursement received from another source after reimbursement has been received from Purdue University shall be deposited back to the same funding source that was initially charged for the expense.

Same Day Travel - To qualify for subsistence for same day travel, employees must be in travel status (not combined work and travel) away from their *official station twelve hours or more without purchasing lodging.

- Employees in travel status 12 hours or more, but less than 16 hours are entitled to 75% of the CONUS rate, based on the business destination.
- Employees in travel status 16 hours or more are entitled to 100% of the CONUS rate based on the business destination.

When meals are provided, the meal deduction will be 25% of full M & IE rate for both breakfast and lunch and 50% of full M & IE rate for an evening meal.

Advances on Travel

Arrangements have been made with Purdue Research Foundation to advance funds for authorized University travel.

Total travel advances will be available to:

- Student employees, clerical and service employees and monthly paid staff with visiting, temporary, or adjunct appointments.

For those individuals who qualify for the American Express Corporate Card, the following items may be advanced:

- Airfare, when it must be paid more than 45 days prior to departure date.
- Subsistence totaling more than \$250.00.

Registration fees and airfare may be paid prior to the travel date using the department purchasing card. An approved Form 17 must be submitted with the request to pay advance registrations fees and airfare. For additional prepayment information:

http://www.purdue.edu/business/procurement/travel/Transportation/Air_Travel/ppdexp.html

Travel Reimbursement

The Travel Reimbursement Request (Business Office Form 0025) is used to claim reimbursement for travel on University business. This form should be as complete as possible when submitted for payment. Proper signatures, account numbers, arrival and departure times and destination points should be included, along with all supporting documents and an approved copy of the Form 17.

Transportation

The most economical means of transportation should be used when traveling on University business. The staff member and the department head make this determination based upon total cost of the travel, efficient use of staff time and convenience of the employee.

University Vehicles

Staff traveling or working on official University business have access to fleet cars, vans and trucks. Two forms are involved when University fleet vehicles are to be used: (1) President's Office Form 17 - Request for Authority to Travel on University Business, which is the prime authority for the travel; (2) Transportation Service Form 1, which arranges for the vehicle. The driver's copy of the Form 1 must be submitted with the Form 25, Travel Reimbursement Request. All parking expenses and toll charges related to the use of a University vehicle will be reimbursed by Transportation when the vehicle is returned.

Rental Vehicles

Do not purchase the insurance on domestic rentals.

Purdue insures the collision damage exposure for vehicles rented by staff traveling on University business. Therefore, the insurance offered by the rental company is not a reimbursable expense. Visit the Risk Management website for additional information: http://www.purdue.edu/business/risk_mgmt/

Receipt is required if expense \$75 or greater.

Accidents should be reported to the police immediately. Obtain the name and departmental affiliation of the investigating officer. Exchange information with the other driver(s) involved including: names, addresses, phone numbers and descriptions of vehicles. Record any passenger and/or witness information. Report this information immediately to the Risk Management Office (765-

494-7695). Advise the rental car company that Purdue University self-insures rental vehicle collision damage. A wallet card is available from Risk Management (47695) with the insurance information on it. The rental agency may demand that you provide them a credit card to which the damage can be billed. That amount will be reimbursed to you by the Risk Management Office upon receipt of copies of the Form 17, the rental agreement and your credit card statement.

Purdue has an agreement with National and Enterprise car rentals. The insurance is included in these rates. Reserve at <http://www.purdue.edu/business/procurement/travel/Discounts/national.html> or call

<u>Agency</u>	<u>Corp. Number</u>	<u>Toll-free Number</u>
National	5004459	1-800-227-7368
Enterprise	XZ08035 – PIN#: PUR	1-800-261-7331

Privately Owned Vehicles

Mileage for travel on or after 7-1-2011 is payable at 55.5 cents per mile.

Mileage for travel from 1-1 to 6-30-2011 is payable at 51 cents per mile.

Mileage for travel from 1-1 to 12-31-2010 is payable at 50 cents per mile.

Mileage rate for travel on state grants is 44 cents per mile for travel on or after May 1, 2011.

Allowable travel is reimbursable regardless of the number of miles traveled; however the "Drive VS Fly" rule will apply.

"Drive VS Fly" Rule: Persons who choose to drive rather than fly long distances may be reimbursed subsistence and lodging (if necessary) for a total of two full driving days (1 day before and 1 day after the official business). When two or more staff travels together in a personal vehicle, the mileage reimbursement amount may not exceed the Drive VS Fly rule and may only be reimbursed to the driver of the personal vehicle. Each traveler is entitled to the allowable subsistence and lodging per policy. The mileage reimbursement cannot exceed the best available airfare prior to travel. A cost comparison obtained prior to travel must accompany the Form 25. To qualify for reimbursement when driving longer distances normally accomplished by flying, the business expense must be the lesser of the actual mileage expense or total of:

- ♦ Best available airfare (The traveler must supply a quote from a travel agency or printout from an online vendor, i.e., Expedia or Orbitz, prior to travel.)
- ♦ Roundtrip mileage to airport.
- ♦ Airport Parking (no higher than our contracted rate)
- ♦ Shuttle expense (not rental car) to/from airport to business location.

Air Travel

Airfare is reimbursable for economy or coach fare only. Prepayment of airfare is allowable. Reimbursement for first or business class is **not allowable**, and will not be paid unless prior approval is received from Director of Procurement. See http://www.purdue.edu/business/procurement/travel/Transportation/Air_Travel/airfaretravel.html#usflag

Acceptable receipts for air travel are required if expense \$75 or greater. E-ticket receipts will consist of a passenger coupon, itinerary, or receipt direct from the airline. If this is lost the traveler should contact the issuing entity for a duplicate. If that is not possible, an invoice, credit card receipt, boarding passes, or agent's copy of the ticket may be submitted with a memo, signed by the claimant, stating that the passenger coupon was lost.

If a discount airfare is used and cities are visited for both personal and business reasons, the amount reimbursed will be the fare directly related to the point(s) of business based on the actual ticket and fare class used.

Purdue employees are required, by the '**Fly America Act**', to use US flag carrier if the trip is funded by federal funds.

Taxi, Limousine, Bus and Train

Taxis, limousines, and other local conveyances are reimbursed without receipts unless cost is \$75 or greater. Such transportation must be limited to travel between official stations and transportation terminal, and/or places of lodging and places of University business. Tips for taxi or shuttle are reimbursable.

The to/from destination(s) must be listed for each trip via taxi, shuttle/limousine, or other local conveyances.

Bus and train travel are reimbursable with receipt for \$75 or greater.

Lodging

ORIGINAL receipts are **always** required. Reimbursable lodging costs will be limited to a single room rate (for individual travelers) plus tax. Extra charges such as meals, tips, television, movies/games, personal phone calls, appliances in room, laundry service, or miscellaneous charges will **not** be paid as lodging. An original, itemized receipt is required.

Late checkout fees are not reimbursable.

Faculty/staff members may be reimbursed when paying for expenses on behalf of other employees, **if**

- Both employees are conducting official business for the University, **and**
- The employee bearing the ORIGINAL receipt claims reimbursement, **and**
- The accounts are distributed on the reimbursement claim, Form 25, (in the case of multiple accounts), **and**
- Claim forms should be cross-referenced with an explanation of which traveler incurred the expense.

Subsistence (Per Diem or M & IE)

Overnight Travel - Subsistence is paid based on location of lodging determined by the federal Meals & Incidental Expenses (M & IE) rates for domestic travel.

Travel that begins after 8 AM on day of departure or returns before 5 PM on day of return is considered a partial day and will be reimbursed at 75% of the full M & IE rate.

Subsistence is intended to pay for charges such as:

Meals, Tips (restaurants or room service), personal telephone calls, additional beds for non-employees, laundry/dry cleaning (if

stay is less than 4 days), TV/Entertainment equipment, Movies & Games, Locksmith Fees, Late Check-Out Fees, Travel Ins., etc.

When meals are provided, the meal deduction will be 25% of full M & IE rate for both breakfast and lunch and 50% of full M & IE rate for an evening meal. Continental breakfast does not need to be deducted. It is not considered a provided meal. See <http://www.purdue.edu/business/procurement/travel/Subsistence/subsist2.html>

Registration Fees

Registration fees are reimbursable when receipts are furnished. When meals are provided, the meal deduction will be 25% of full

M & IE rate for both breakfast and lunch and 50% of full M & IE rate for an evening meal. Meals included in a registration fee paid by Direct Invoice must also be deducted. If subsistence is not being paid, no deduction will be made for meals furnished (re: one day trip) unless meals are listed separately (optional) from the actual registration fee. (Also see [Advances on Travel](#))

Receipts

Original receipts are required for all expenses \$75 or greater.

NOTE: Lodging receipts are always required regardless of amount.

Documentary evidence, i.e. receipt, is not required if the following apply:

Expense, *other than lodging*, is less than \$75.

Incidental expenses may be totaled in reasonable categories without receipts as long as the aggregated total is 'under' \$75.

Miscellaneous

Parking expense is reimbursable. (See Receipts section)

Toll road expense is reimbursable and receipts are not required.

Telephone, email, and fax charges made for University business are reimbursable. Simply indicate "Business" next to the calls on the lodging receipt.

Emergency purchases of materials or services required while in travel status are allowable if justification is provided on the Travel Reimbursement Request. Original receipts are required if expense \$75 or greater.

Charges for meeting rooms and related expenses are reimbursable with receipts, with justification shown on Form 17 or the Travel Reimbursement Request.

A Form 12, Request for Use of University Property Off-Campus, must be completed when taking Purdue property on business trips.

Travel Assistance

American Express (lost or stolen cards): 1-800-528-2122

Transportation Services: (765) 494-2114

After hours: call (765) 494-4600 or 1-800-213-3626



POCKET GUIDE For DOMESTIC TRAVEL