

## General Policy

The information in this document is a summary of the University Travel Regulations for domestic travel. An individual is in travel status when traveling on official business for Purdue whether or not expenses will be reimbursed by the University.

### **Pre-trip Approval is required if the trip meets any of the following criteria:**

- International and funded by ARO
- International and funded by EPA
- International and funded by a State Sponsored grant
- Funded by DOE Lab
- Sponsor Required (other than listed above)
- Departmentally Mandated
- When a pre-trip cash advance is requested
- When a flight upgrade is requested
- Students traveling internationally to countries with warnings

**Notifications** are created through the completion of a "Trip Request" in the Concur Travel and Expense System. If travel services are booked with the online Concur System, a "Trip Request" will automatically be created and initiate notifications. If travel services are booked outside of the online system or is a \$0 trip (all expenses paid by a third party), a manual "Trip Request" in Concur will be required to initiate notifications.

**Pre-trip Approvals and Notifications** are both created through the Concur Travel System.

**Blanket travel** is defined as any travel that does not include a common carrier ticket (air or train), and does not require a "Trip Request" or any pre-trip approval or notification.

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.

## Advances on Travel

Travel Advances are available through two sources:

- ATM Cash Advance –Cash advances are allowed on the Purdue Visa Travel Card through an ATM. Advances should not exceed the amount of anticipated expenses and are limited to \$500 per cycle.
- Travel Cash Advances are available to student employees; clerical and services employees; and monthly paid staff with visiting, temporary, or adjunct appointments. These advances are facilitated through the Concur Travel System prior to the trip. Advance requests must include an explanation of how the funds will be used.

## Travel Reimbursement

Reimbursement for out-of-pocket expenses and fixed meals will be paid upon submission of an expense report within 60 days of the end of the trip. Expense reports must be submitted in the Concur Travel System. Expense reports can be created by the traveler or the traveler's delegate; however, the report must be submitted by the traveler.

## 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. A Transportation Services Form 1 is required to reserve the vehicle. All parking expenses and toll charges related to the use of a University vehicle may be reimbursed on the expense report. See Transportation Services rates at <http://www.purdue.edu/transportation/reservations/rates.html>

## Rental Vehicles

A receipt is required if expense is \$75 or greater.

### **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. Advise the rental car company that Purdue University self-insures vehicle collision damage. A wallet card is available from Risk Management (47695) with the insurance information on it. The rental agency may require 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 "Trip Request" (if applicable), the rental agreement and the credit card statement.

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).

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

<u>Agency</u>	<u>Corp. Number</u>	<u>Toll-free Number</u>
National	XZ08035	1-800-227-7368
Enterprise	XZ08035	1-800-261-7331

## Privately Owned Vehicles

Mileage for travel on or after 1-1-2018 is payable at 54.5 cents per mile.  
Mileage for travel on or after 1-1-2017 is payable at 53.5 cents per mile.  
Mileage rate for travel on state grants is 38 cents per mile for travel on or after August 1, 2016.

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

**"Drive VS Fly" Rule:** Effective for travel on or after October 1, 2016, the allowable reimbursement is a maximum of \$400 when a traveler chooses to drive (personal or rental vehicle) to travel to longer distance business locations normally accomplished by flying (Rule of Thumb: Greater than 800 miles roundtrip).

Persons who choose to drive rather than fly long distances may be reimbursed subsistence and lodging (if necessary) for a total of 2 travel days (1 day for travel to the business location and 1 day for travel to return to the official business/duty station).

## Air Travel

Airfare is reimbursable for economy or coach fare only. Airfare is reimbursable for economy or coach fare only. 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/travel/Transportation/Air\\_Travel/airfaretravel.html#firstclass](http://www.purdue.edu/business/travel/Transportation/Air_Travel/airfaretravel.html#firstclass)

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 indicate that the required receipt is NOT included, with an explanation in the comment box on the Concur Expense Report.

If a discount airfare is used and/or cities are visited for both personal and business reasons, a cost comparison obtained 'prior to' travel is required.

The amount reimbursed will be lesser of the amount of the actual ticket purchased or the amount of the cost comparison whichever is less.

A cost comparison should be for the business destination(s) for the days of business only. See <http://www.purdue.edu/business/travel/Transportation/costcomparisonrequirements.html>

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**

Receipts are **always** required regardless of amount.

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. 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

## **Fixed Meal Expenses (\*Per Diem or M & IE)**

**Overnight Travel** - The University provides subsistence to staff while traveling on official business for the University per federal CONUS and OCONUS rates based on location of business.

Fixed Meals\* is a fixed amount of daily reimbursement provided for meals, tips to waiters/waitresses, porters, bellhops, stewards, etc.; and is paid to the traveler after the trip. Fixed Meals begin the day the traveler departs for the business through the day of return as long as all days in between are business related.

On the day travel ends, (traveler returns to official station) the rate will be the same as the preceding calendar day or last place of business.

Generally travel begins the day prior to business and ends the day after end of business. On the first and last day of travel, travelers will be eligible for 75% of the total subsistence rate.

Fixed Meals are intended to pay for charges such as:

Meals, Tips (restaurants or room service), personal telephone Calls or roaming charges, 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 Fixed Meal allowance must be adjusted by deducting the appropriate amount. These deductions must be accounted for on the Concur Expense Report.

**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 are entitled to 75% of the CONUS rate, based on the business destination.

When meals are provided, the M & IE allowance must be adjusted by deducting the appropriate amount. These deductions must be accounted for on the Concur Expense Report.

## **Registration Fees**

Registration fees are reimbursable when receipts are furnished. When meals are provided, the M & IE allowance must be adjusted by deducting the appropriate amount. These deductions must be accounted for on the Concur Expense Report.

Meals included in a registration fee must also be deducted. If A fixed meal allowance 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.

## **Receipts**

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

**NOTE: Lodging receipts are always required** regardless of amount. Paper receipts or E-receipts provided by the hotel meet the receipt requirement.

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

## **Miscellaneous**

Expenses are reimbursable, as long as they are University Business related:

- Baggage fees
- Parking and Tolls
- Taxis, shuttles, and other local conveyance
- Services of guides, interpreters, typists, data processors, etc.
- Telephone, email, and fax charges
- Laundry, cleaning and pressing (in travel status >4 nights)
- Emergency purchases of materials or services required while in
- travel status are allowable if justification is provided on the
- Expense Report.

Charges for meeting rooms and related expenses if justification is provided on the Expense Report.

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

Original receipts are required if expense \$75 or greater.

## **Travel Assistance**

JP Morgan Chase: (800) 316-6056

ALTOUR: 1 (855) 853-7955

ALTOUR Online Assistance: 888-853-7449

Transportation Services: (765) 494-2114

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



# POCKET GUIDE For DOMESTIC TRAVEL