General Policy
The information in this document is a summary of the University Travel Regulations for foreign 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

Notification is required if travel is a significant distance (generally a destination that would traditionally be reached by air), even if pre-trip approval is not required.

Blanket travel is defined as any travel that does not include a common carrier ticket (air or train), and does not require a pre-trip approval or notification (facilitated by a “Trip Request” in Concur).

Pre-trip approvals and Notifications are both created using the Concur Travel System.

Foreign travel is defined as travel to, between or within countries other than the United States and its territories and possessions. All foreign travel will be reimbursed using the federal foreign travel reimbursement rates (OCONUS) unless the source of funds requires the use of State travel reimbursement rates. Federal foreign travel guidelines are defined as the travel per diem allowances for foreign areas as determined monthly by the United States Department of State and Government Accounting Office.

State travel regulations are defined as the policies established by the Department of Administration and approved by the Indiana State Budget Agency. The State of Indiana daily Meals & Incidental Expenses (M&E) rate is defined by the Indiana Department of Administration.

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 any employee who can substantiate the need for the cash. These advances are facilitated through the Concur Travel System prior to the trip. Cash Advance requests will require an explanation of how the funds will be used.

Travel Reimbursement
Reimbursement for out-of-pocket expenses and subsistence will be paid upon submission of an expense report. Expense reports should be submitted 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 by Transportation when the vehicle is returned. If vehicle returned after hours, these items should be added to an expense report. See Transportation Services rates at http://www.purdue.edu/pat/mainnav/transportation/car/carrates.htm

Rental Vehicles - Insurance
Insurance coverage, i.e., collision & liability should be secured from the rental agency for foreign travel.

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). Visit the Risk Management website for additional information: http://www.purdue.edu/business/risk_mgmt/

Purdue has an agreement with National and Enterprise car rentals. Reserve in Concur Travel & Expense booking or at http://www.purdue.edu/business/travel/Discounts/national.html or call

Agency Corp. Number Toll-free Number
National 5004459 1 (800) 227-7368
Enterprise XZ08035 – PIN#: PUR 1 (800) 261-7331

Privately Owned Vehicles
Mileage for travel on or after 1-1-2015 is payable at 57.5 cents per mile.
Mileage for travel on or after 1-1-2014 is payable at 56 cents per mile.
Mileage for travel between 1-1-2013 to 12-31-2013 is payable at 56.5 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 Trip Request. 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:

- Best available airfare (The traveler must supply a quote from a travel agency or printout from Concur, 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. Reimbursement for first 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

If 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. A cost comparison should be for the business destination(s) for the days of business only. See http://www.purdue.edu/business/travel/Transportation/costcomp_arisonrequirements.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, bus, train, and other local conveyances are reimbursable expenses. 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.

**Lodging**
Reimbursable lodging costs will be limited to a single room rate (for individual travelers) plus tax. Miscellaneous charges such as meals, tips, television, movies/games, personal phone calls, appliances in room, laundry service, should be itemized on the expense report, with personal items being identified. Late checkout fees are not reimbursable. Faculty/staff members may be reimbursed when paying for expenses on behalf of other travelers, if
- Both are conducting official business for the University,
- The employee bearing the lodging charge completes the expense report,
- The accounts are distributed on the expense report (in the case of multiple accounts), and
- Claim forms should contain a comment with an explanation of whose charges are included.

**Subsistence (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.

The State of Indiana daily Meals & Incidental Expenses (M&IE) rate for foreign travel is $50 per day with the following exceptions: Japan - $90, Korea and Taiwan - $85, China, France, Great Britain, Germany, Netherlands and Singapore - $65

Subsistence 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. Subsistence begins 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.

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 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 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.

**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**
- J P Morgan Chase: (800)316-6056
- ALTOUR: 1(855)853-7955 or reservations@ALTouri.com
- ALTOUR Online Assistance: 888-853-7449 or onlinesupport.in@altour.com
- Transportation Services: (765) 494-2114
- Transportation Services After hours: call (765) 494-4600 or (800)213-3626