

 UNIVERSITY of DENVER	UNIVERSITY OF DENVER POLICY MANUAL Travel Expense Policy	
Responsible Department: Business Services Recommended By: G. Kvistad, C. Woody Approved By: Chancellor Coombe	Policy Number 2.30.012	Effective Date: April 1, 2009

1 INTRODUCTION

1.1 **PURPOSE**

It is the policy of the University to reimburse employees, and approved non-employees, for necessary and reasonable travel and entertainment expenses incurred for departmentally authorized, official University business. The Travel Expense Policy, used in conjunction with the *Propriety of Expense Policy* and the *Allowable Business Expenditures Policy*, defines those expenditures allowed to be paid with University Funds.

Individuals traveling on University business are expected to operate in the best interest of the University at all times. Individuals are to utilize the most cost-effective means for business travel, consistent with the objectives of the assignment and good business practices.

1.2 **SCOPE**

This Policy sets forth requirements that apply to all employees, students, and affiliates when generating business expenses with the use of University funds.

2 POLICY OVERVIEW

Business Services maintains current information on the University's allowances, per diems and guidelines for reimbursable expenses. This information shall be regularly distributed to all budgetary heads.

In accordance with *Propriety of Expense Policy*, it is the responsibility of the Requestor to ensure all expenses comply with the *Propriety of Expense Policy*.

ITEM DESCRIPTION	ALLOWED	COMMENTS
1. Transportation		
a. Airline Travel	Yes	<ul style="list-style-type: none"> • Individuals on travel shall utilize the lowest airfare rate available on non-stop flights to a destination point. • First class or business class travel is not permitted and shall not be reimbursed. Upgrades below business class may be approved by the Dean/ Director or Department head.
b. Personal Automobile	Yes	<ul style="list-style-type: none"> • The University shall reimburse individuals for the business use of their personal automobile at a per mile rate set by the IRS. • Total mileage reimbursement for personal automobile travel shall not exceed the cost of applicable coach class airfare. • Individuals are required to have personal automobile insurance as required by the State of Colorado. • Per IRS regulations, only the incremental mileage between an employees residence and Denver International Airport which exceeds the mileage between an employee's residence and their office is eligible for mileage reimbursement.
i. Mileage reimbursement when receiving a car allowance from the University	Yes	<ul style="list-style-type: none"> • The reimbursement rate used when reimbursing an individual who has a monthly car allowance will be the rate listed by the IRS as the mileage driven in service of charitable organizations.
ii. Items such as tolls, parking fees, and public transportation fees	Yes	

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iii. Transportation to and from the Denver Airport and parking charges at the Airport	Yes	<ul style="list-style-type: none"> The University will reimburse an employee up to the cost of approved mileage rates from the DU campus plus the cost of parking at the DIA Economy Lot. Employees should select the least - cost alternative. It is recommended that employees use a shuttle service or RTD when they are going to be gone for more than 7 days.
c. Other Transportation		
i. Train or bus travel	Yes	<ul style="list-style-type: none"> Ticket costs for train or bus travel shall not exceed the applicable coach class airfare rate.
ii. Travel by charter aircraft, personal aircraft or ship shall not be authorized unless there is a special reason requiring the alternate form of transportation.	No	<ul style="list-style-type: none"> Approval by the University's Risk Manager is required prior to travel by personal aircraft.
d. Car Rental	-	
i. The cost of car rental shall be reimbursed only if the nature of the trip and the location to be visited are such that other means of transportation are not available, practical, or the relative expense of other means of transportation would exceed the cost of renting the automobile.	Yes	<ul style="list-style-type: none"> Individuals shall select a car rental company that offers competitive rates. Original receipts shall be submitted for the reimbursement of the car rental and fuel. Depending on the number of people traveling together and the purpose of the trip, Economy to mid-size cars shall be used when possible. Individuals are required to accept the liability insurance offered by the car rental agency. The cost of the insurance shall be reimbursed.
2. Lodging, Meals and Other Expenses		
a. Reimbursement rates		
i. An individual traveling on University business within the United States shall be reimbursed for actual lodging and airline/mileage expenses plus per		<ul style="list-style-type: none"> Per diem is the preferred method of reimbursement pertaining to meals when an employee is on travel status. Original airline and/or other transportation receipts and lodging receipts shall be submitted to Accounts

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diem for meal and incidental expenses.		Payable for reimbursement. <ul style="list-style-type: none"> • Receipts are not required for meal and incidental expenses when claiming per diem. • The purchase of meals by the traveler for other University employees are unallowable except as an Official Function (see <i>Official Function Policy</i>), or in travel status as defined in this policy.
ii. An individual traveling internationally on University business shall be reimbursed based on the per diem rate for the location visited.		<ul style="list-style-type: none"> • A full per diem allowance for lodging and meals is required to be used for all foreign travel and/or when necessary for travel under a government contract.
iii. Actual meal expenses shall be reimbursed when necessary and appropriate for the conduct of University business.	Yes	<ul style="list-style-type: none"> • If the individual received authorization to incur travel expenses on their purchasing card at the time of card issuance, meals may be charged directly to a purchasing card. • Individuals utilizing the actual expense reimbursement method should use the meals and incidental per diem rates listed for the location visited as a guideline for appropriateness of cost of meals and incidentals. • Individuals traveling shall submit actual expenses for reimbursement. • Individuals shall submit original, detailed, dated receipts, which must be accompanied by a written explanation stating the business purpose of the trip. • A combination of per diem rates and reimbursement method shall not be used within the same day unless the meal being reimbursed is considered an official function (see <i>Official Function Policy</i>).
b. Hotel selection and rates	Yes	

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<p>i. The reasonable cost of hotel or motel accommodations on approved business trips is a reimbursable expense. Actual lodging expenses shall be reimbursed upon submission of an original hotel bill.</p>		<ul style="list-style-type: none"> • Individuals are expected to patronize reasonably priced establishments near the location of their destination. • Individuals traveling together are entitled to separate hotel rooms. • For reimbursement, individuals shall select a standard room unless the room is needed to conduct meetings. In which case, a suite may be appropriate as determined by the Dean/Director.
<p>ii. The cost of unused room reservations, which were not properly cancelled, is not reimbursable.</p>	No	
<p>c. Laundry/valet expenses are reimbursable on trips of six or more working days.</p>	-	<ul style="list-style-type: none"> • Expenses are not reimbursable on trips of less than six working days.
<p>d. Loss of personal property is not covered by the University's insurance.</p>	No	<ul style="list-style-type: none"> • Individuals should check their homeowners/personal property coverage to make certain personal property is covered while traveling. • If individuals must take valuable items with them, it is suggested they take precautions to ensure their protection.
<p>e. Personal expenses</p>	No	<ul style="list-style-type: none"> • Personal expenses not covered include, but are not limited to, items from the in-room mini bar, haircuts, reading material, toiletries, in-room movie rentals, personal grooming services, saunas, massages, use of exercise facilities, child care, kennel costs, pet or house-sitting fees.
<p>f. Tips on items other than meals</p>	Yes	<ul style="list-style-type: none"> • Standard and customary tips for maid service, room service, bell hops, etc. are covered in the per diem. If an individual is not using a per diem, tips shall be listed on the <i>Travel Reimbursement Form</i> and will be reimbursed up to \$5 per day.

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g. Travel advance	Yes	<ul style="list-style-type: none"> As necessary, the individual traveling may obtain a travel advance through Accounts Payable. Travel advances may be obtained up to 14 days prior to the onset of travel and must be cleared through Accounts Payable within 30 days of returning to campus. Travel advances are not allowed when items are paid with a DU issued purchasing card.
3. Other Travel Issues		
a. Travel time	-	<ul style="list-style-type: none"> Individuals may fly on either University or personal time based on best flight times. See FLSA rules regarding compensation during travel time.
b. Airline clubs	No	<ul style="list-style-type: none"> Airline club memberships shall not be paid by the University except with approval of the Vice Chancellor for Business and Financial Affairs. University individuals who believe they have a business need for such memberships must obtain the Vice Chancellor's approval in writing. The Vice Chancellor shall respond in writing by sending a copy of the decision to the Accounts Payable office.
c. Frequent flyer programs	No	<ul style="list-style-type: none"> Membership in airline frequent flyer programs is an individual matter and the benefits of such programs belong to the member. Individuals shall not select a carrier at a higher cost simply to earn extra miles when another airline offers a lower price.
d. Flight insurance	No	<ul style="list-style-type: none"> The University provides specific insurance for individuals traveling on University business. No reimbursement shall be made for additional insurance purchased by an employee.

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e. Spouse/partner travel	-	<ul style="list-style-type: none"> • A spouse/partner may accompany the individual during a business trip at the individual's expense. • If the presence of a spouse/partner is required at an event for University purposes, the Dean/Director of the employee's department may authorize the reimbursement of the spouse's/partner's travel expenses (see <i>Propriety of Expense Policy</i>).
f. Taxi/limousine service	Yes	<ul style="list-style-type: none"> • Reasonable and necessary taxi, bus and limousine expenses shall be reimbursed. Individual judgment shall be used in determining the most reasonable cost alternative (car rental vs. taxi/limousine) based on the length of stay and geographic area. • Taxi/limousine services from an individual's home to work and back will not be reimbursed.
g. Traffic and parking citations	No	<ul style="list-style-type: none"> • Traffic and/or parking citations shall not be reimbursed by the University.
h. Expenses reimbursed by other entities	No	<ul style="list-style-type: none"> • The University will not reimburse an individual for an expense that will be paid or reimbursed by an outside source. (e.g, grants, professional organizations and/or another company).
4. Travel on Federal or Other Contracts		
a. Special rates may be available, and should be requested, with certain airlines, hotels and car rental agencies for federal contractors.	-	
b. If a contract funding travel expense specifies a method of reimbursement which is different that University policy, the contract method shall take precedent over the University policy.	-	

ITEM DESCRIPTION	ALLOWED	COMMENTS
5. Tax Reporting		
a. The reporting of reimbursement for tax purposes is the responsibility of the individual.	-	

3 DEFINITIONS

Affiliate- Any party acting on behalf of the University, such as contractors, consultants, volunteers, alum, donors, etc.

University Funds - Includes all funds controlled by, or administered by, the University of Denver. This includes, but is not limited to, base operating budget funds, endowment funds, gift funds, grant funds, investment funds, etc.

Travel Status- Individuals are considered on travel status when traveling on University business for a period greater than 24 hours where one or more overnight stay(s) is required.

Extended Day Travel Status: Individuals are considered to be in extended day travel status when traveling on University business for a period more than 12 hours but less than over night.