

BUSINESS AFFAIRS MEMORANDUM 2018-2

TO: All Departments
FROM: Paul Forte
Vice Chancellor for Business Affairs
DATE: February 6, 2018
RE: Travel Updates

Travel Updates

The Office of State Budget and Management (OSBM) has updated the State Budget Manual to include important changes to the State's travel policies. These changes are outlined as follows and need to be implemented immediately.

1. Reimbursements for meals occurring during daily travel are no longer allowed to be reimbursed. This means that employees must be in travel status to receive meal reimbursements. "In travel status" means that the trip destination is at least 35 miles from the employee's duty station and the trip requires an overnight stay.
2. The mileage related to the business use of a personal vehicle when employees are not in travel status may still be reimbursed. These types of reimbursement requests should be documented using a Direct Payment Form and the associated mileage recorded on a mileage log to document the business purpose. The rate of these reimbursements is \$0.33 per mile. Mileage related to commuting from home to the employee's duty station will not be reimbursed even if the employee is in "call back" status.
3. Employees who choose to use their personal vehicles while in travel status will be reimbursed as follows:
 - a. If the mileage for the entire trip is less than 100 miles, the rate of reimbursement will be the standard IRS rate of \$54.5 cents per mile.
 - b. If the mileage for the entire trip is greater than 100 miles, the rate of reimbursement will be \$0.33 cents per mile.
4. Travel advances or payments made on behalf of a traveler may only be processed for University employees.

For additional information regarding these changes please contact the Controller's Office at 828-262-2110.

Travel Reminders

1. Prior written authorizations are required for all expenses related to overnight travel.
2. Each employee is responsible for his or her own request for travel authorizations.
3. Blanket Travel authorizations are only issued for employees whose regular job duties involve frequent travel.
4. Please attach a copy of travel authorization to all direct payments to vendors for hotel, travel agencies, rental cars, and conference registrations.
5. All requests for travel advances must have detailed documentation as to how the amounts were calculated.
6. Third party lodging must be approved 3 weeks in advance. Documents must provide:
 - a. Evidence of savings to the State.
 - b. Agreements are not allowed among family members or in situations that would create a financial conflict of interest.
 - c. The amount to be charged.
 - d. Length of stay.
 - e. Projected cost savings.
 - f. Contact Information for the lodging.
 - g. A signed rental agreement, or a reservation and receipt, and documentation of prior approval must be presented to receive reimbursement.
 - h. AirBnB type arrangements cannot be paid directly by the University.
7. A current travel authorization must be attached to the Reimbursement Request Form.
8. Each employee is responsible for his or her own travel reimbursement request.
9. For reimbursements for overnight travel the dates, time of arrival & departure, and the departure & destination locations are required to be on the reimbursement form.
10. Reimbursement for air, rail and bus fare is limited to actual coach fare, substantiated by receipt.
11. Reimbursement for international air fare is limited to actual business class, substantiated by receipt.
12. Reimbursements to employees will be processed via direct deposit.
13. Travel Reimbursements must be submitted within 30 days after the travel period.
14. Travel advances must be cleared within 30 days of the last day of travel.
15. Students are not allowed travel advances.
16. Original receipts with a zero balance are required. If payment is made using a credit card, the statement/receipt should include method of payment and the last 4 digits of the card number if a credit card or p-card was used.
17. Please access forms directly from the Controller's Office webpage instead of doing a Google search to ensure that the most current version of the form is used.
18. Due to the volume of work, the normal processing time for the Controller's Office once all the information provided and all of the reviews have been completed is 2 weeks.