

# Tuskegee University Travel Policy

## Purpose

Tuskegee University's travel policy is designed to support the productivity and safety of those traveling on University business.

## Policy Statement

### Guiding principles:

1. Support the productivity and safety of those traveling on University business
- 2.

- x Be sure to have necessary approvals and documents in order prior to your travel.
- x Book airline tickets as far in advance as possible (at least 30 days) in order to obtain advance purchase discounts and optimal travel times.

## Policy

### 1. PRE AND POST TRIP PLANNING

#### a. Funding Sources

University travelers are responsible for understanding and adhering to specific restrictions that may be required by the funder. These restrictions supersede any restrictions outlined in this policy.

#### b. Alternative to Travel

Please consider videoconferencing or web conferencing as an alternative to travel. The University provides a variety of options, including desktop videoconferencing, videoconference rooms, etc. For more information please contact Campus Technology

Tuskegee University Receipt Requirements

Original receipts for all expenditures are required

d. Cash Advances

Travelers may receive a cash advance to pay for travel expenses when other payment options (e.g. direct bill, credit card, etc.) are not available or do not meet business needs. Advances must be requested on a Cash Advance Request Form. Unspent funds must be returned to the Business Office. Cash advances must be properly substantiated and submitted within 15 days of travel.

e. Submission and Approval of Expenses

All travel and entertainment related expenses must be substantiated in writing within 60 days after the expense is incurred or after returning from travel. Approvers are responsible for verifying that funds are available for the trip and that any required special approvals have been obtained prior to departure (e.g., approval for foreign travel under sponsored projects). Approval of the Business Travel Expense Report will be taken as evidence of the reasonableness of the claim, the availability of funds, and the necessity of the trip in furtherance of University business.

f. Travel funded by Federally Funded Sponsored Awards is required by 49 U.S.C. 40118, commonly referred to as the "Fly America Act," to use United States air carrier service for all air travel and cargo transportation services funded by the United States Government. One exception to the requirements of the Fly America Act is transportation provided under a bilateral or unilateral air transport "Open Skies"

requests should be coordinated well in advance of the trip through the Office of the Sponsored and Research Program.

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Normally, travel to scientific and scholarly meetings at the sponsor's expense will be limited to project personnel. However, other factors such as the size of the project and the agenda of the meeting may justify sending additional participants. Travel costs incurred by large groups for special activities of the project must be approved in writing by the sponsoring agency and the principal investigator. When a large group attends a scientific meeting, an attempt should be made to obtain reduced rates for travel and hotel accommodations.

i. Tax  
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n. Travel Reimbursed by an Outside Entity

When travel (not part of a sponsored project or program) is being paid for by an outside entity, the expenses should be paid for directly by the outside entity. When expenses are not paid for directly by the outside entity, the traveler is responsible for completing



“frequent flyer” points, except as outlined below.

#### Exceptions

Economy class upgrades (e.g., Economy Plus, exit row, aisle seat, etc.) are an allowable expense.

Business class and First Class travels are not allowable; however, a medical justification from the primary care physician may be considered for reimbursement.

#### Upgrades

Costs associated with upgrades to business/first class are not an allowable business expense, except as outlined above.

#### Changes, Cancellations, and Unused Tickets

When travel plans must be changed due to unforeseen circumstances, the traveler is responsible for notifying the airline or travel agency that booked the ticket. Apply the unused ticket to the next business trip.

Penalties for changes to an airline ticket for business reasons or circumstances beyond the traveler's control are allowable expenses. For tickets purchased using federally sponsored funds, contact the Office of Sponsored and Research Program to determine if the penalty may be charged to the grant.

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Travelers must cancel reservations to avoid no



### Acceptable Usage

Use of personal auto for business purposes is allowed when it is less expensive than alternative means of transportation or when there are convenience or safety issues that justify the additional use of personal automobile for normal commute is not an allowable expense.

### Mileage Reimbursement

If a personal automobile is used for business purposes, you will be reimbursed at the current IRS authorized mileage rate for miles incurred in excess of your normal commute. The personal mileage



### Telephone Usage While Traveling

Travelers will be reimbursed for business phone calls that are reasonable and necessary for conducting business when the itemized hotel bill or an original phone bill with itemized calls is attached to the expense report. Use of pay phones will not be reimbursed except in emergencies or extenuating circumstances. An explanation must be noted on the expense report.

### Mobile Communication Devices

Travelers will not be reimbursed for the purchase of cell phones or accessories. Travelers are encouraged to plan ahead and secure a loaner device through the Office of Information Technology if necessary and appropriate. Loaner devices may be available for both domestic and international travel.

### Internet Access

Internet access (e.g., hotel, airport, hotspot, etc.) is an allowable expense provided that the access is necessary for business.

- x Optional baggage insurance
- x Souvenirs and personal gifts
- x Personal mobile phones and data devices
- x Parking and/or speeding tickets
- x Vacation and personal expenses when on business trips
- x Delinquency and late fees
- x Personal accident insurance

#### Travel Reimbursement Process

The traveler will request reimbursement of University approved expenses to their supervisor with 30 days of travel. The traveler will be reimbursed only after verifying that all expenses are allowable under the University Travel Policy and that all required supporting documentation related to expenses has been provided and is valid.

Reimbursements will never be made prior to completion of travel.

The University will reimburse the traveler directly