Travel Policy
(Updated January 2016)

The University’s travel policy states that a traveler should neither gain nor lose personal funds as a result of their travel. In all instances, travel must serve a University purpose.

Travelers are to choose the least costly method of transportation. All reimbursements must be University business-related and clearly indicate prudent use of public funds. The benefits of frequent flyer credits and plan bonuses for airfare, car rental, hotels, and restaurants accrue to the University when acquired at University expense.

After travel has occurred, please refer to “Submission of Finance Documents” procedure for details on submitting a reimbursement.

University policy requires that travel reimbursements be submitted within sixty (60) days after travel has occurred or expenses will not be reimbursed.

Allocated professional development funds (ABE, fka CME) do not carry over from year-to-year.

Advance Travel Approval Required

• Follow your clinic/program procedure for requesting time off for travel

Foreign travel

If travelling to another country, Canada included, you must first register your trip at: http://global.umn.edu/travelregistry/. This is not an approval process and should take no longer than 5 minutes.

Combining Personal with Business Travel

When personal and business travel is combined, expenses must be clearly documented and may not exceed the lowest available cost of a direct or uninterrupted route. If the traveler uses an indirect route or interrupts travel for personal convenience, any additional expenses incurred are the sole responsibility of the traveler.

Travel Policies/Guidelines

Anyone preparing to travel on University business should read the university travel policy located at: http://policy.umn.edu/finance/travel
Another helpful website is: http://travel.umn.edu. This site offers links to the University Wide Contracts website where you have access to our “preferred vendors” list. Click on Travel Contracts and Discounts. You can choose from car rentals, lodging and travel agencies and the site includes phone numbers, vendor number and University contract number.

The following is part of the University policies and guidelines that should be followed when traveling on University funds, but it does not constitute the entire University policy:

• **Airfare**
  - Economy class
  - Cost of 1st checked bag is reimbursable

• **Meals**
  - Per diem rates change depending on the city and can be found at: http://travel.umn.edu
    - Under Fast Track click on Per Diem Rates – Domestic (or International)
      - maximum amounts per day include tax and tip
      - meal maximums not reached one day cannot be applied to another day
        - if receipts submitted exceed the per diem, traveler will only be reimbursed the per diem amount
    - Receipts are not required for travel meals when using the appropriate per diem amount
    - Alcohol is not reimbursable.
    - Travel begins when you leave your home/office for your trip destination. Per diem for the first and last day of travel will be paid at 75% of the full day’s per diem.

• **Lodging**
  - Moderate rates – apply for conference or government rates when booking reservation
  - Only single occupancy rate is reimbursable
  - Consult University Wide contract website at http://uwidecontracts.umn.edu. Click on Travel

• **Rental Car**
  - Not allowed in addition to airfare
  - Rental car cost allowable in special cases. Please provide justification such as:
    - Taxi fares during conference would cost more than a rental car
    - Lodging is provided by family/friends and the rental car cost is in place of lodging

• **Receipts required**
  - Original receipts for all expenses $25 or more are required, other than meals. Please tape on 8 1/2 x 11 paper A statement in lieu of receipt form may be
submitted for missing receipts found at:
  - A Credit Card Statement is NOT a Receipt

• **Phone calls/Internet use**
  - Non-sponsored reimbursement will be made for necessary phone calls and Internet use specifically related to University business
  - Sponsored accounts will *not* reimburse this expense

• **Baggage handling**
  - $1.00 per bag generally

• **Non-reimbursable costs – See exhibit A for more examples**
  - Check cashing charges
  - Expenses incurred by spouse, children, or personal guest
  - Hotel “no show” charges
  - Car rental “no show” charges
  - Movies – inflight/room
  - Penalties for airfare change or cancellation
  - Service fees – failure to cancel lodging or transportation reservations