**TRAVEL PLANNING JOB AID**

### Lodging

**The conference offers a pre-negotiated blocked rate for rooms, will I be reimbursed for this?**

Yes, single occupancy, non-upgraded pre-negotiated rate is allowable. The rate limitation in the next question does not apply.

**The conference does not offer a pre-negotiated blocked rate, or those rooms have already been booked, what will I be reimbursed?**

Reimbursement will be limited to 150% of the per diem rate for the city/county location of hotel chosen. See [gsa.gov](https://gsa.gov) for rates.

**Can I book an Airbnb or similar?**

No, these types of rentals do not have the same insurance as hotels and do not meet University policy for the type of insurance required.

**Can I book lodging through a third-party booking site such as Expedia or Hotwire?**

Please only book lodging directly through the hotel.

**Will I be reimbursed for internet charges at the hotel?**

This is subject to approval and funding source; submit with your reimbursement request with justification explaining business purpose for internet use.

**Can I have a personal companion accompany me on travel?**

Yes, however you will need to reduce your reimbursement request by the amount spent for companion's lodging, meals and any other expenses.

**How do I get reimbursed if I split a room with another conference attendee?**

You can only request reimbursement for the expenses you personally incurred, up to the conference rate of single-occupancy or 150% of the gsa limit, whichever is applicable. If the hotel bill is not in your name, you will need to attach proof of payment (receipt or written confirmation that you reimbursed your roommate or receipt showing two different credit cards were charged).

### Meals

**Do I need to keep receipts for meals I pay for while traveling?**

No, you are eligible to claim meal per diem for any meals that are not provided to you by the conference. Chrome River will calculate the per diem amounts for you when you submit your reimbursement request after travel is complete.

**Some meals are provided by the conference, or a continental breakfast is offered by the hotel where I’m staying, how does that work with meal per diem?**

You are not eligible for meal per diem when a meal is provided by another method for which you will be reimbursed (lodging or conference registration). Chrome River has boxes you can check to reduce those meals from your reimbursement request.

**Can I treat my colleagues to a meal while travelling?**

All employees of the University should claim meal per diem and therefore any payment of a group meal would need to be handled between the employees themselves. If you are hosting a meal that meets the criteria for a philanthropic or recruitment meeting, then you can be reimbursed, but this would require pre-approval before the expense is incurred. Please reach out to your supervisor and to [fmfinanc@umn.edu](mailto:fmfinanc@umn.edu) to ensure the meal fits these criteria. Meals that are not pre-approved, may not be reimbursed.

### Ground Transportation

**Can I drive to my destination instead of fly?**

Travelers are required to choose the least costly option that meets your business and personal scheduling needs. Prior to traveling, please reach out to [fmfinanc@umn.edu](mailto:fmfinanc@umn.edu) if you would like to drive instead of fly to ensure your mileage or car rental would be reimbursable.

**Can I rent a car while travelling?**

You can only rent a car if that will result in an overall less expensive ground transportation for your trip. You should book the rental with the University's preferred vendor through the U Travel link on your MyU page. Please provide taxi fare estimates (taxifarefinder.com) to show how taxi fare would have been more expensive.

**If I rent a car, what insurance is required?**

**Physical Damage:** Covers damage to the rental vehicle. This insurance:
- Is NOT provided by the University;
- Is provided automatically when renting vehicles from the Big Ten contracted rental suppliers; and
- Must be elected when using any other supplier.

**Liability:** Covers damages to other parties arising from the use of the vehicle. This insurance:
- Is provided by the University for vehicle rental in the US. Travelers do not need to purchase this coverage separately at the time of auto rental.
- Is NOT provided by the University for rental outside the United States. International travelers should purchase liability insurance from the rental supplier to ensure full protection and compliance with local law and practice.

**If I incur mileage in my personal vehicle for University business, how am I reimbursed?**

You are eligible to be reimbursed at the current federal mileage rate for legitimate business mileage. Chrome River offers a map feature that will calculate mileage for you. You only need to keep track of the addresses to which you traveled to and from, you do not need to track your odometer. If you have questions on how to determine where the beginning of your mileage can start (home vs. work), please reference [the Mileage Appendix to the University’s Travel Policy](https://www.umn.edu/finance/costs-expenses/mileage).

### Airfare

**Which airline can I use to book my airfare?**

The University has a discount program with Delta Airlines. You can access this discount by booking through the link found on the U Travel key link of your MyU page. You can also use the University's contracted travel agent, Christopherson, to book your airfare; their information is also found on the U Travel page.

**What class of airfare is reimbursable?**

- Main cabin/coach airfare is reimbursable. No upgrades or seat fees are allowable, unless your total flight time, excluding layovers, from departure to arrival is 8 or more hours; then once class upgrade is allowable, with pre-approval from your supervisor.

**Can I book airfare through a third-party booking site such as Expedia or Hotwire?**

Please only book airfare using the Delta discount site on the U Travel key link on your MyU page or using Christopherson Business Travel agency.

**Are baggage fees reimbursable?**

The cost of your 1st checked bag is reimbursable. If you are required to transport supplies to your destination, additional baggage fees may be reimbursable.
**Can I be reimbursed for internet charges for WIFI on the plane?**

- This is subject to approval; submit with your reimbursement request with justification explaining business purpose for internet use.

**International Travel**

**I have receipts in a foreign currency, what do I do?**

- Chrome River will automatically convert the currency for you into US Dollars when you enter your reimbursement request.

**Are there limitations on where I can travel outside of the United States?**

- Possibly; all employees traveling on University business internationally are required to register their international travel in advance of the trip and receive approval from their supervisor. Travelers are responsible for checking their destinations for any Travel Warnings/Alerts in advance of international travel.

**Do I need special insurance to travel internationally?**

- Possibly, travelers are responsible for understanding their international insurance options including any coverage provided by the University and needs that may exceed current coverage and require purchase of additional insurance. See Appendix: [Worldwide Travel Accident Insurance Coverage](#).

**Receipts**

**What do my receipts need to have on them?**

- Receipts need to be itemized, show the date paid, show proof of payment (“Paid in full”, “$0 balance due”, etc.) and your name (not applicable to point of sale receipts such as parking & fuel).

**Do I need to hold on to my receipts through the whole trip?**

- No, Chrome River offers the option to upload receipts to your Chrome River account as you travel. You can email copies of the receipts to receipt@chromefile.com from your University email address. Alternatively, you can use the CR SNAP mobile phone application to take photos of receipts and upload them directly to your account. Please ensure, whichever method you use, the photo you upload is completely legible.

Questions can be directed to fmfinanc@umn.edu