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 in Chrome River within sixty (60) days of the date of purchase or expenses will not be reimbursed.

Allocated professional development funds (BEA, fka ABE) for Faculty can carry forward up to one 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 resource is the U Travel key link on your MyU page. This site offers links to the University Wide Travel Agreements where you have access to our “preferred vendors” list for car rentals, lodging and travel agencies. The site includes phone numbers, vendor number and University agreement 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**
  - Main cabin
  - Cost of 1st checked bag is reimbursable

- **Meals**
  - Meals will be paid as per diem for the entire trip. Per diem rates will be calculated for you in Chrome River when you enter your expense reimbursement after travel. The rates change depending on the city.
    - maximum amounts per day include tax and tip
    - meal maximums not reached one day cannot be applied to another day
  - Receipts are not required for travel meals when using the appropriate per diem amount
  - Alcohol is not reimbursable.
  - Per diem for the first and last day of travel will be paid at 75% of the full day’s per diem, no matter the time of day you leave.

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

- **Rental Car**
  - 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
• The University’s preferred vendor should be used when available in destination city. The UTravel key link of your MyU page provides the link to the preferred vendor.

• **Receipts required**
  - Original receipts for all expenses $25 or more are required, other than meals.
  - 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

• **Non-reimbursable costs (including but not limited to):**
  - 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
  - Travel protection plan
  - Service fees – failure to cancel lodging or transportation reservations