

Quick Reference Guide

- **General Travel Information:**

1. Employee must submit a travel expense report immediately upon return from the trip in order to provide sufficient time to obtain all approvals and forward to Accounts Payable so that the traveler will be reimbursed within the 60-calendar-day timeframe.
2. All receipts pertaining to the trip will be uploaded within the TRIP system for documentation and reimbursement (parking, taxis, baggage fees, etc.).
3. Traveler must choose the most economical means feasible (i.e. auto mileage vs. airfare and the most economical airfare versus the most convenient for the traveler).
4. A listing of non-reimbursable expenses can be found in E-5-1 section VII.

- **Combined Business and Personal Travel:**

1. When combining personal with business travel on an airline ticket, a valid airfare cost comparison must be secured for what the airfare would cost if the traveler were only flying on official UK business. This cost comparison must be printed from Concur (UK's online booking tool). The date on the cost comparison must match the date the ticket is issued. UK will reimburse the lesser of either the actual ticket airfare or the cost comparison airfare.
2. When combining personal with business travel, all travel expenses must be paid using personal funds. (Conference registration fees and lodging expenses for the nights related to the business purpose of the trip are the only exceptions.)

- **Automobile Travel:**

1. Private vehicle mileage reimbursement (in excess of 400 miles one way) shall not exceed coach airfare. A valid airfare cost comparison from Concur, UK's online booking tool, must be obtained at least three (3) weeks prior to departure date and be uploaded to the TRIP system.
2. Mileage rates are limited to federal, reduced federal, and state rates. Depending on the fund source provided, some rates may be unallowable.
3. If a dept was previously using the College rate of .39, they may continue to choose to use a lower rate by selecting the state rate.
4. If a rental car is used,
 - The traveler must have an MVR Release and Information Form on file with Risk Management;
 - The most economical car feasible must be rented;
 - The cost can be charged to the pro card, unless personal days are included;
 - Reimbursement for actual gas charges (with original receipts) is allowed;
 - Rental insurance is only needed for car rental outside the U.S.

- **Air Travel:**

1. It is preferred that UK Travel is used when booking airline travel. UK Travel vendors are AAA Corporate Travel Services (323-5354), Avant Travel (233-0000), or Concur Travel (UK's online booking tool, tickets processed by AAA). Alternate vendors can be used if:
 - Employee shows that a favorable airfare was obtained through the alternate vendor by submitting a valid cost comparison from Concur attached to the travel expense report; more details regarding cost comparisons can be found at BPM E-5-1.VI.A.1.c; and
 - Employee uses personal funds for booking.
2. Air travel on sponsored projects that include federal funds, directly or indirectly, must comply with the *Fly America Act*. All travel booked through Concur indicates itineraries compliant with the Fly America Act with an American flag carrier coded as part of the flight number indicated on the airline ticket. Please see E-5-1, VI.A. 1.a. for more details.

- **Airfare Cost comparisons:**
 1. The cost comparison must show an itinerary with the same dates, the same travel destinations, and the same approximate time of departure as the ticket purchased from the alternative vendor.
 2. The cost comparison must be the first page of available itineraries from Concur Travel, which also shows the search parameters used. (Right-click mouse to capture/print all information.)
 3. The cost comparison must be printed on the same day the ticket is purchased.
 4. A cost comparison is required when a ticket is purchased from an alternate vendor.
 5. A cost comparison is required when an employee chooses to drive (>400 miles) instead of to fly.

- **Lodging:**
 1. Reimbursement for lodging shall not exceed the cost of a single room rate. Employees sharing lodging shall be reimbursed a pro rata share of the room charge. Request separate receipts.
 2. The University does not pay lodging expenses for an overnight stay within forty (40) miles of the employee's official workstation or home.
 3. Telephone and internet costs for necessary official University business shall be reimbursed, unless the traveler is receiving a cell phone allowance.
 4. When the destination is less than 400 miles (one way) from the traveler's workstation or residence, expenses incurred while en route to and from the destination are limited to mileage, tolls and subsistence. Lodging expenses will not be reimbursed while en route to and from the destination.

- **Per Diem:**
 1. Subsistence cannot be claimed for meals that are included in registration fees. To determine meal reimbursements, obtain conference brochure and upload it to the TRIP system.
 2. Subsistence is paid when the employee's authorized work requires an overnight stay.
 3. In addition to an overnight stay, subsistence reimbursement for meals requires the employee to be in travel status for the entirety of the time frame established for that meal (Breakfast 6:30 a.m. thru 9:00 a.m., Lunch 11:00 a.m. thru 2:00 p.m., Dinner 5:00 p.m. thru 9:00 p.m.).
 4. The only exception for a meal to be reimbursed without meeting the criteria in #2 and #3 above is if the employee is required to attend a function such as a luncheon or dinner meeting, banquet or special event. The employee must submit the actual receipt for the meal **and** a memorandum from their supervisor noting the employee's required attendance at this event or function. If in travel status, the employee may be reimbursed for the cost of the meal on the travel expense report, provided the documentation referenced above is attached. Working meals for employees not in travel status should be reimbursed via PRD, and would require the [Request for Employee Reimbursement and Invoice Form](#) in addition to the receipt and supervisor memorandum.
 5. Subsistence rates are based on the location where the employee is at midnight each day during their travel.

- **Travel on state-sponsored research projects must adhere to a different set of rules and regulations, including, but not limited to:**
 1. Must use rates authorized for state employees. These rates are less than the federal rates used by the University. Principal investigators and department administrators are responsible for adherence to the state policies and rates located at: <http://finance.ky.gov/services/statewideacct/Pages/travel.aspx> .
 2. Meal per diems are based on two rates, low and high rate areas. The individual meal rates can be found under *Guidance - Employee Travel Regulation, Section 7*. The list of high rate areas can be found at the same link under *Rates – FAP 120-17-03*.
 3. Mileage rates can be found at this same link. Please note that this rate changes every three months, so you must check the current rate for the time period of the travel.
 4. If a department wants to reimburse an employee traveling on a state-sponsored project using higher University rates, the difference between the two rates must be charged to a departmental cost object.

- **The use of personal funds is required (DO NOT USE PROCARD) in these cases:**
 1. When combining personal and business travel on airfare.
 2. When purchasing airfare via outside vendors (Expedia, Travelocity, Orbitz, etc).
 3. When companion travelers are traveling with the employee. If you go thru Avant, reservations for the employee and companion traveler can be made at the same time using multiple forms of payment to allow for the use of a pro card for employee travel and personal funds for that of the companion traveler.