

Travel Services

[University Business Procedure Manual Policy E-5-1](#)

Quick Reference Guide

- **GENERAL TRAVEL INFORMATION**

1. The best practice is for the traveler to 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 for reimbursement within the 60-calendar-day timeframe. Employee must submit a travel expense report by the end of the month following the month the travel concluded, with any required cost comparisons. If the travel expense report is submitted by the traveler more than 60 days after the return date, a "[Over 60 Day Taxation](#)" form is required to be submitted with the report.
2. All receipts for out-of-pocket travel related expenses paid for by the employee must be uploaded within the Concur system for documentation and reimbursement (parking, taxis, baggage fees, etc.). For travel expenses paid with the University procurement card, receipts are required to be uploaded when the amount is more than \$75. Note: Working meals always require an itemized receipt regardless of dollar amount (see Per Diem Section #3).
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. Non-reimbursable expenses will be deducted from the traveler's reimbursement.
5. Procurement card must be used to pay for all University business travel expenses, when possible.

- **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 500 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 Concur 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 department was previously using the College rate of .39 per mile, 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 Services 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).
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, IV.G.](#) for more details.

- **COST COMPARISON**

1. A cost comparison is required when an employee chooses to drive more than 500 miles instead of flying.
2. A cost comparison is required when an employee combines personal and business travel on an airline ticket.
3. 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.
4. 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.)
5. The cost comparison must be printed on the same day the ticket is purchased.
6. If an airfare cost comparison is not appropriately secured as required for one of the travel scenarios above, then a [Request for Historical Airfare Cost Comparison](#) form must be completed and submitted to the email address indicated on the form.

- **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 fifty (50) 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 500 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 or otherwise provided at no cost to the traveler as part of the event. To determine meal reimbursements, obtain conference brochure and upload it to the Concur system.
2. **Overnight Stay:** Subsistence is paid at the full rate when the employee's authorized work requires an overnight stay; however the University will reimburse meals and incidental expenses incurred on the first and last days of travel at 75% of the standard per diem rate regardless of what time of day the travel begins or ends. Subsistence rates for overnight travel are based on the location where the employee is at midnight each day during their travel.
Without Overnight Stay: Subsistence is paid at 75% of the daily rate provided it is at least 50 miles one way from the employee's workstation or traveler's residence, whichever is greater; **and** the traveler is in travel status for more than 12 hours. Subsistence rates without overnight stay are based on for the locality visited during the day for trips with no overnight stay.
3. Breakfast, lunch or dinner meetings when groups of employees, in travel status, use personal time to conduct University of Kentucky business may be reimbursed for actual expenses in accordance with [E-7-10 Discretionary Expenditures](#). The reimbursement must list all employees participating in the working meal as well as the business purpose for the meal. Traveler may not claim per diem for working meals that have been reimbursed at actual cost. Also, if an 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 his/her 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.
4. Laundry expense, baggage tips, housekeeping tips, and other lodging-related tips are considered incidental and are now covered by the per diem rate and, therefore, are not

reimbursable. These expenses are included in the incidental expenses part of the per diem rate to be reimbursed automatically.

- **PROCARD RESTRICTED USAGES**

1. The use of personal funds is required (DO NOT USE PROCARD) in these cases:
 - When combining personal and business travel on airfare.
 - When companion travelers are traveling with the employee. If you go through 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.

- **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.

