

Utah State University  
Jon M. Huntsman School of Business  
**Travel Guidelines**  
March 1, 2017

It is the policy of the Huntsman School of Business (HSB) that all official business travel be properly authorized and be done in accordance with Utah State University travel policies and procedures. The HSB travel guidelines are intended to clarify HSB expectations of faculty, staff, and student travel within the college. Departments and Programs are responsible to understand University and HSB travel policies and procedures and work with HSB Business Services on issues to ensure compliance. *Failure to comply with the travel policies may result in partial or total loss of travel reimbursement.*

#### **Travel Authorization**

Employees must obtain authorization for all business travel a minimum of seven days prior to travel. Requests for travel authorizations (TAs) should be submitted through Service Now and will be processed by Business Services. Business Services will review all TAs to ensure policies are followed. Once the TA has been approved, reimbursements (prior to travel) for airline tickets and other pre-travel expenses are possible at the request of the traveler.

If travel is to a conference, a conference itinerary should be attached to the travel authorization request in Service Now.

Personal expenses not related to business travel will not be reimbursed.

#### **Travel Agencies**

Groups of four or more making reservations for out-of-state travel, or anyone making international travel arrangements, may use a travel agency. Individual flights can be booked through Christopherson Travel, the state contracted agency. All other travel arrangements should be made personally in an effort to reduce fees charged by outside travel agencies.

#### **Private Automobile**

If the traveler is driving farther than the Salt Lake valley, a motor pool vehicle is recommended.

Anyone driving anywhere on University business (either motor pool or private auto) whether an employee, student, or visitor must show proof of passing Drivers Training (every two years).

See <http://risk.utah.gov/driver-video-and-test1.html>.

#### **Mileage Reimbursement Rate**

Travelers will be reimbursed at the current mileage reimbursement rate posted by the University for each mile traveled on official business. This University rate is currently at \$0.485/mile.

#### **P-Card Allowable Costs**

Conference registration can be paid for with a p-card. Airfare, hotel, shuttle, conference registration, or other pre-paid travel expenses are all allowable expenses and can be charged on a travel card. Each department has a travel card available for travelers to use if needed. Food purchased during travel is not allowable on a p-card unless it is a group meal with USU and non-USU guests. Meals & Entertainment forms will be required with the itemized receipt in those instances.

#### **Commercial Airfare**

Reimbursable air transportation is limited to less than first class. Travelers are expected to use the most reasonable fare available. Any airfare significantly more expensive than similar, less expensive options will require a letter of explanation and prior approval – the desire of the traveler to maximize frequent flyer miles is not an acceptable explanation. Travel arrangements should be made as far in advance as possible to secure the lowest costs.

#### **Lodging**

Lodging will be reimbursed for the actual cost of lodging incurred. Any upgrades to suites or executive floor rooms are subject to pre-approval. An itemized receipt, including any meals charged to the room, is required for reimbursement.

## Other Allowable Costs

Airport parking, taxi, shuttle, baggage check fee, hotel internet, and ATM fees associated with a personal credit card to obtain a cash advance. Tips associated with allowable costs (ie meals, taxis, etc) are reimbursable and should be a reasonable amount (not to exceed 20%). Tips associated with non-reimbursable costs (ie maids, street performers, etc) will not be reimbursed.

International exchange fees, passport, visa, and immunization shots are considered reimbursable expenses. Cell phones used to handle international calls may be reimbursed on a call-per-call basis:

- a. Documentation of day/time of call, name of caller, and the purpose of the call is required
- b. Provide a copy of your phone bill to match up with your call log

Cell phone provider international data plans are reimbursable with prior approval. Generic monthly phone bills are not reimbursable. Skype or face time via Wi-Fi is encouraged.

## Food

Traveler will be reimbursed for food expenses at the current University per diem rate of \$34.50 per travel day and \$46.00 per full day for domestic travel. Any meals provided by a hotel, as part of a conference or flight are not considered reimbursable. Provided meals should be disclosed at the time of the reimbursement request. The adjustment for meals provided will be based on a percentage of the total per diem allowed: 25% for breakfast, 30% for lunch, and 45% for dinner.

A Meals and Entertainment form is required for parties of two or more.

There is no meal reimbursement for day trips less than 12 hours, unless meal is with a non-USU guest and traveler is paying for the group meal.

International travel will be reimbursed on per diem. Expenses are not to exceed 60% of the State Department's per diem rate (meals, incidentals, entertainment) for the destination city/country. Per diem of \$34.50 will be used on departure and return travel days. The adjustment for meals will be based on a percentage of the total per diem allowed: 25% for breakfast, 30% for lunch, and 45% for dinner. Any meals provided by a hotel, part of a conference, or flight are not considered reimbursable.

## International Travel Insurance

All employees traveling internationally will be required to complete an International SOS travel profile and show proof of completion. The SOS insurance will be charged to the same index as the other travel expenses unless indicated otherwise.

- Student Travel: \$3 per day
- Student Spouse/Dependent Travel: \$5 per day
- Faculty Staff Spouse/Dependent Travel: \$5 per day
- Faculty/Staff Travel:
  - 1-15 days: \$75 per trip
  - 16-45 days: \$150 per trip
  - 46-89 days: \$300 per trip
  - 90-180 days: \$400 per trip
  - 181-365 days: \$500 per trip

[https://travel.usu.edu/before\\_trip/international\\_travel\\_insurance](https://travel.usu.edu/before_trip/international_travel_insurance)

## Travel Reimbursement

It is necessary to provide complete and accurate details of all travel expenses including an itinerary. All detailed receipts should be itemized in chronological order. All post-travel reimbursement requests should be submitted to Business Services through Service Now and should be completed within 10 days of travel. Travelers will submit actual receipts for all domestic travel expenses, with the exception of meal receipts which will be reimbursed based on per diem. Alcohol will not be reimbursed.

If you have questions, please call Business Services.

The complete USU Travel Policy can be found at <http://travel.usu.edu/>