



Related Data Item 1308.1.1rd

As related to Policy 1308, Travel Expenses

Reference List of Travel Expenses

Effective Date: May 7, 2001

Last Modified Date: July 14, 2017

This list details, but does not limit, the types of travel expenses to be included in expense categories for subsistence, transportation and other expenses.

| Expense Type | Policy for Reimbursement |
|---|--|
| <p><i>Subsistence</i></p> <p>reimbursable if incurred <u>at least 35 miles</u> from the employee's point of departure or duty station, whichever is less</p> | |
| <p>Lodging expenses, including</p> <ul style="list-style-type: none"> • Room or suite (written justification required for suite) • Service charge • Lock box, if billed and not requested • Tax | <p>Paid receipt from commercial lodging establishment required</p> <p>Must be paid by traveler and reimbursed</p> <p>Do not include on a master bill</p> |
| <p>Conference packages (airfare, lodging and meals) <u>Not recommended</u></p> | <p>Conference agents receipt. Not allowed if contract or grant funds. Documentation must be provided comparing the cost of the bundled travel package to the combined cost of the same travel services purchased separately and within allowable travel limits, and the bundle must be the less expensive of the two alternatives.</p> |
| <p>Federal Register rate in lieu of lodging and meals, if provided for in Federal</p> | <p>No receipt required, contact OSR for specific regulations</p> |

| Expense Type | Policy for Reimbursement |
|--|---|
| contract or grant | |
| Meals, including tips (as of July 1, 2017) <ul style="list-style-type: none"> • \$38.30 daily in-state • \$41.00 daily out-of-state • Lunch will not be reimbursed, in- or out-of-state, unless the trip requires an overnight stay • Separate reimbursement not allowed if included in registration | No receipt required |
| <i>Transportation</i> | |
| Airfare, bus, train, ship Note: Federal contracts and grants require use of U.S.-flagged carriers when leaving or returning to continental U.S. | Original ticket or electronic ticket receipt if ticket not purchased via CABS |
| Mileage between duty station and airline terminal | No receipt required |
| Travel from airline terminal to destination and return | Receipt required if over \$20.00 |
| Taxi or limousine, including tips | Receipt required if over \$20.00 |
| Rental cars — actual expense excluding insurance and collision damage waiver (see Policy 1310) | Receipt required and statement of justification |
| Private plane — actual expense if (1) less than cost of regularly scheduled airline flight; (2) regularly scheduled airline flight | Receipt required and statement of justification |

| Expense Type | Policy for Reimbursement |
|---|---|
| not feasible or available; or (3) less than private car at statutory rate, including additional lodging and meals required by longer travel period | |
| <i>Other</i> | |
| Registration (The costs of tours, entertainment, and social activities are generally not reimbursable and, if included in the registration fee, must be subtracted) | A copy of brochures, fee schedules or other material listing the amount and various elements of cost is required |
| Telephone — business, emergency or personal | Receipt required if greater than \$3.00 for in-state or \$5.00 for out-of-state call |
| Tips for handling baggage at common carrier terminals, or at place of lodging. Tips for valet and other hotel services are not reimbursable. | No receipt required if tips are reasonable. |
| Passport or visa; immunization | Receipt required |
| Membership dues | Typically not included on a travel reimbursement unless cannot be separated from conference registration fee |
| Conference supplies and equipment | Reimbursed as a travel expense if purchased once trip is in progress. If purchased prior to trip, reimburse via a Campus Voucher. |
| Meeting, conference or reception room rental | Receipt required |

| Expense Type | Policy for Reimbursement |
|---|--|
| Currency exchange fee | Receipt required |
| Tuition and/or exam fee | Not a travel expense unless included in registration. Receipt required |
| Facsimile transmissions; overnight mail to office | Receipt required |