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TRAVEL AUTHORIZATION

All travel must be authorized by the appropriate Department Chair, Dean, and area Vice President. All International travel must be approved by the President’s office. Travel paperwork that is received without the appropriate signatures will not be considered authorized. Properly authorized travel is necessary in order to protect not only the University, but also the traveler. Unauthorized trips can result in an employee losing Insurance and Worker’s Compensation coverage for any accidents that he/she may be involved in while on an unauthorized trip.

GENERAL

Employees shall be entitled to receive reimbursements for out-of-pocket expenses incurred while in the performance of their official duties. All reimbursements will be made in accordance with the guidelines established by California University of Pennsylvania, the Commonwealth of Pennsylvania (Management Directive 230.10), and the Board of Governors (Policy 1986-07-A).

Reimbursements will be based on an employee’s approved Request for Approval of Travel/Travel Expense Report, which is subject to audit by the Office of Administrative Services, Accounts Payable, and the Commonwealth’s Internal Auditors. Employees will be responsible for payment of any expenses that are disallowed as a result of any travel audit.

Employees will not be compensated or reimbursed for using credits to obtain tickets for official university travel.

All travel paperwork must be approved and must contain original signatures. Paperwork that does not contain the required (original) signatures will be rejected.

Reimbursable travel expenses (i.e. conference registrations, hotel stays, etc.) that total $100 or less are to be paid by the traveler who can then submit for reimbursement, provided the required documentation is attached to their approved travel paperwork.

TRAVEL PRE-PAYMENTS

When a traveler is requesting prepayment for registration fees, hotel stays, booth rentals, etc., the approved travel paperwork, with all of the required signatures, must reach the Office of Administrative Services no later than 20 business days before any required payment is due.
If travel paperwork is received less than 5 business days before any payment is due, the traveler may be responsible for paying the required fees and submitting for reimbursement following the completion of the approved travel.

**EXPORT CONTROL**

Export control regulations are federal laws that prohibit the unlicensed export of certain commodities or information for reasons of national security or protections of trade.

University administrators who approve official travel requests must be aware that, when traveling to **embargoed or sanctioned** countries, regulations may actually prohibit traveling with research equipment, a laptop, GPS, smartphone or similar data devices and prevent one from purchasing certain in-country business services. In addition, travel advisories containing general precautions and entry requirements are posted by the Department of State and should be consulted and followed. Travel to countries with comprehensive embargoes or sanctions, specifically (as of August 2012) Sudan, Cuba, Iran, Syria and North Korea, must be reviewed with the Export Control Officer. In addition, the SDN list identifies individuals and entities with which the University may not do business. Financial transactions involving SDNs will be blocked, so advance screening is required.

In general, the majority of international travel can go forward without the requirement of an export license, provided they do not concern detailed information regarding controlled items or technologies.

When traveling outside the US, taking encrypted software and/or research equipment, including a laptop, smartphone, and/or a data storage device, the traveler might require an export license or certification/documentation of an export license exception.

The university is required to document the export of licensed items, or exceptions, if the items are owned by the university. Any individual intending to travel with or transmit/ship controlled items outside the US should first consult with the appropriate university office to determine if there are any export control license requirements and/or issues.

**BEFORE** proceeding with any foreign travel, it is important for the traveler to consider the following:

- **WHAT** are you taking with you?
- **WHERE** are you going?
- **WHO** are you meeting/working with?
- **WHY** are you traveling (what is the desired end result of your trip)?
It is important to consider all of the above before each international trip as federal regulations frequently change.

**INTERNATIONAL TRAVEL DOCUMENTATION**

All documentation (i.e. travel paperwork, export control documents, etc.) must be processed as soon as possible. It is strongly recommended that you process your travel paperwork, and supporting documents, as early as 6 months, but no later than 3 months, prior to your anticipated departure date.

A copy of all of your completed documentation must be kept for 5 years from the date of your travel.

**AIR TRAVEL**

Travelers are expected to book the lowest priced coach class airfare for domestic and international flights. **Business and first class tickets are not reimbursable.** It is not permissible to confirm a higher fare for upgrade eligibility or personal reasons. **Upgrades at the Commonwealth's expense are not permitted.** A complimentary upgrade must be noted on the travel expense report.

Optional airline fees are not reimbursable, including advance seat reservation fees, internet, snacks, and any other fees imposed by the airline that are not essential to air travel.

Travelers who are combining personal travel with business travel may only do so when the personal portion does not add any cost to the Commonwealth. Travel arrangements must be made to accommodate the business duties of the traveler and not personal preference.

Travelers who are not employed by the university must follow the same procedures as employees if the university is paying the travel expenses.

**Lowest Logical Airfare**

Travelers on official business must book the lowest priced coach airfare that meets their approved itinerary and Commonwealth policy. They are expected to use their best judgment to save on airfare cost.

Lower cost flights must be chosen within two (2) hours before or after the preferred flight time when the alternative flight saves $200.00 or more roundtrip.
Connecting flights must be chosen over nonstop flights when the connection does not add more than two (2) hours to travel time and the connection saves $200.00 or more. Travelers are not required to take a lower fare if a change of airline at the connection point is required.

Domestic flights over $800 roundtrip must be approved, prior to booking, by the appropriate area Dean, the Provost, and/or the area VP. Alternative options may be offered.

Lower cost fares, as outlined above, that are declined must be justified and imperative to the job functions of the traveler.

**Alternative Airports**

When planning trips, travelers must review alternate airports for additional savings opportunities. Alternative airports within 90 miles of the home airport should be considered if the savings is $200.00 or more. When there is a savings of $300.00 or more, the alternative airport must be used.

Employees will be reimbursed for mileage when using a personal vehicle, or car rental and gasoline (whichever is less costly), and parking, if necessary.

In select areas, Park-and-Fly (a hotel and parking in one rate) packages have been negotiated and may be utilized when selecting an alternative airport and a flight departure prior to 8:00 am.

**Cancellations**

If the ticket is refundable, the travel agency must be notified and a refund requested.

It is the traveler’s responsibility to closely examine the cancellation/exchange rules and fees before purchasing.

**Exchanges**

Credits for cancelled tickets should be used as soon as possible. Most airlines require tickets to be exchanged and used one (1) year from original purchase. Unused tickets that are not used prior to their expiration lose their value.

It is the traveler’s responsibility to use airline credits prior to expiration. Credits shall be used for their next trip if the airline serves the destination.
International

International travel must be approved by the President’s Office prior to confirming any expenses (airfare, hotel, conference fees, etc.) associated with the travel. Travelers must allow a minimum of three (3) weeks for approval through the President’s Office.

Airport Parking – travelers will be reimbursed for parking at a rate equal to the Extended Parking rate (currently $8.00/day) when parked at the Pittsburgh International Airport. Hourly parking (for pick-up and/or drop off) will be reimbursed at the actual ticketed parking rate. Travelers parking at a location other than the Pittsburgh International Airport will be reimbursed the actual parking rate, minus state sales tax. A receipt is required in all instances.

GROUND TRANSPORTATION

University Fleet Vehicles

Whenever possible, a fleet vehicle should be used prior to renting a vehicle or using a personal vehicle. Fleet vehicles include a Wright Express fuel card and an EZPass transponder. Fleet vehicles are to be refueled using the Wright Express fuel card.

In order to reserve a fleet vehicle, please contact the Office of Administrative Services, via email, and request a fleet vehicle, please provide the following information:

- Departure Date
- Departure Time
- Return Date
- Return Time
- Destination
- Justification
- Driver’s Name
- Type of vehicle requested (car or van)
- Quantity of vehicles needed

While there currently is no charge for the use of a fleet vehicle, the following charges do apply:

Cancellation Fee – if a fleet vehicle is reserved but not needed and the traveler fails to cancel the vehicle reservation by contacting the Office of Administrative Services within 24 hours of the scheduled departure date/time, the travelers department will be charged a $25 cancellation fee. Exceptions will be made at the discretion of the Office of Administrative Services.
Cleaning Fee – if a traveler returns a fleet vehicle in extremely poor condition which requires special cleaning prior to re-issuing the vehicle, the traveler’s department will be charged a $25 cleaning fee.

Late Fee – if a fleet vehicle is not returned on time, and the Office of Administrative Services has not been notified of the delayed return which in turn affects another employee’s scheduled departure time, the traveler’s department will be charged a $25 late fee.

Rental Vehicle

Enterprise is the university’s preferred car rental company; our Corporate Account number is GAR4007. Rentals should be used when it is determined that renting a car is the most economical form of transportation.

Rental rates do not include fuel and travelers must decline optional fuel offerings. In addition, travelers MUST make sure that their rental vehicle is returned with a full tank of gas, or at the very least the vehicle must be returned with the fuel level the same as when they picked up the vehicle. This information is provided on the rental agreement. If the vehicle is not refueled and the university is charged a Fuel Surcharge, the traveler will be responsible for reimbursing the university the full amount of the surcharge. Reimbursement will be in the form of a check (payable to California University of Pennsylvania) or the traveler’s reimbursement request will be reduced by an amount equal to the fuel surcharge.

Travelers who are 21 years or older and have a valid driver’s license may operate vehicles under the agreement. For 15 passenger vans the minimum age is 25.

Approved car rental sizes are economy, compact, or intermediate (midsize) including hybrids. Other vehicle types require business-related justification.

Personal accident and personal effects coverage is optional and not reimbursable.

The rental receipt and car rental contract must be included with reimbursement submission of receipts.

Shuttles and Public Transportation

Employees who are traveling by air or train should use shuttle services or public transportation when such options are available and less expensive than other means of ground transportation.
Train

Coach class is the only approved service when traveling by domestic Amtrak train. Amtrak is encouraged when traveling to/from Harrisburg, Philadelphia, New York City and Washington DC and a cost savings is realized. Other cities served by Amtrak should be considered when there is a savings.

Amtrak tickets must be reserved directly through Amtrak at www.amtrak.com or telephone and paid for with a personal card. Amtrak passes are available for frequent trips.

Personal Vehicles

Mileage Reimbursement Rate - the University’s mileage reimbursement is equivalent to the rates established by the U. S. General Services Administration (GSA). The current rate can be found on the GSA web site (www.gsa.gov) under POV Mileage Reimbursement. The Commonwealth’s reimbursement rate changes when the GSA reimbursement rate changes.

The mileage reimbursement rate (currently $0.565 – 11/4/13) includes depreciation, fuel, insurance, fees, licenses, oil, repairs, tires, and all accessories.

Mileage Reimbursement Calculation

Mileage traveled between an employee’s residence and their official headquarters is considered commuting mileage and is not reimbursable.

Each claim for mileage reimbursement must include a “from” and “to” street address or location specific enough for an auditor to validate the distance traveled via an online mapping application such as Google Maps or Map Quest.

When an employee travels to a work site other than their official headquarters, either the distance from their residence to their temporary work site, or their headquarters to their temporary work site – whichever is shortest – will be used to calculate their mileage reimbursement. Local travel while at the travel destination must be documented if requesting reimbursement.

If there are multiple routes to a destination, the shortest distance should be used to calculate reimbursement. Only if there is strong justification, such as an accident which caused the person to be rerouted, can a longer distance be used.

This is backed by the Board of Governors and Commonwealth policies that state the most economical means must be used when traveling on Commonwealth business.
If an employee is required to work on a holiday or scheduled day off, the employee may be reimbursed for mileage from their residence to a point of public transportation or designated worksite, other than their headquarters. An employee may never be reimbursed for mileage between their residence and headquarters.

The use of ground transportation at a higher cost will require justification and may result in an audit review. Employees will be responsible for any expenses disallowed as a result of any audit.

When using a personal vehicle for business travel, the employee's own insurance is primary, in all cases.

The employee should notify his/her insurance company that they are using their personal vehicle for business travel. This may result in an increase in the employee's insurance premium; however, if the employee is receiving reimbursement for mileage, there is a built-in factor for insurance expense to possibly cover the additional premium.

If an employee chooses to drive their personal vehicle, then their personal auto insurance would be considered primary for repair/replacement expenses. The Commonwealth provides excess “liability” insurance coverage (liability coverage addresses claims against the individual that may result from their actions) when the employee’s policy limits are exhausted. It is strongly recommended that employees seek prior approval from their department head before they take their own vehicle.

**LODGING**

**Lodging Expense**

Travelers should expect services and accommodations that are safe and comfortable, not lavish or extravagant.

Employees traveling on university business are allowed lodging expenses when their destination is located more than 50 miles from both their headquarters and residence. Written pre-approval from the area Dean/Vice President must be obtained when lodging is required within this 50 mile radius. The Dean's/Vice President's approval must be submitted with the traveler's receipts when requesting reimbursement. Employees will be personally responsible for paying hotel expenses that are not pre-approved.

**Lodging expenses are reimbursed at actual cost within travel policy limits. Detailed receipts, showing a zero balance, are required from the hotel.**

Upgraded accommodations that are an additional charge are not allowed. A complimentary upgrade must be noted on the expense report.
**Booking**

When booking a hotel, travelers are required to request the hotel’s state/government rates. If state/government rates are not requested, resulting in a higher rate, the traveler will be responsible for reimbursing the university for the difference between the state/government rate and the rate that was paid.

Travelers are not required to stay in tourist class properties to obtain a lower rate.

**Maximum Allowable Lodging Rate**

The Commonwealth’s maximum per night lodging rates follow GSA per diem rates. GSA rates can be found at www.gsa.gov/perdiem. Travelers will only be reimbursed for actual expenses incurred, and may be subject to reimbursement of the lesser of the actual expense or the maximum allowable rate.

In instances where a GSA rate is not obtained in the area, specific business justification is required. If an audit determines that the maximum allowable rate could have been obtained, the traveler may be responsible for the additional cost. Justification for booking must be imperative to the employee’s official business, must be given at the time of booking, and must be submitted with reimbursement.

**Tax Exemption**

(42 Pa C.S.A. 8522) The Commonwealth is not subject to hotel occupancy or sales taxes imposed by local or county governments. The Commonwealth is subject to state hotel occupancy tax, which is 6% (72 P.S. 7210). Travelers will be reimbursed for this 6%.

Travelers must present the completed REV1220 form for tax exemption to the hotel upon check-in. These tax provisions apply only to lodging within Pennsylvania as lodging outside of Pennsylvania is not tax exempt and all taxes are reimbursable.

**Cancellation**

Travelers should avoid nonrefundable rates. It is the traveler’s responsibility to understand the cancellation rules of the room confirmed. Nonrefundable rates cannot be changed or cancelled; therefore, the traveler is accepting the risk of a non-reimbursable cancel fee.
Travelers must cancel lodging arrangements according to the property’s cancellation policy. No-show charges and penalties will not be reimbursed when the traveler does not cancel reservations within the allotted time.

In the case of an emergency, when all efforts have been taken, and a fee is still charged, an exception must be requested from Department of Administrative Services in order to have the cancellation fee reimbursed.

**Conference Lodging**

Conferences are not always confirmed at the lowest rate or a government rate. Travelers are required to attempt to find lower cost lodging when the conference rate is higher than the maximum allowed rate. Efforts to obtain lower cost lodging shall consist of attempting to obtain a lower rate at the same property or obtaining a lower rate at an alternative property within close proximity to the conference location. When required to book with a hotel directly, and the rate is in an acceptable range, the traveler may book through the conference or hotel directly.

When the conference does not have an official hotel, travelers are required to obtain a property within reasonable proximity to the conference at or below the maximum allowed rate, using preferred properties when possible. Additional transportation cost, if not staying at the conference headquarters, should be considered in the evaluation.

When a conference/event requires an attendee to stay at a particular property and/or confirm their accommodation through the organization, the traveler’s Request for Approval of Travel form **must** include documentation (such as the registration form and/or instruction sheet). Failure to provide documentation may result in a reduction in the traveler’s reimbursement request.

**Extended Stay**

Employees who are required to work away from their residence or primary worksite for 60 days or more may enter into an extended stay lodging agreement. Requests for extended stay authorization must be approved in advance through the appropriate Dean, VP, and the Provost. If the extended stay requires a lodging/housing contract, the contract will need to be approved through the Purchasing Office.

Failure to obtain approval prior to entering into an extended stay agreement will result in the employee being liable for all lodging costs.

Detailed justification comparing regular travel reimbursement and alternative lodging costs must be provided.
Reimbursement will be limited to lodging, necessary utilities (cable and phone are excluded), and mileage or transportation costs for a biweekly roundtrip between the worksite and the employee’s permanent residence or headquarters. **Subsistence expenses are not allowed. Mileage is not paid between lodging and temporary worksite.**

## SUBSISTENCE

**Allowances for subsistence are not flat rates and employees should only claim amounts that were actually spent during their travel.** Reimbursement is subject to the limitations set forth in this section.

Subsistence is not allowed for employees who have been granted extended stay lodging agreements.

Reimbursement for alcoholic beverages is prohibited.

### Reimbursement Amounts

Employees who are not in travel status should refer to their collective bargaining agreements for guidelines with regard to when and at what rates subsistence reimbursement may be available. Employees who are not a union member may be reimbursed for a meal up to $8.00, if they are 50 miles or more from their residence and headquarters and work more than two hours past their regular shift. Employees who are less than 50 miles away may be reimbursed for a meal up to $8.00, if they are required to work two hours past their regular shift and are given less than two hours notice of the requirement.

Employees in overnight travel status while on official business may be reimbursed for meals, including tax and tips; the maximum reimbursement is not to exceed maximum GSA overnight subsistence allowances for a 24 hour period. The 24 hour period begins upon departure from home or headquarters, whichever is applicable.

**Subsistence allowances include tips and tax.**

Employees who are provided meals during the course of their travel must deduct a corresponding meal rate from their subsistence reimbursement claim for each meal provided: 22% breakfast; 22% lunch; 56% dinner or the corresponding equivalent in a high cost area.

Meals include those provided by hotels, meetings, conferences or any other source. Meals classified as continental breakfast do not need to be deducted. When a meal is provided in the cost of the hotel room and the employee opts to eat elsewhere,
reimbursement for that meal will be made within the prescribed maximum daily meal reimbursement rate.

**Tip Allowances**

Meals - 20% or less for the total cost for the meal  
Baggage - $1.50 per piece of luggage

**High Cost Area**

Increased subsistence allowances are available in locations designated as high-cost areas. Subsistence allowances for these areas follow the GSA Meals and Incidental Expenses table (www.gsa.gov). The Commonwealth will only reimburse the meal portion of these allowances and will not reimburse the incidental amounts as defined by the GSA. Incidental amounts are defined on the GSA web site.

**Meetings**

Luncheon or dinner meetings sponsored by the Commonwealth will be paid under contract; therefore, no claims for such expenses may be presented on the travel expense report.

Employees on official business attending luncheon or dinner meetings, not sponsored by the Commonwealth, are entitled to receive reimbursement for actual costs incurred. Provided that:

1. The luncheon or dinner meeting is planned in advance and includes persons not employed by the Commonwealth.

2. The meal is an integral part of the meeting.

3. The meal is served at the same establishment that hosts the meeting.

4. The purpose of the meeting is to discuss business and the nature of the business is stated on the travel expense report.

Employees and members of boards, commissions, and councils who are required to attend non-Commonwealth-sponsored luncheon or dinner meetings will have actual costs reimbursed. **Detailed receipts and justification are required and must be attached to the employees approved travel paperwork when submitted for final reimbursement.**
**Subsistence Expense Incurred on Behalf of Others**

Employees are authorized to incur reasonable* subsistence expenses on behalf of others and to approve reasonable subsistence expenses incurred by their deputies on behalf of others when the expenses are incurred as part of a business meeting under the following circumstances:

1. The purpose of the meeting is to discuss official business.

2. The meeting includes either persons not employed by the Commonwealth or employees of other Commonwealth agencies whose attendance is relative to the official business being conducted.

3. The meal is an integral part of the meeting.

Complete justification for incurring expenses must be included with the travel paperwork. Justification shall include:

1. A list of names, positions, and agencies of individuals for whom the expenses were incurred.

2. An explanation of the circumstances requiring expenses to be incurred on behalf of others. Itemized receipts for the expenses incurred are required and must be attached to the approved travel paperwork when submitted for final reimbursement.

Employees will be personally responsible for expenses that are not allowed.

* Reasonable Subsistence – when incurring meal expenses on behalf of others, the reasonable meal expense is not to exceed the GSA Meals and Incidental rate for the traveler’s location.

**TRAVEL CREDITS**

**Ethics**

The Governor’s Code of Conduct, 4 PA Code 7.151, and the State Ethics Law, 65 PS401, prohibit the acceptance, retention, or use of personal travel/products/services by Commonwealth employees and appointed officials of promotions and offers including; but not limited to, frequent flyer credits, discount car rentals, hotel promotions, award certificates, bonus flights, reduced fare coupons, denied boarding compensation, cash, merchandise, or gifts obtained in the course of official Commonwealth business.
Frequent Flyer Guest Programs

Employees traveling on official business may open and maintain frequent flyer/guest accounts with airlines, hotels, car rental companies, train service and other travel suppliers. Any credits, promotions, certificates, or other considerations earned in these programs must be used for university travel.

Travelers may not select a travel supplier based on the benefits of the frequent traveler program.

Other Compensation

Employees traveling on official university business who receive vouchers for denied boarding must use those vouchers for future university travel. If the voucher is transferable, the voucher can be used by another university employee who is traveling on official university business.

Employees traveling on official university business who receive compensation for any customer-service-related issue must use that compensation in the course of conducting their official university business.

REIMBURSEMENT

Employees are expected to exercise good stewardship of funds when traveling on official university business. Any expenditure disallowed by Administrative Services, Accounts Payable, Internal Audit, etc., will be the responsibility of the employee.

Individuals traveling on official business will receive reimbursement of actual expenses incurred in the performance of their duties within prescribed maximums. Travelers will only be reimbursed the smaller of actual expense or the maximum allowed.

Reimbursement Claim

Upon completion of their travel, employees must submit their completed Travel Expense Report, with the required documentation, within 15 business days following the completion of their travel. Incomplete travel documentation and/or insufficient funds will delay a traveler’s reimbursement.

Reimbursement requests received 60 days, or more, past the completed travel date will not be reimbursed.

Employees are responsible for ensuring that expenses claimed in the travel expense report are proper, accurate, and incurred in official university business. A traveler who
knowingly presents a false or fraudulent claim may be subject to penalties under criminal statutes.

Supervisors must review and approve travel expense reports submitted by employees to ensure the necessity, propriety, and accuracy of the travel expense. Supervisors should ask for receipts, even those not required to be submitted, when necessary. Failure to exercise care in the review and approval of travel expenses may result in disciplinary action.

Travel reimbursement requests that are received after the close of the fiscal year (during which the travel took place) will be denied.

**Third Party Reimbursement**

Travelers must indicate on the travel expense report that a third party reimbursement is expected. All travelers that are reimbursed by non-state funds must have the vendor remit payment to California University of Pennsylvania. Checks received are not to be cashed but must be endorsed payable to California University of Pennsylvania and submitted to the Office of Administrative Services for proper processing.

Travelers must include a copy of the invoice being sent to the vendor or some official form of documentation showing the reimbursement agreement along with their receipts. Administrative Services will audit for the receipt of the reimbursement due.

**Receipts**

Travelers must always obtain receipts. Not all receipts must be submitted with a travel expense report, but may be requested for verification or audit. Itemized receipts must include:

1. Name and address of the vendor
2. Date of service
3. Description of service
4. Amount paid for each individual item

**Credit card slips and statements are not acceptable in lieu of receipts. Travel expense reports may be selected for audit and all receipts must be retained by the traveler for one year after the travel date.**
Receipts are **required** with the travel expense report for:

1. Any expense of $35.00 or more, except where noted.
2. Any hotel expense.
3. Any commercial transportation, except for taxis, local bus, or subway under $35.00.
4. Any rental car expense.
5. Breakfast, luncheon, or dinner meetings.
6. Expenses incurred on behalf of others.
7. Gasoline for rental and state vehicles.
8. Excess baggage fees.
9. Any other receipt the university determines to be necessary.

The Declaration of Missing Receipts (Exhibit 1) form should be used when it is impossible to obtain a receipt (i.e., vending machine subsistence, parking meters, or unmanned tollbooth expenses when a receipt is not provided).

**No expense will be approved if a required receipt is missing.**

**AUDITS**

Travel and Subsistence expenses are subject to audit by:

1. Administrative Services
2. Accounts Payable
3. Commonwealth Auditors

As part of the audit process, travelers may be asked to provide additional documentation/justification for claimed expenses.

Justifications for expense will be reviewed and may be subject to clarification.

The audit will include reviewing the propriety of the expenses incurred. Additional approvals and/or documentation may be required for future travel when patterns of unusual claims are observed.
MISCELLANEOUS EXPENSES

Baggage

Baggage handling and gratuities are limited to reimbursement of $1.50 per piece.

Fees for baggage check with airlines will be reimbursed at the actual expense and are limited to the first checked bag. Any additional baggage is conditional on a traveler’s job function and less expensive alternative avenues of transportation (such as sending the supplies ahead via shipping). A receipt and explanation is required with the travel expense report.

International Travel

With proper documentation, justification, and approval the university will reimburse:

1. Commission for currency conversion or traveler checks when deemed necessary.

2. Services of guides, interpreters, packers, or drivers when deemed necessary.

3. Fees for the issuance of passport or visa, inoculations, and affidavits when required for business international travel.

4. Other optional airline fees are not reimbursable, including advance seat reservation fees, internet, snacks, and any other fees imposed by the airline that are not essential to air travel.

NON-REIMBURSABLE ITEMS

Parking Fines/ Traffic Citations – Pennsylvania Code §39.95 (f) states “Operators of state automobiles shall be responsible for the immediate payment of all parking and traffic violations.” This extends to parking fines and traffic citations received while using a personal (or rental) vehicle while in the pursuit of University/Commonwealth business.

Provided Meals/ Lodging – employees are not eligible for reimbursement for meals, or lodging, that is provided (without charge) by friends, relatives, or any other source. Meals and lodging that are provided at no charge must be noted on the employees Travel paperwork.

Alcoholic beverages – reimbursement for alcoholic beverages is strictly prohibited.
# Declaration of Missing Receipt

This form may be used in place of up to three (3) receipts for one trip. This form may be used for the following reasons:

1. Vending machine subsistence, parking meter, or unmanned toll booth expenses when a receipt is not provided. A complete explanation is required.

2. Situations when it is not possible to obtain a required receipt. These instances should be rare and require the traveler to contact the vendor to obtain a receipt before using this form. A complete explanation of the situation and follow-up efforts with the vendor is required.

All information requested on this form must be provided. The Office of Administrative Services will not accept incomplete forms. Please print or type.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Travel Destination</th>
<th>Travel Date</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Date</th>
<th>Vendor Name &amp; Address</th>
<th>Vendor Phone #</th>
<th>Item(s) Purchased</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Explanation:

<table>
<thead>
<tr>
<th>Date</th>
<th>Vendor Name &amp; Address</th>
<th>Vendor Phone #</th>
<th>Item(s) Purchased</th>
<th>Amount</th>
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</thead>
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</tbody>
</table>

Explanation:

<table>
<thead>
<tr>
<th>Date</th>
<th>Vendor Name &amp; Address</th>
<th>Vendor Phone #</th>
<th>Item(s) Purchased</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
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</table>

Explanation:

**CERTIFICATION**

I submit this form in lieu of missing receipts because I did not receive a receipt documenting payment. I certify that these are proper charges for costs I incurred while traveling on official university business. I understand that any false statements in this document are subject to penalties of 18 Pa.C.S. §4904 (relating to unsworn falsification to authorities) and that falsification of this document is an act of fraud that can result in disciplinary action, up to and including termination.

Employee Signature: ___________________________ Date: ______________

**APPROVAL**

Supervisor’s Signature: ___________________________ Supervisor’s Name: ___________________________ Date: ______________

Policy Approved by Cabinet: 7/18/2013
Effective Date: 1/1/2014