



## Travel Guidelines

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### **Travel authorizations/expense reports:**

"Guidelines" are referenced in policy section VI. B. \*\*Specify how travelers shall submit travel requests and obtain required approvals (will be done when the new travel system is ready)

### **Required forms:**

Elaborate on required information and waivers to be identified and gathered by departments. Explore who and where these records should be kept and maintained. (Needs further collaboration from risk management, internal audit, student affairs, and other campus groups)

### **Travel advances:**

An advance of funds for expected travel costs is available for out of pocket expenses exceeding \$300 and must be requested with the initial trip request. Students do not qualify for travel advances. Out of pocket expenses are defined as daily per diem allowance, personal vehicle mileage, group excursion costs and cash required activities. Airfare, vehicle rental, lodging, registration fees, etc. should be paid with a University procurement card (Pcard) or a reimbursement requested in the expense report. Exceptions will be rare and should be negotiated directly with the travel administrators within Accounting Services.

A travel advance should be received by Accounting Services at least seven (7) days prior to the departure date. Advance requests received without adequate notice are not guaranteed. No emergency payments will be issued to accommodate a travel advance.

Any amount that exceeds travel expenses must be paid back to the University. Repayments are made at the Cashiers' office and should reference the specific travel number. As specified in SUU Policy 10.13, travel advances not accounted for within thirty (30) days shall be deducted in full from the traveler's payroll check.

### *University allowances:*

#### **Daily not-to-exceed per diem:**

Total: \$50	First & Last Day of Travel: \$37.50		
Breakfast: \$11	Lunch: \$14	Dinner: \$22	Incidentals: \$3

Premium rate: 120%

Discretion is given to departments to use a reduced per diem rate or require actual receipts in order to manage budgets. In the event that budgets cannot cover the full allowance, travelers are not obligated to travel. The following areas qualify as a high cost area and may use the associated premium rate:

- Top United States metropolitan cities also listed as “High Cost” on IRS Per Diem schedules and considered common destinations for SUU travelers:

Los Angeles	CA	Orlando	FL
San Diego	CA	Atlanta	GA
San Jose	CA	Chicago	IL
San Francisco	CA	New Orleans	LA
Sacramento	CA	Boston	MA
Denver	CO	St. Louis	MO
Boulder	CO	New York City	NY
Washington	DC	Cincinnati	OH
Miami	FL	Seattle/Tacoma	WA
Fort Lauderdale	FL	Jackson	WY

- Specified international countries:

Australia	India
Austria	Italy
Brazil	Japan
Burma	Mozambique
Canada	Netherlands
Caribbean *	Nigeria
Central African Republic	Peru
China	Saudi Arabia
Colombia	Sweden
Congo (Republic and Democratic Republic)	Switzerland
Cote D'Ivoire	Taiwan
Denmark	Thailand
Ecuador	United Kingdom
France	Zimbabwe
Germany	

\* Caribbean includes: Anguilla, Antigua & Barbuda, Bahamas, Barbados, Bermuda, Cayman Islands, Cuba, Grenada, Haiti, Jamaica, Martinique, St Kitts & Nevis, St. Lucia, Trinidad & Tobago, Turks & Caicos Islands, Virgin Islands

Per diem rates and locations qualifying for the premium rate will be evaluated on a regular basis. Travel administrators will consult with a campus committee and University administrators in evaluating the rates and lists.

It is expected that provided meals will reduce the requested per diem allowance by the associated amount. Departments may work with travelers to determine what constitutes a provided meal (hot item served, meets dietary restrictions, etc.).

**Mileage reimbursement:**

In the event that a traveler uses a personal, private vehicle during business travel, a mileage reimbursement of \$0.45 per mile is allowed. This rate is to cover the costs of gasoline as well as car maintenance and general wear.

Unless a mileage log is provided, mileage is calculated using a mapping website and based on the most direct and usually traveled routes. Mileage to common destinations is listed on the SUU Fleet Operations webpage.

<https://www.suu.edu/fleet/mileage.html>

**Non-conventional lodging:**

Where travelers elect to lodge non-commercial locations (with friends/relatives, campgrounds, etc.) the traveler qualifies for an allowance of \$20 per night. A statement prepared by the traveler shall be submitted indicating the name of the host and the amount paid.