

Travel/Purchasing Policy—Implementing Procedures Reimbursement Procedures-Summary

Travel/Hosting

1. Must use BYU Travel Card
2. Must use BYU Travel Office to book airfare
3. If traveling and you do not have a BYU Travel Card you may use a personal credit card

Purchasing/Hosting

1. Must use BYU Purchasing Card (*no personal credit cards*)
2. If hosting you must use either a BYU Purchasing Card or a BYU Travel Card (*no personal credit cards*)
3. If you do not have a BYU Purchasing Card or a BYU Travel Card you must arrange in advance to use a department BYU Purchasing Card (*no personal credit Cards*)

April 11, 2014

Travel Policy—Implementing Procedures Reimbursement Procedures

Reimbursement policies apply to reimbursements of all University funds including gifts, endowment income, grants, research monies, designated income, released/auxiliary/athletic funds, and University appropriations. All personnel, including graduate students, are responsible for following this policy.

Domestic Travel Subsistence Allowance

Personnel traveling for the University away from home overnight with an established business purpose are entitled to a subsistence allowance while on travel status. Subsistence allowance includes both meals and incidental expenses.

Subsistence is an all-inclusive allowance established and governed by current tax laws and its use is for meals and incidental expenses. Personnel must elect to file an expense report using the subsistence allowance or claim actual expenses, but they may not mix the two options on a given trip. There is no allowance for additional charges for other meals, fees or tips to waiters, porter, baggage or bell persons, television and in-room movies, or transportation between places of lodging and dining.

Under normal circumstances, when travel occurs and where the entire trip begins and ends in the same calendar day, subsistence allowances and reimbursement for meals do not apply. Federal tax laws prohibit the reimbursement of meals and other incidental TRAVEL EXPENSES to personnel who are not away from home overnight or for long enough to require sleep or rest. As a result, personnel are normally responsible for providing their own meals and snacks while engaged in same-day travel.

Under special circumstances when an individual leaves home very early in the morning and returns home late the same night, the University will consider the individual away from home longer than a normal work day (the person must be gone a minimum of 12 hours to qualify) and will reimburse actual meal costs with receipts not to exceed the allowable per diem. These meal expenses are considered de minimis.

A subsistence allowance amount covers meals and other expenses incurred while traveling away from home OVERNIGHT. By dividing the day into three meal periods, the computation is as follows:

Meal Time Periods	
6:01 a.m. to 12:00 noon	Breakfast
12:01 p.m. to 6:00 p.m.	Lunch
6:01 p.m. to 12:00 midnight	Dinner

(NOTE: The period of time from 12:01 a.m. to 6:00 a.m. may be used to extend either the breakfast or dinner meal period as needed.)

The above times apply to the time zone the actual travel occurs in. There is a subsistence amount for each period, or fraction thereof, while an individual is in approved travel status and away from the University for a minimum of 24 hours. (See Registration Fees section for meals included in registration, etc.)

Destination cities are assigned a certain per diem level. The levels assigned to each city/county and the breakdown of levels as they relate to each meal period are listed on the current per diem table. Unless otherwise specified, the per diem locality is defined as "all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries."

Foreign Travel Subsistence Allowance

The per diem rate for FOREIGN SUBSISTENCE is the highest per diem level per 24-hour day or the actual meal costs with receipts while in approved foreign travel status.

Airport Mileage Reimbursement

The University offers a discounted rate with airport shuttle companies for transportation to the Salt Lake International Airport. Contact Travel Management Services for a list of current vendors. You must identify yourself as a University employee when making the shuttle reservation and a BYU ID must be presented to the shuttle driver to receive reduced rates. Travelers using personal vehicles to travel to and from the airport may request mileage reimbursement for one round trip plus current airport long-term parking rates (receipts required) or two round trips, whichever is less.

Lodging Expenses

Travelers should use standard accommodations in reasonably priced, commercial-class hotels/motels. The traveler should use the University corporate charge card to pay for lodging and to guarantee room reservations whenever possible.

Travelers should book hotel reservations through the University on-site reservations service whenever possible. This practice insures the lowest possible cost, inclusion of all available discounts, and contract hotel availability. Reimbursement is made on the actual base rate plus taxes and approved amenities.

If two employees share the cost of a double room, they should either request a separate receipt for each portion of a shared room rate and indicate a proportionate share of the total expense; or one employee should seek reimbursement for the entire bill and the second employee not make a hotel reimbursement request. In either case, the corresponding name and Travel Application number must be cross-referenced on each travel reimbursement request to verify the names of the persons sharing the expense.

Travelers do not receive reimbursement for lodging costs when they stay with friends or

relatives. However, when traveling away from home overnight, a \$10.00 amount is allowed for each day of housing provided by family or friends. Travelers may use this allowance along with the regular meal per diem allowance, if applicable, to provide a gratuity to the host.

In-room movies, mini-bar charges, concierge services and other in-room services are not reimbursable beyond the approved subsistence allowance. Travelers should not charge long distance telephone calls on the hotel bill, if avoidable, since exorbitant hotel surcharges are not reimbursable. To avoid surcharges, travelers should use a Veracity calling card number to have calls billed through the University telephone system. Veracity long distance can be ordered under the work tab on Route-Y. Reasonable, business-related telephone calls, necessary calls associated with an ecclesiastical calling, and one personal call per day for the purpose of communicating safe arrival and continued well-being are allowable.

Business-related cellular telephone calls and charges are reimbursable when approved by the designated department expense report approver. Telephone calls made from an airplane or other unreasonably priced areas are generally not reimbursable except under extreme emergencies.

Laundry charges are not normally reimbursable beyond the approved subsistence allowance. If, however, normal business trips extend beyond seven days, one laundry expense per seven-day period will be reimbursable.

The University has negotiated exceptional rates to many of its most heavily traveled cities. Rate information, availability, reservations, and other hotel booking needs can be obtained by contacting **Travel Management Services** at **422-3872**.

Registration Fees

Registration fees for meetings and conferences are reimbursable. The traveler should use the University-issued Visa card whenever possible. Where University corporate cards are not accepted, the traveler may use a Fast Track Request or a department purchasing card. When using these two means of payment, the traveler should not request reimbursement in addition to the direct payment.

When claiming registration fees for reimbursement, the traveler must report the number of meals included in the registration fee and any other meals provided to the traveler. When meals are provided, a copy of the conference registration form must be attached to the reimbursement request supporting all reimbursement claims.

Hosting and Entertainment

Occasionally, it may become necessary to host other individuals' meals while traveling. Entertainment, however represented, is not an allowable charge without specific, prior approval at the vice president level. Costs for approved hosting activities are reimbursable only under the following conditions and with documentation of the specific business purpose (see Non-travel Related Business Meals and Entertainment section for documentation requirements):

- Individuals hosted should not be other University personnel also in approved travel status.

- The hosting employee must submit the Expense Report request stating the business purpose of the meal and the names of non-University persons hosted. The employee must submit complete, actual receipts for the meal to receive reimbursement.

Non-Travel Business Meals and Entertainment

It may be appropriate to include meals or other expenses in the regular conduct of day-to-day business which furthers the interest of the University and has an express business purpose. Each department chair or administrative manager authorized to approve such activities should carefully consider the appropriateness of food and other related purchases.

The University considers this type of expense as non-travel related transportation and general business expense. Departments should cover these expenses by using either their travel corporate card or a purchasing card. Personnel may request reimbursement for such expenses, if needed, on an Expense Report. They must justify and document an express business purpose with the following criteria:

- The University has more than a general expectation of deriving specific benefit from the meal or incidental expense.
- The employee did engage in business discussions about University matters during the meal or associated expense related activity.
- The principal nature of the expense was the active conduct of the University's affairs. The expense was for personnel, their non-employee business guest(s) and their spouses. Normally, meals involving only personnel, where business is not conducted, are not reimbursable. Business meals may, however, be reimbursed with department chair/manager approval, providing a specific business purpose is documented.

Department chairs/managers approving non-travel related business meals and other expenses are responsible to provide complete receipts and documentation as described above. Complete documentation includes names of all personnel and non-employees with business relationship to the meal. The documentation must be specific and indicate how the meal or other expense furthered the University's interests and why the expense was a necessary element of the overall business outcome of the activity. Financial Services will refuse reimbursement and charge back expenditures to the participants for undocumented or questionable meal purchases.

Undocumented reimbursed expenditures are taxable to the participants, and the University will report it as taxable income on the individual's W-2 tax form.

Special Travel Expenses

Travel for such purposes as employment interviews at the University and visits to the University by lecturers and other official visitors is special travel and is governed by the general University Travel Policy. Department budgets and/or the terms of contracts and grants often limit funds to support special travel. Departments should not charge such travel to the regular travel account, but to the -6200 account code. University personnel should not make a commitment to incoming individuals for paying or reimbursing travel expenses without receiving approval from their department designated travel plan or expense report approvers.

Moving and Temporary Relocation Expense

Moving expenses for permanent relocation of either incoming or outbound personnel are covered under the University Moving Policy. Contact the Tax and Restricted Accounting office in Financial Services (**422-6631**) for questions on the moving policy.

Temporary relocation expenses may be reimbursed as travel expense if the relocation is for less than 39 weeks. Relocation expenses associated with a temporary assignment must be processed on a Trip Plan. A Travel Advance may be requested for all relocation expenses not chargeable to the University corporate charge card. Personnel involved in the actual temporary relocation must submit all reimbursement claims on an Expense Report and provide documentation and complete receipts for all expenses claimed. Lump sum relocation allowances without accountability should not be processed.

Non-University Travel Reimbursements

The travel policies and procedures stated in this document apply fully to individuals who are not University personnel but receive reimbursement for University-approved travel. Normally, these individuals are guest lecturers, consultants, or prospective faculty or staff. The department arranging the travel is responsible for policy compliance, properly completed forms, and complete documentation of all expenses.

Non-Allowable Travel Expenses

Some expenses are the personal responsibility of the employee and are not reimbursable. The following list is not all inclusive, but show examples of such non-reimbursable expenses.

- Personal and family expenses
- Gifts and souvenirs
- Valet and room service charges
- Personal medical and dental expenses
- Personal reading material, recreation, and entertainment
- Travel insurance in excess of that already provided
- Costs incurred by traveler's failure to cancel transportation or hotel reservations
- Commuting between home and work
- Corporate charge card delinquency or late charge assessments (there may be an exception if the delinquency assessment is not due to the actions of the traveler)
- Haircuts, newspapers, babysitting, shoe shines
- Parking and traffic citations
- Reimbursement or payment for frequent flyer benefits and reduced or free flight coupons issued by the airlines

Travel Policy—Implementing Procedures Travel Methods Procedures

Commercial Air Travel

Air travel accommodations must be tourist, coach or special fare class only. University-paid first class air travel is not an allowable expense. Travelers are responsible to book air travel at the most economical rates using normally traveled routes. Travelers should make every effort to take advantage of all advance purchases, Saturday night stay, promotional flights, reasonable non-direct flights, conference fares, special negotiated fares, departing and arriving at times slightly less than convenient and any other reasonable savings opportunities which do not compromise the effectiveness and purpose of the trip. In the event that a traveler chooses a higher fare than the lowest applicable fare, assuming the scheduling and convenience factors to be equal, approval must be obtained from the department designated expense report approver to purchase the fare.

AIR CARRIER SELECTION CANNOT BE BIASED BY ANY TRAVELER'S FREQUENT FLYER AFFILIATION OR BENEFITS. THE LOWEST COST AIR TRAVEL WILL TAKE PRECEDENCE OVER FREQUENT FLYER PROGRAMS. ANY EMPLOYEE CHOOSING A MORE EXPENSIVE FLIGHT PLAN TO TAKE ADVANTAGE OF A PROMOTIONAL PROGRAM SUCH AS A FREQUENT FLYER PLAN WILL BE REQUIRED TO REIMBURSE THE UNIVERSITY FOR ANY EXCESS COSTS.

Frequent flyer miles earned on travel funded by the University are maintained and redeemed individually by University personnel. Whenever practicable, personnel should redeem frequent flyer miles earned while traveling on University business to fund other University business travel. Personnel may also use earned frequent flyer miles for personal use if business use is not practicable. When redeeming frequent flyer certificates, the actual certificate must be exchanged in person on location at the respective airline city or airport office. Through a special agreement with the airlines, when frequent flyer certificates are being used for business travel, personnel may take certificates to the University Travel Management Services office where the exchange will be handled, thus eliminating the need for personnel to travel to an airport office.

Any frequent flyer miles earned while traveling on University business may not be exchanged for cash. Likewise, the University cannot reimburse personnel for their use.

University personnel qualifying for senior citizen discount coupons and planning to use the coupons for both University business and personal travel should purchase the coupons with personal funds. When using the coupons for a University-sponsored trip, the traveler should request reimbursement for the percentage of the cost calculated by the Travel Management Services office as being business related. Travelers who purchase senior citizen discount coupons with University funds, must use the entire value of the airline coupons for University-approved travel.

Travelers must book all air transportation through Travel Management Services. When booking air travel, travelers must give either the Travel Plan number and the University approved account

code or their corporate travel charge card to the on-site travel agent. The traveler must have an approved Travel Plan in Y-Expense before purchasing air tickets.

Travelers who experience changes in trip plans, missed flights, or other difficulties during a trip, making the purchase of an additional airline ticket necessary, may charge it to their University-issued corporate charge card. The traveler must return all applicable receipts to the Travel Management Services office when requesting reimbursement. Travelers must return any unused airline tickets to the Travel Management Services office as soon as possible. Upon processing of the ticket refund, if possible, the respective campus department will receive credit for the refund. If the ticket is non-refundable, the ticket will be returned to the campus department for use on a future trip. All such tickets remain the property of the University and must be used for business travel. Tickets being held for exchange on a later trip may not be used for personal travel.

Private Aircraft/Charters/Buses

Normally, the University does not allow travel by private aircraft. The appropriate vice president must approve in advance air flights other than on scheduled airlines. Travelers should use the Travel Management Services office for any unscheduled or chartered flight activity. Travelers who arrange for non-scheduled chartered transportation should be aware of the basic fundamental principles that should be followed in chartering airplanes and buses.

- **Airplane Charters** Federal regulations require Air Taxis (air charter companies) to be certified with the Flight Standards Office of the Federal Aviation Administration. All charter airplane companies used for University business must be certified and in good standing with the Flight Standards Office in the area where they are located. Generally a minimum amount of liability insurance of \$100,000,000 is required. On small charters lesser amounts of insurance may be appropriate. Contact the University Risk Management and Safety office for assistance in these instances. An "Insurance Certificate" stating the above, and naming Brigham Young University as an "additional insured" in connection with the chartered trip should be requested from the air charter company and forwarded to the Risk Management and Safety office for approval and filing.
- **Bus Charters** Anyone chartering a bus for group travel should verify the company is licensed by the state(s) in which they operate and is in good standing. The recommended minimum amount of liability insurance is \$5,000,000. An "Insurance Certificate" stating the above, and naming Brigham Young University as an "additional insured" in connection with the chartered trip should be requested from the bus company, and forwarded to the Risk Management and Safety office for approval and filing. Personnel should contact the Risk Management and Safety office with questions.

Rail Travel

The University will reimburse the cost for railroad fare not to exceed the cost of the least expensive airfare. Travelers must submit receipts to be reimbursed.

Taxis and Airline/Hotel Shuttle Service

Taxi and other types of livery or conveyance are reimbursable for official business-related travel as follows:

- Airport shuttle service to the Salt Lake International Airport provided at a reduced contract rate.
- Transportation at destination terminal to place of lodging and return trip.
- Transportation between business appointments or hotels and places of temporary duty.
- Transportation for blind or physically disabled persons, providing the fare is within reasonable limits.

Following the above guidelines, reasonable charges for taxi and airline or hotel limousine service are reimbursable when other modes of travel are not available or practical. To avoid unnecessary taxi expenses, personnel should utilize regularly-scheduled airport, bus or limousine service between terminal facilities and hotels, if available. Many hotels offer complimentary hotel shuttle services.

Taxi charges are reimbursable specifically for travel related to approved University business. Taxis between hotel and airport are allowable; however, taxis from a hotel to a restaurant for sightseeing trips are not allowable.

Automobile Rentals

The University reimburses the cost of a rented automobile when suitable or less expensive local transportation is unavailable or when routing and time factors make it more advantageous than taxi or other ground transportation. Travelers should only use a rental vehicle when it is not possible or practical to use a University vehicle. Rental vehicles should not be used if less expensive transportation is available.

Whenever a rental car is used as the primary source of transportation and is primarily for the convenience of the traveler, reimbursement will not exceed the lesser of the cost of the rental car plus fuel and taxes or the most reasonable round-trip airfare between the nearest commercial airport serving the origin and destination cities plus associated transfer costs to and from airports and parking. The traveler will not receive reimbursement for extra expenses, such as meals and lodging in transit, the cost of a larger vehicle to transport family members or other non-business related guests, or other expenses incurred for personal benefit when commercial airline transportation is less expensive.

The University's primary car rental suppliers are National, Hertz and Enterprise. These companies offer considerable discounts off normal rates, complete insurance coverage while operating a rental vehicle, discounts off international rental activity, and good vehicle availability both on and off airport nationwide.

Benefits of the contracts include the following:

- Membership in National Emerald Club and Hertz #1 Club at no extra charge
- Reduced daily, weekly, monthly and week-end rates
- Exceptional Mini Van rates and availability
- Waiver of most city surcharges and airport fees
- Unlimited free mileage
- Young renter surcharge waived
- Free LDW/CDW insurance coverage
- No additional driver charges

- Frequent Flyer participation
- Corporate rates available for business and personal use by all BYU personnel and Alumni

University personnel should charge all car reservations to their University-issued corporate charge card. In addition, all rental car reservations should be made through Travel Management Services office which is equipped to make direct computer reservations with travel vendors. Questions regarding rates, insurance coverage, reservations or other related issues should be referred to the University Travel Management Services office at **422-3872**.

Personnel should rent mid-size vehicles under normal traveling conditions. In exceptional cases, the University will reimburse the use of larger vehicles (several travelers in one vehicle, equipment transported, etc.). Travelers should refuel the rental car before returning it to avoid the high cost of gasoline at the rental agency.

Personnel should decline all Collision Damage Waiver (CDW) and Personal Accident Insurance (PAI) coverage when traveling domestically on University business. Domestic travelers will not receive reimbursement for additional insurance coverage purchased. The University's corporate insurance policy combined with vendor car rental contract terms and conditions covers these insurance items for personnel. In case of an accident, contact the car rental agency and the Risk Management and Safety office at **422-4468**.

WHEN TRAVELING INTERNATIONALLY, TRAVELERS SHOULD PURCHASE ALL AVAILABLE INSURANCE. ADDITIONAL INTERNATIONAL CAR RENTAL INSURANCE EXPENSE IS REIMBURSABLE.

Privately Owned Vehicles

The University authorizes reimbursement for transportation by private automobile only when:

- Common air carrier services are not available without undue loss of time.
- Two or more persons are eligible for similar authorized travel and riding together would mean a savings to the University.
- Vehicle usage is to transport equipment or save time, thus enabling the traveler to perform duties more effectively.
- It will cost the University no more than the most reasonable airfare on an air common carrier.
- It will not require the traveler to be away from duties for a substantially longer period than travel by common air carrier.

Travelers driving privately owned vehicles on approved University business who qualify under the above guidelines are eligible for mileage reimbursement at the current reimbursement rate set by the IRS. Traveler can calculate mileage between cities based on internet map sites for the shortest, most widely traveled route between cities.

Personnel who have permanently assigned University vehicles (the President, athletic coaches,

etc.) and who have the responsibility to provide fuel for the vehicles will receive 35% of the IRS standard mileage rate for business purpose mileage.

The above reimbursement rates cover all fuel, maintenance, insurance, transportation, and operating costs. Travelers do not receive separate reimbursement for fuel costs for private automobiles. Damage to personal automobiles used on University business is covered by private insurance. The University does not assume liability or responsibility for deductibles or other uninsured loss to the vehicle or its occupants (see Insurance below).

The University will reimburse tolls and reasonable off-airport parking charges in addition to the mileage allowance if the traveler provides complete receipts with their Expense Report. There is no reimbursement for the cost of repairs, towing charges, or other such costs whether they result from the traveler's acts or the actions of others. Tickets for parking and moving violations are the responsibility of the traveler and are not reimbursable.

Whenever the usage of a personal automobile for approved University travel is primarily for the convenience of the traveler, reimbursement will not exceed the lesser of the cost of the per-mile reimbursement plus tolls or the most reasonable round-trip airfare between the nearest commercial airport serving the origin and destination cities plus associated transfer costs to and from airports and parking. The traveler does not receive reimbursement for extra expenses, such as meals and lodging, INCURRED BECAUSE OF PERSONAL AUTOMOBILE USAGE when commercial airline transportation is less expensive. To determine the amount to be reimbursed, travelers should contact Travel Management Services IN ADVANCE OF THE TRIP to have the airfare to mileage comparison calculated and approved.

Insurance

Travelers who use privately owned vehicles on University business must have a current personal insurance policy with the following minimum insurance coverage levels:

- \$100,000 for personal injury to, or death of, one person.
- \$300,000 for injury to, or death of, two or more persons in one accident.
- \$100,000 for property damage.

In the event University personnel are involved in an accident resulting in a loss, their liability insurance shall be primary to the full extent of its coverage limits. Personnel who use privately-owned vehicles for approved University travel shall have the sole responsibility for providing collision, comprehensive, and all other forms of personal insurance coverage for such a vehicle.

Motor Pool Travel

When traveling by automobile, travelers should use University vehicles whenever possible before seeking other alternatives. Transportation Services assigns motor pool vehicles in order of travel request and vehicle availability. Passenger cars, station wagons and vans are most frequently available, and by making special arrangements, trucks are available.

Personnel traveling by Motor Pool vehicle should be aware that in most cases, unlike a car rental

company, trips are often billed per mile. As such, personnel using a Motor Pool vehicle and combining personal vacation with a business trip are responsible to log personal miles and reimburse the University for all personal mileage expense. Likewise, personnel requesting a larger vehicle than is required for the purpose of accommodating family members or other non-business related guests, must reimburse the additional cost to the University.

Whenever a motor pool vehicle is used as the primary source of transportation and is primarily for the convenience of the traveler, reimbursement will not exceed the lesser of the cost of the motor pool vehicle plus fuel or the most reasonable round-trip airfare between the nearest commercial airport serving the origin and destination cities plus associated transfer costs to and from airports and parking. The traveler will not receive reimbursement for extra expenses, such as meals and lodging in transit, or other expenses incurred for personal benefit when commercial airlines transportation is less expensive.

The University has a blanket insurance vehicle policy that covers liability, property damage, and medical payments. In case of an accident, the University will charge a department a \$200 deductible if it considers the accident was reasonably avoidable.

Travelers must report mechanical failure or accidents to the Motor Pool immediately at **422-5544**. For additional policy see Physical Facilities Transportation Services.