

# TRAVEL AUTHORIZATION AND EXPENSE GUIDELINES

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## TRAVEL DEFINED

“Travel” is defined as an absence from the University of Nebraska at Omaha (UNO) campus, or traveler’s primary work location during normal work schedules for the purpose of conducting University business.

UNO’s Travel Policy is to pay for authorized, necessary and reasonable travel expenses incurred for UNO business. The intent of the policy is that such payments be fair and equitable both to the traveler and UNO as well as consistent with all applicable State of Nebraska statutes and regulations to support the productivity and safety of those travelling on University business.

## PROCEDURES

### **Travel Authorizations**

All travel authorizations should be approved in advance and are governed by the procedures outlined in this and related documents. Authorization is also required for travel involving business functions where no University expense is involved. The President of the University of Nebraska has delegated his statutory authority to approve travel authorizations, to the Chancellor. In turn the Chancellor delegates authority to Deans, Directors, and/or Designees. All international (passport required) travel requires the approval of a Dean or Vice Chancellor.

The travel authorization should list all estimated expenses including expenses paid directly by UNO. If meals are provided by the conference and are included in the fees paid, they should be considered when estimating expenses. A conference agenda should be included with your expense reimbursement. Travelers should complete a travel authorization regardless of the type or source of funds used for the trip. UNO needs to know where travelers are in order to assist in an emergency situation.

### **Economical Transportation Required**

To be fully paid by the University, the traveler should use the most economical mode of transportation available consistent with the authorized purpose of the trip. This includes charging no more than the rate of the most direct and usually traveled route and measuring such costs as subsistence and lost work time in addition to actual transportation costs. If a traveler chooses to drive on out-of-state trips when commercial air service could have been used advantageously, mileage will be reimbursed at the price of an airline (coach) ticket or at the prescribed mileage rate, whichever is less. No meals or lodging will be reimbursed while en route. The price of the airline ticket should be documented during the planning stages of the trip. Documentation should be submitted with expense claims.

### **Use of the UNO Purchasing Card for Travel Purposes**

The UNO Purchasing card may ONLY be used for the following travel related expenditures: conference registration fees, travel visas, educational/business supplies and Air Ambulance card fees.

### **Travel with Students**

Faculty or staff traveling with students in support of University activities and education enrichment should include student names in the comments section on their travel authorization. If the expenses for the students are approved for payment by the college, institute or department and they are paid by the faculty or staff member they shall be reimbursed. Reimbursements to students for out of pocket expenses should be handled on the Visiting Personnel Non-Resident Alien Miscellaneous Expense form.

Faculty or staff traveling with students in support of educational abroad programs should work with the UNO Education Abroad Office to coordinate the logistical, financial and risk management components of the travel.

### **Group Travel Card**

The Group Travel Card program provides UNO faculty or staff with a credit card to make purchases for approved University group travel purposes where students are included. This procurement option improves efficiency by eliminating the need to process vendor invoices and to issue checks for payments. The Group Travel Card program is administered by the Division of Business and Finance. Questions regarding this program should be addressed to Procurement. The Group Travel Card policy is available at <http://www.unomaha.edu/campus-policies/group-travel-card.php>.

### **Travel Expense Reimbursement**

Travel reimbursements are governed by the procedures outlined in this document. Travel expenses are reimbursed based upon actual costs and should reflect the greatest advantage to the University and to the traveler in terms of time management, staff productivity and cost efficiency. Each college, institute or division may implement policies and procedures that are more restrictive than those adopted by the University.

### **College, Institute and Department Guidelines**

Each college, institute or department may implement policies and procedures which are more restrictive than those outlined in this document. When these units submit their traveler's expenses for payment, they are acknowledging review and acceptance of adherence to their specific college, institute or department's guidelines.

### **Reimbursement Timing**

Per State of Nebraska statutes, reimbursement requests must be received in Accounts Payable no later than sixty calendar days after the final day on which expenses were incurred. This cannot be waived. We recommend reimbursement requests be received in Accounts Payable within thirty calendar days from which the expenses were incurred.

## COMMERCIAL AIR TRAVEL

### Contracted Agency Purchases

Air Travel shall be purchased via the University's contracted travel agencies, Travel & Transport or Southwest Airlines (SWABIZ). A travel authorization number and cost object are required to complete bookings. Both companies allow the expense to be charged to your department directly and provide for lost luggage insurance of up to \$1,250. Additionally, when the cost is charged directly to the University, both companies offer travel accident insurance - Travel and Transport's insurance limit is \$400,000 and Southwest Airline's insurance limit is \$250,000. Travel & Transport also provides the University with travel warning notifications and emergency assistance.

### Allowable Fare Types

UNO allows the purchase of coach/economy fares per the State of Nebraska Accounting Regulations. Business Class Upgrades will be approved by the Manager of Accounts Payable and are allowed on UNO accounts only as follows:

- An individual with a doctor's order that their medical condition requires an upgrade as an accommodation. Medical requests should be approved by a Vice Chancellor and should be updated annually.
- The price of the business or first class ticket is less than the price of the remaining coach/economy seats as documented by the UNO required travel providers.
- There are no coach/economy seats available for purchase for the traveler's itinerary as documented by the UNO required travel providers.

Travelers not falling into the three exceptions above who desire to travel in an upgraded seat class may do so but they should personally pay the difference between the available coach seat and the upgraded seat. The University account will only pay for the cost of the coach/economy seat. Travelers may then seek personal reimbursement from an external source.

Reimbursements for airfare change fees will be made for unavoidable reasons such as weather changes, program schedule changes, personal health reason etc. But will NOT be reimbursed for personal reasons.

### Travel and Transport

To purchase tickets from Travel and Transport login to their website <http://transport.tandt.com/default.aspx> and follow the instructions given.

Benefits of using Travel and Transport include the following:

- \$400,000 in travel accident insurance
- Up to \$1,250 in lost luggage insurance
- Notifications and assistance provided to traveler regarding cancelled or changed flights.
- Costs - \$5 fee for web purchases and \$22 fee for telephone purchases.
- Credit vouchers will be issued for price reductions after purchase. The method of credit varies depending on the airline.
- Travel vouchers issued for unused travel and held for employee use on future travel. Generally, use is required within one year of purchase date. Contact Travel and Transport for ticket specific details.
- Travelers are notified of unused travel vouchers before they expire.
- Personal booking services
- Services are extended to University employees and their families when traveling in conjunction with University business. All purchases other than the University traveler should be paid personally.

## Southwest Airlines – SWABIZ

To purchase tickets on Southwest, call 800-435-9792 or tickets can be booked through the Southwest for Business travel website. Travelers should first register with Southwest to allow direct billing. Instructions to do so can be found at (<http://www.unomaha.edu/accounting-services/accounts-payable/travel/airfare.php>).

Benefits of using Southwest/SWABIZ include the following:

- No transaction fees
- \$250,000 in travel accident insurance
- Up to \$1,250 in lost luggage insurance
- Offer personal travel booking services

## Exceptions

On occasion the need to purchase airfare from an alternative source may occur. Travelers seeking reimbursement for commercial airfare tickets purchased through alternative source (other than Travel and Transport or Southwest) require the following:

- An Airfare Situation Report should be transmitted to Travel and Transport for the opportunity to meet the fare **PRIOR** to booking the alternative accommodations. This form can be submitted via the Travel and Transport login page via the Quick Link “Airfare Situation Report.” Responses are expedited when submitted. If Travel and Transport is unable to meet the fare, an email will be provided authorizing you to personally book the lower fare. Your reimbursement is handled with the rest of your trip expenses after your trip is complete. The Airfare Situation Report and subsequent authorization should be submitted with your expense documentation for reimbursement.
- The traveler will bear the cost and inconvenience of any changes made to their ticket.
- There is no travel accident or lost luggage insurance extended to your travel.

## INTERNATIONAL TRAVEL

### University of Nebraska Executive Memorandum No. 25

This memorandum covers University sponsored Travel by Students, Faculty and Staff to countries under a U.S. Department of State Travel warning or Centers for Disease Control or Prevention Travel Health Notice. Current warnings should be reviewed prior to travel planning and travel departures. The full Executive Memorandum is available here:

<http://www.nebraska.edu/docs/president/25%20Participation%20in%20Sponsored%20Travel%20to%20Countries%20with%20Travel%20Advisories.pdf>

## Export Controls

International travel on behalf of the University may be subject to export control regulations due to the technology, equipment, software, and technical data (in physical, digital or voice-transmitted form) being taken out of the country, and/or due to the travel destination. Travelers should contact the Office of Research and Creative Activity (ORCA) staff who can assist the traveler in determining what export controls may apply to their travel. Additional information regarding this subject can be found on the ORCA website (<http://www.unomaha.edu/office-of-research-and-creative-activity/index.php>).

### **Pre-Approval by Dean or Vice Chancellor**

As noted in the Travel Policy and the procedures above all requests for international (passport required) travel should be preapproved by the designated Dean or Vice Chancellor prior to the purchase of airline tickets or conference registration.

### **Air Ambulance Card Required**

Travel to a destination requiring a passport, along with Alaska, Hawaii, Puerto Rico, Guam, Virgin Islands of the United States, Northern Mariana Islands and American Samoa will require the traveler to have and maintain Air Ambulance Evacuation Insurance coverage. The policy number should be included in the comment section of the Travel Authorization when submitted for preapproval. To purchase an Air Ambulance Card please login to the website <https://www.airambulancocard.com/group-login/?group=VU5P>.

### **Visa and Passport Approval and Reimbursement**

Any expenses for expedited visas should have prior approval of the dean or vice chancellor to be reimbursed. Fees for passports or renewals and photos are considered personal and are not reimbursable by UNO.

### **Rental Car Insurance – International Travel**

All insurance options should be taken when renting a car in a foreign country.

### **Monetary Conversion Rates**

Conversion rates can be found at <https://www.oanda.com/currency/converter/>. This link is also available through the SAP Trip Transaction or the ESS Traveler Work Center. Exchanges should be obtained for the specific date of the charge. If you charged expenses on a credit card, the credit card company converts the expenses to US dollars for you. This is the most convenient and accurate method for conversions. To document the exchange rate when using your credit card, please submit a statement with the full card number and personal costs redacted.

### **Student Study Abroad Trips**

Faculty lead study trips shall adhere to the UNO Education Abroad policies and shall work with the UNO Office of Education Abroad to facilitate trip planning and processes.

## **LODGING AND MEALS**

### **Lodging**

University travelers are expected to select the most reasonably priced lodging accommodations that benefit the University and the traveler when on official business. Any charges that appear to be excessive should be approved and submitted with justification by the department. Accounts Payable is available to consult with departments on whether charges are reasonable.

Hotel folios should show a zero balance to be used as reimbursement documentation.

When UNO employees share lodging (same room); the travel expenses submitted should be cross referenced showing the name of each lodger on each expense reimbursement. Only the individual who incurred the actual expense will be reimbursed.

Items (internet, parking, meals, tips etc.) other than the room charge and related taxes/fees that appear on the lodging receipt need to be itemized for reimbursement and documented per the table at the end of this document.,

## Meals

UNO employees traveling on business shall claim only actual meal amounts paid for food/meals. Any meal of \$5.00 and more should include an itemized receipt. Reasonable tips for meals will be reimbursed. However, they shall be capped at 20%. Tips should be included in the cost of the meals.

Your daily meal claim should not exceed the maximum amount that an employee can claim for the total cost of food each day set by the U.S. General Services Administration (GSA) meal guidelines. The GSA meal guidelines are available at <http://www.gsa.gov/portal/content/104877>. This site should be used to determine the maximum for the specific location to which you are travelling.

If your trip includes meals that are already paid by the University (such as through a registration fee to a conference) you will need to deduct those meals from your claim. If you had to personally incur a cost in lieu of a provided meal for a business reason, you should provide an explanation with your receipt.

Departure and return times should be provided when submitting expenses these are used to correctly calculate allowable meals for one day trips and first and last days of multi-day trips. When flying, departure times may be submitted as two hours prior to the flight. Return times may be submitted as one hour after flight landing. If you are not eligible for a meal according to your travel times, you should deduct the GSA rate for that meal from your daily total.

Alcohol will not be reimbursed per state guidelines. Alcohol along with the applicable tax and tip should be removed from receipts. A Calculator for Meal Adjustments is available for your use. It can be found at <http://www.unomaha.edu/accounting-services/accounts-payable/travel/travel-receipts.php>. When using the calculator file, please print the results page and submit it with your reimbursement documentation.

Meal Reimbursement During University Travel		
Meal	One Day Trip	First/Last Day of Multiple Day Trip
Breakfast	Yes, if departure is prior to 6:30 am	Yes, if departure is prior to 6:30 am or return is after 10:00 am
Lunch	Not Allowed	Yes, if departure is prior to 11:00 am or return is after 2:00 pm
Dinner	Yes, if departure is prior to 5:00 pm or return is after 7:00 pm	Yes, if departure is prior to 5:00 pm or return is after 7:00 pm

## USE OF PERSONAL VEHICLE – MILEAGE

Mileage will be reimbursed on the basis of the commonly used route. Reimbursement will not be made for extra miles logged from a roundabout route. Travelers using a personal vehicle should claim mileage and cannot claim fuel expenses.

Travel expenses incurred between a traveler's home and normal work location is considered commuting expense and will not be reimbursed.

Travel expenses incurred between a traveler's home and a temporary work location (business trip) outside the

vicinity of the normal work location (such as a trip to Lincoln) shall be reimbursed only for mileage that exceeds the round trip distance from the residence to their primary work location.

At times it may be expedient for a traveler to conduct business enroute to or from their residence. In these cases the traveler may be reimbursed for the extra miles traveled in excess of commuting miles that are traveled to accomplish the task.

On out-of-state trips when commercial air service could have been used advantageously, mileage will be reimbursed at the price of an airline (coach) ticket or at the prescribed mileage rate, whichever is less. You should provide documentation listing the price of the airfare. No meals or lodging will be reimbursed while enroute.

Each department needs a blanket travel authorization on file listing all travelers approved for travel within the State of Nebraska or within a sixty mile radius of the University. This is done annually (fiscal year 07/01-06/30) and kept on file in the department or applicable Dean's office.

If a traveler has an approved travel authorization to use their personal vehicle, the University's automobile insurance policy would act as excess coverage should the traveler's insurance coverage be consummated. That is, the traveler's private policy would be the primary coverage and the University's policy would come into force only if the claims were more than the limits of the traveler's policy. The University is not responsible for any deductibles or any other uninsured losses.

## RENTAL VEHICLES

UNO has contracted with Enterprise Rent-A-Car for vehicle rentals. Business reservations may either be made by phone or online using corporate number N7264 (PIN UNO) and the cost object to which the rental will be charged. Online reservations can be handled via the Enterprise website <https://www.enterprise.com/en/home.html>. Insurance for business rentals is covered by the contract so it is not necessary to purchase insurance through Enterprise. Rentals are direct billed to UNO Accounts Payable.

Arrangements have been made with Enterprise to direct bill UNO Accounts Payable for business car rentals handled at airport locations nationwide. Approval for a rental at your destination should be pre-approved via your travel request. Direct billing should not be used if personal travel days are involved in your trip.

Travelers renting a car for business purposes with other rental agencies should accept insurance options. Additionally, when renting vehicles on University business in a foreign location, insurance coverage should be purchased.

## RECEIPTS

Detailed itemized receipts are required as support for all travel expenditures. A detailed receipt is defined as a receipt that shows a listing of each item purchased and the related cost. The detailed receipt does not include the receipt copy that only identifies an amount is being charged to the traveler's credit card. A conference agenda should be included with your expense reimbursement when traveling for the purpose of conference attendance.

Use the following chart to review specific details on receipts needed.

If the receipt is not required in the "Receipt Submit to Accounts Payable" column, it should still be filed in the traveler's department/business office.



<b>Expense</b>	<b>Rules</b>	<b>Receipt Submit to Accounts Payable*</b>
<b>Abstracts, Proceedings</b>	Actual expense for copies of conference materials or related abstracts/papers.	Yes
<b>Airfare</b>	Airline tickets SHOULD be purchased through Travel and Transport or Southwest. Airline tickets purchased through another source (other than Travel and Transport or Southwest) require an approved airfare situation report from Travel and Transport.	Yes
<b>Airline Baggage Fees</b>	Actual expense for university travel	Yes if \$75 or more
<b>Airline Fees</b>	The University will reimburse employees for airline fees that are reasonable and necessary for the stated business purpose of the trip. Please itemize these expenses by date and explain any unusual or excessive charges.	Yes if \$75 or more
<b>Airport Shuttle</b>	Actual expense - including gratuity	Yes if \$75 or more
<b>Airport Tax / Exit Fee</b>	Sometimes charged at foreign airports. Actual expense may be claimed when not already included in the cost of the ticket.	Yes if available (receipts are often not provided)
<b>Alcoholic Beverages</b>	Not reimbursable	n/a
<b>Animal Boarding</b>	Not reimbursable	n/a
<b>Car Rental</b>	Actual expense	Yes
<b>Car Repairs, Maintenance, Accidents, Car Washes, Oil Changes, Locksmith Charges (personal vehicle)</b>	Not reimbursable	n/a
<b>Child care</b>	Not reimbursable	n/a
<b>Currency Conversion Fees</b>	Actual expense on amount required for university travel	Yes
<b>Entertainment (movies, plays, etc.)</b>	Not reimbursable	n/a
<b>Exercise equipment / room fees</b>	Not reimbursable	n/a
<b>Faxes</b>	Actual expense – if necessary for university business	Yes if \$75 or more
<b>Film Developing</b>	Actual cost of business-related film developing. Business purpose should be explained on reimbursement.	Yes if \$75 or more



<b>Flight Insurance</b>	Included with Travel & Transport – Extra insurance not reimbursable.	n/a
<b>Gasoline</b>	Actual expense for rental. May not be claimed on personal vehicle.	Yes
<b>Gifts</b>	Actual expense of gift when it is considered customary to present a gift to a host, especially in foreign countries. Gifts of alcohol will not be reimbursed.	Yes
<b>Gratuities (Tips)</b>	Actual amounts paid for cabs, skycaps, bellmen, etc. Tips for meals should be included in meal reimbursements.	No
<b>Gym Fees</b>	Not reimbursable	n/a
<b>Internet Fees</b>	Actual expense for university activity	Yes if \$75 or more
<b>Laundry, Dry Cleaning (Hotel Services)</b>	If trip exceeds 7 days	Yes
<b>Lodging</b>	Itemized hotel receipt required. Charges for staying with family or friends are not reimbursable. In room movies are not reimbursable. Parking and business related long distance fees should be listed as Miscellaneous Expense.	Yes, unless per diem for grant funded foreign travel
<b>Meals</b>	Actual expenses including gratuities. Alcohol will NOT be reimbursed to the traveler. Alcohol along with the tax and tip on the alcohol SHOULD be removed from receipts.	Yes for meals over \$5
<b>Mileage for Personal Vehicle</b>	See the Mileage Reimbursement Policy for current rate and details of allowed expense.	No
<b>Newspapers</b>	Actual expense	No
<b>Official Function</b>	Actual expenses - including gratuity and excluding alcohol. Names of guest and agenda should be provided.	Yes
<b>Parking</b>	Actual expense	Yes if \$75 or more
<b>Passports</b>	Not reimbursable	n/a
<b>Personal Grooming Items</b>	Not reimbursable	n/a
<b>Photocopying</b>	Actual expense - if required for university purposes	Yes if \$75 or more
<b>Registration</b>	Actual expense excluding charges for spouse or events that are purely for entertainment purposes. A conference agenda should be attached with the reimbursement documentation.	Yes
<b>Safe Arrival Call</b>	Actual Expense	Yes
<b>Safe Deposit Boxes</b>	Actual expense - if required for business purposes. Storage of personal items is not reimbursable.	Yes if \$75 or more

<b>Shipping</b>	Actual expense - if required for business purposes	Yes
<b>Snacks</b>	Should be claimed as a meal reimbursement	Yes
<b>Spouse / Companion Expenses</b>	Not reimbursable	n/a
<b>Taxis, Buses, Airport Shuttles, Subways, etc.</b>	Actual expense - including gratuity	Yes if \$75 or more
<b>Telephone Calls</b>	Actual expense of business related calls. Personal calls are not reimbursable.	Yes if \$75 or more
<b>Tolls</b>	Actual expense	No
<b>Tours, Cruises</b>	Actual expense for business-related tours or mandatory conference events. Optional or pleasure tours are not reimbursable.	Yes
<b>Travelers' Checks Fees</b>	Actual expense	No
<b>Vaccinations</b>	Actual expense - if required for university travel. Should claim only amount not covered by insurance.	Yes
<b>Valet Cleaning Services</b>	If trip exceeds 7 days	Yes
<b>Visas</b>	Actual expense - if required for university travel	Yes

## CONTACTS

<b><i>Subject</i></b>	<b><i>Contact</i></b>	<b><i>Phone</i></b>	<b><i>Email</i></b>
<b>Export Controls</b>	<b>Office of Research &amp; Creative Activity (ORCA)</b>	<b>402.554.2286</b>	<b>unoorca@unomaha.edu</b>
<b>Student Study Abroad</b>	<b>UNO Education Abroad</b>	<b>402.554.3168</b>	<b>unostudyabroad@unomaha.edu</b>
<b>Travel Administrator</b>	<b>Teresa Carlson</b>	<b>402.554.2320</b>	<b>tcarlson@unomaha.edu</b>
<b>Travel Reimbursement Questions</b>	<b>Joyce Kosmacek David Miller</b>	<b>402.554.2320 402.554.2332</b>	<b>jkosmacek@unomaha.edu davidmiller@unomaha.edu</b>
<b>Group Travel Card - Applications</b>	<b>Lynn McAlpine</b>	<b>402.554.3514</b>	<b>lmc Alpine@unomaha.edu</b>
<b>Group Travel Card – Reconciliation</b>	<b>David Miller</b>	<b>402.554.2332</b>	<b>davidmiller@unomaha.edu</b>