

## Outline of Recent Changes to Travel Policy

| Topic  | New Travel Policy<br>(took effect January 1, 2007)  | Previous Policy   |
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| Policy   | One comprehensive travel policy providing rationale for requirements  | 14 separate travel policies   |
| Automated expense management system  | Electronic preparation of travel support form, with receipts faxed and electronically attached to form<br><br>+ Allows approval process to proceed faster than the speed of paper<br>+ Permits travel data to be captured for analysis and management                                 | Paper submission of travel support form, with paper receipts attached<br><br>No means to aggregate travel detail for analysis or management   |
| Consistent application of policy   | Electronic system configured to apply policy as data is entered – allows traveler or designee to self-audit travel  | Rules applied by those in approval process – permitted various interpretations  |
| University Purchasing Card for travel – available when authorized to use ERS for travel reporting and reimbursements | University Purchasing Card permitted for all travel expenses<br><br>Card to have limits for travel expenses that are separate from those for goods and services; possible for traveler to only have travel privileges<br><br>Spending limits may be tailored to individual cardholder | Purchasing Card use for travel limited to conference registration, car rental, and airfare purchased through approved sources   |
| Lodging  | Lodging receipts required for domestic travel<br><br>Lodging receipts for international travel may be required depending on source of funds<br><br>Online receipt requirements addressed  | Lodging receipts required for domestic travel<br><br>Lodging receipts for international travel sometimes required depending on source of funds<br><br>Online receipts not addressed in policy |
| Lodging in private home  | Traveler may be reimbursed for up to \$25/day when lodging in private residence<br><br>Required to provide name and address of host<br><br>Not permitted if traveler owns the home  | Not addressed in policy   |

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| Airfare                      | If lower airfare is found outside the preapproved sources, traveler may purchase cheaper ticket but must document the price comparison to justify the decision to go outside preapproved sources   | No change from policy TR 14 - the most recent of the 14 travel policies  |
| Meal and incidental per diem | Meal and incidental per diem based on location – no receipts required<br><br>All tips and gratuities for any purpose are imbedded in the per diem and will not be reimbursed separately  | Daily maximum based on location – departments varied on requirements for receipts  |
| Partial-day per diem         | Partial-day per diem is based on the hours of the day in travel status:<br><br>20 percent of per diem for breakfast (12:01 a.m. to 10:00 a.m.)<br><br>30 percent of per diem for lunch (10:01 a.m. to 4:00 p.m.)<br><br>50 percent of per diem for dinner (4:01 p.m. to midnight)  | Partial-day rules differed by department   |
| Miscellaneous expenses       | Daily reimbursement up to \$5/day with no receipts required; all tips and gratuities are included in meal per diem and are not eligible to be reimbursed separately as miscellaneous expense<br><br>Intended to address low-dollar items for which receipts are not generally available, such as parking meters, tolls, baggage storage, phone calls, and similar low-cost items | Departments varied on requirement for receipts, and in the judgment of what was reasonable   |
| Phone calls                  | Business calls with receipts will be reimbursed in full<br><br>Phone calls only permitted within the \$5/day miscellaneous expense – whether made on hotel phone, from cell phone, or by personal calling card<br><br>Phone calls without receipts, such as from cell phone or on calling card, will be itemized as a miscellaneous expense subject to the \$5/day reimbursement | Business calls with receipts fully reimbursed<br><br>Personal calls limited to two per trip – only documentation method available was via hotel phone<br><br>No means available to document calls made from personal cell phone or personal calling card |

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| Ground transportation – other than local bus or subway           | Receipts required, unless reported as miscellaneous expense subject to \$5/day reimbursement limit   | Requirements varied by department  |
| Local bus, subway, or local public transport                     | Receipts are not required, nor are they easily available for public transportation, yet it is often an economical mode of travel; does not need to be classified within the \$5/day miscellaneous limit                                  | Requirements varied by department  |
| Submission of expense report                                     | <p>Traveler logs into ERS and electronically authorizes submission of expenses</p> <p>Staff assistant may prepare form, but traveler is required to electronically authorize the submission in lieu of manually signing paper form</p>   | Signature on paper required  |
| Submission deadlines   | Expenses to be submitted within 60 days of conclusion of trip, for domestic or international travel; more restrictive rules may apply for sponsored funds travel   | Timeframe of 30 days   |
| Conference expenses  | ERS permits recap of all expenses related to a single purpose, even if paid at different times   | No means of grouping expenses by purpose   |
| Management of travel data  | Can report spending as grouped by purpose, destination, traveler, department college, date range, or other factor  | All paper forms were individual documents with no means of creating reports or summaries of spending |
| Changes to travel documents                                      | Any changes made to electronically submitted expenses are flagged and rerouted to traveler for consent   | Paper forms requiring change may or may not have been rerouted to traveler                           |
| Taxability of international travel when it includes personal use | <p>The IRS mandates that a portion of the reimbursement for international travel is taxable to the traveler if two conditions exist:</p> <p>The trip is longer than one week, <u>and</u> at least 25 percent of the trip is personal</p> | Not addressed in policy  |