

<p>Name of Policy: <u>Travel and Business Expense Reimbursement.</u></p> <p>Policy Number: 3364-40-03</p> <p>Approving Officer: President</p> <p>Responsible Agent: Executive Vice President/CFO</p> <p>Scope: All University of Toledo Campuses</p>	<p>Review/Revision date: August 13, 2019</p> <p>Original effective date: March 1, 2010</p>
<p><input type="checkbox"/> New policy proposal</p> <p><input type="checkbox"/> Major revision of existing policy</p>	<p><input checked="" type="checkbox"/> Minor/technical revision of existing policy</p> <p><input type="checkbox"/> Reaffirmation of existing policy</p>

in-state and out-of-state travel will be reimbursed for (including lodging) incurred on official university business for the purposes of providing support to the University. Expenses that are not reimbursable. Expenses that were incurred are not reimbursable.

(B) Purpose

To encourage the most efficient and economical means of travel for accomplishing the stated business purpose of the trip and to standardize the reporting and documentation of expenses in accordance with federal and state laws and regulations.

<http://www.utoledo.edu/policies/academic/international-studies-and-programs/pdfs/3364-85-01-international-travel-registration.pdf>.

For any university travel, whether or not a reimbursement is requested, the travel itinerary issued with the ticket should be submitted with the expense report.

(ii) Privately owned vehicles

The use of a privately owned vehicle will be reimbursed up to the Internal Revenue Service (“IRS”) standard mileage rate at the time of travel, excluding some grants which may authorize less than the “IRS” standard mileage rate. The mileage rate includes all expenses incurred for using the privately owned vehicle except parking fees and tolls.

All employees are expected to follow the prudent person rule and use reasonable judgment in selecting the appropriate mode of transportation factoring cost, availability, safety, and efficiency. When possible, employees are encouraged to use the most economical mode of transportation. Employees need to factor the total inclusive costs of travel when determining the mode of travel. For instance, it may be less expen

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All travelers are encouraged to use the least expensive mode of transportation. When other less expensive transportati

First and last day of travel when an overnight stay is required will be reimbursed at seventy-five percent of the federal per diem rate, while on authorized travel status.

Reimbursement will not be provided when meals are provided by the hotel, conference or meeting. Adjustments to per diem reimbursement will be made as follows:

Breakfast: twenty five percent of the federal per diem rate, while on authorized travel status.

Lunch: twenty five percent of the federal per diem rate, while on authorized travel status.

Dinner: fifty percent of the federal per diem rate, while on an authorized travel status.

No reimbursement will be made to an individual traveler for the actual cost of meals in excess of the appropriate daily allowance.

The daily per diem rates for all destinations can be found at:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>.

(ii) Business meeting meals

Business meals with individuals not affiliated with the university will be reimbursed at actual cost upon submission of appropriate receipts. Business meeting meals must have a business purpose and must include two or more persons (at least one non-university employee). If there is a question regarding the business purpose of the trip, a dean or vice president must approve the expense.

Costs should be reasonable and customary for the location. The expense report must contain the date, place, business reason, persons in attendance and business relationship of persons entertained. Business meeting and group travel meals reimbursements cannot use the per diem rate. All receipts are required.

(iii) No additional reimbursement will be made for a meal that is provided at a conference as part of the registration fees.

(iv) Reimbursement for alcoholic beverages will not be authorized from university or grant funds.

(c) Lodging

The university requires all purchases for lodging to be made via a university P-Card or through the purchasing department.

- (i) When travel on official business requires overnight lodging, more than fifty miles away from the traveler's home or headquarters, reimbursement will be made for the actual single room rate plus taxes per night. When staying in the State of Ohio, the traveler should inquire as to the availability of a state tax exemption due to the tax exempt status of the university. Claims for reimbursement must be supported by original hotel receipts. A credit card charge slip is not acceptable documentation for reimbursement.
- (ii) No reimbursement will be made for overnight lodging closer than fifty miles from the traveler's home or headquarters except in unusual circumstances described in a statement of explanation accompanying the request for reimbursement.
- (iii) The cost of lodging for members of the employee's family is not reimbursable.

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