

## UNIVERSITY OF DAYTON

### TRAVEL AND ENTERTAINMENT/GUEST CARE POLICY

#### 1. **Travel Policy Summary**

The following procedures are to be used for travel for University-related business:

##### Before Trip

- \* Estimate travel expenses on Travel and Entertainment/Guest Care Expense Form.
- \* Obtain proper advance authorization for any travel involving an overnight stay, airfare, requests for check advance/prepayment, and trips with estimated expenses totaling over \$150.00.
- \* Make travel reservations or meeting arrangements in advance. Use All World for domestic airline tickets. (All World, Ext-4554, Campus Office, K.U. Lobby, Room 131 or 1-800-888-6706. For travel outside of the United States a second travel agency is available, if you choose: Horizons International Travel, 433-2206.
- \* If required, file for a check advance at least **five (5)** working days prior to the trip for processing of a check. For those who have a Diners Club card, cash advances are available through ATM machines.

##### After Trip

- \* When travel is completed, the expenses must be well documented and the required receipts attached to the Travel and Entertainment/Guest Care Expense Form.
- \* Complete the Travel and Entertainment/Guest Care Expense Form after the completion of the trip, no later than **five (5)** working days. If cash advances have been received, failure to complete this report on a timely basis could cause amounts to be added to one's taxable income.
- \* Obtain the proper Travel and Entertainment/Guest Care Expense Form authorization and submit the report to the Bursar's Office for check reimbursement or payment to the University.
- \* Travel and Entertainment/Guest Care Expense Form will be reviewed for clerical accuracy and compliance with the Travel and Entertainment/Guest Care Policy.

See section 9 of Travel and Entertainment/Guest Care Policy before completing form.

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Diners Club Phone Numbers

**Club Assistance Emergency Service**

In Continental US 1 - 800 - 356 - 3448

Outside Continental US 1 - 214 - 680 - 6480 (call collect)

**Travel Insurance Information**

In Continental US 1 - 800 - 525 - 9341

Outside Continental US 1 - 303 - 799 - 1504 (call collect)

2. **General**

The Travel and Entertainment/Guest Care Policy has been established for all full-time and part-time University employees and for students who travel on University-related business. Any department that wishes to substitute **more restrictive** policies for its area must seek approval from its respective Dean, Vice President, or Athletic Director. These requests must be in writing and filed with the Office of the Bursar (refer to Policy Exceptions, section 21). The Research Institute has been authorized to and has adopted its own Travel Policy.

Conscientious use of University funds is the responsibility of every person who travels so that the University can better use its limited funds for growth and meeting academic objectives. The following four items form the basis of the Travel and Entertainment/Guest Care Policy:

- An advance travel and expense authorization signature is required on the Travel and Entertainment/Guest Care Expense Form (see exhibit #1 for an example of this form) for any travel involving an overnight stay, airfare, or when a check advance/prepayment is required. Advance authorization signatures are not required for short one day trips unless total estimated expenses exceed \$150.00.
- All expenses are to be reported exactly as incurred, not estimated or rounded.
- Receipts are required for all expenses incurred that exceed \$15.00.
- There will be no exceptions without the written approval of the appropriate Dean, Vice President, or Athletic Director.

See section 9 of Travel and Entertainment/Guest Care Policy before completing form.

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The University Administration reserves the right to modify, terminate, or change the provisions of the Policy in whole or in part at any time. While the University Administration will make every effort to notify University staff in a timely fashion of changes made in the Policy, including those made by the underwriting insurance companies, it assumes no liability in the event of such changes.

### 3. **Advance Authorization**

Proper written **advance** authorization is required for all travel that includes an overnight stay, airfare, when a check advance/prepayment is requested, or trips with estimated expenses totaling over \$150.00. All other travel or entertainment expenditures must at least be verbally approved in advance to ensure reimbursement to the individual.

Proper authorization is received from the individual who has fiscal responsibility for that department's budget. If that person is absent, that person's supervisor may grant approval. If the person who is responsible for the budget is the person traveling, then he/she must obtain approval from his/her supervisor. The only individuals who can authorize their own travel activity are the President, Provost, Senior Vice President, and other Vice Presidents, Athletic Director, and Academic Deans. Any projected travel expenses or actual expenses not properly approved will be returned to the sender for clarification before any payment will be processed.

For travel expense authorization, fill out the estimated cost section of the Travel and Entertainment/Guest Care Expense Form and obtain an authorizing signature in the authorization section. Exhibit #1 also has instructions for completing the form. It is the responsibility of the individual to distribute the appropriate copies to the Office of the Bursar.

### 4. **Charge Cards**

The University has made available to full time University faculty, staff, professional Research members and administrators who travel on University-related business the Diners Club Charge Card. There is no annual fee or cost to the employee. The Diners Club Charge Card is to be used to pay for any University-related business expense for which a charge card is accepted (including, car rentals, conference fees, lodging, meals, entertainment, etc.). The employee is directly responsible for prompt payment to Diners Club for all items billed on that statement. All properly authorized and documented charges will be reimbursed by the University (refer to Expense Reporting and Documentation, section 17).

To get an application for a Diners Club card, see the Director of Purchasing.

### 5. **Cash Advances**

See section 9 of Travel and Entertainment/Guest Care Policy before completing form.

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The University does not issue travel or entertainment/guest care cash advances. Therefore, all eligible employees are encouraged to apply for a Diners Club Charge Card. Employees who have a Diners Club Charge Card have immediate access to cash through Automated Teller Machines (in Kennedy Union, airports, etc.) before and during the trip. The University of Dayton will reimburse the 4% Automated Teller Machine charge up to \$8.00 per week per trip for justifiable advances (excluding hotel, airfare, car rental, and conference fees). All Automated Teller Machine receipts must be included with the Travel and Entertainment/Guest Care Expense Form.

## 6. **Check Advances**

Check advances will only be issued when out-of-pocket expenses are estimated to be greater than \$50.00 and one of the following circumstances applies:

- \* For eligible employees who have applied for and not yet received their Diners Club Charge Card.
- \* For employees who are not eligible for a Diners Club Charge Card.
- \* For special considerations not falling in the above categories.
- \* NOTE: Employees whose Charge Cards have been canceled by Diners Club for failure to abide by the terms of the card agreement will not be entitled to a check advance.

Individuals who (for one of these reasons listed above) do not have a Diners Club Charge Card for travel expenses can request approval for a check advance through the Office of the Bursar. Check advances will be issued **five** (5) to **ten** (10) working days prior to a business trip unless an unusual circumstance occurs (e.g., individual will be on vacation prior to the business trip).

If a check advance is needed, the authorization section of the Travel and Entertainment/Guest Care Expense Form must be completed and properly authorized. Send or drop off the 2nd (yellow) and 3rd (pink) copy of the form to the Office of the Bursar, allowing **five** (5) working days to process the check advance.

If the check advance is stolen or lost, immediately notify the University to stop payment. Otherwise, it will be the responsibility of the employee to repay the amount that is stolen or lost. You may wish to report the loss under your personal Homeowner's or Renter's insurance.

## 7. **Prepayments**

See section 9 of Travel and Entertainment/Guest Care Policy before completing form.

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If an establishment will not accept a Diners Club Charge Card for University-related business expenses (conference fees, hotel reservations, etc.), a prepayment check can be issued by filling out the prepayment section of the Travel and Entertainment/Guest Care Expense Form. The 2nd (yellow) and 3rd (pink) copy of the Travel and Entertainment/Guest Care Expense Form and two (2) copies of the registration forms (one to be sent with check and one for Accounts Payable files) should then be forwarded to the Office of the Bursar for processing approval.

#### 8. **Conference Fees**

Authorized conference registration fees in connection with University-related business will be reimbursed provided a receipt for the registration fee is attached to the completed Travel and Entertainment/Guest Care Expense Form.

#### 9. **Transportation**

As a general rule, individuals will be expected to utilize a mode of transportation that will result in the most efficient accomplishment of their University-related business from the standpoint of time and expense. This rule applies to transportation to the individual's destination (e.g., plane, private automobile, etc.) and to the type of service utilized at the visiting location (e.g., car rental, limousine, taxi, etc.). It is often more economical and convenient to use taxis and limousines than to pay for car rental and parking. Taxi, limousine fares, etc., resulting from travel for University-related business purposes will be reimbursed at actual costs.

Travel and Entertainment/Guest Care Expense Form should have the appropriate sub account charged (**870** - Travel-staff, **860** - Transportation of students, and **863** - Off-campus field trip expenses). Other sub accounts to be used are listed in the corresponding sections of this policy.

See section 9 of Travel and Entertainment/Guest Care Policy before completing form.

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## Air Travel

Any person traveling on University-related business is encouraged to make travel reservations prior to his/her trip. It is recommended that airline reservations be made as early as possible to take advantage of discounted rates. For all airline reservations, individuals must use the University authorized travel agency (see Policy Summary, section 1, for current agency to be used) unless a lower fare is found. Other travel agencies cannot be used without first notifying the Director of Purchasing for approval. Record all instances of finding lower fares on the Travel Review Form and submit to Purchasing for approval and booking of air reservation. (Currently USAir provides cost incentive awards to the University. If the ticket price and other aspects of travel service are identical, USAir should be used.) Individuals are never permitted to be reimbursed for family members' or associates,' who accompany employee for non-business purposes, expenses without the approval of the University President.

The University will reimburse for the lowest available coach class airfare for any person traveling on University-related business. A minimum **two** (2) hour window should be given to the agent to increase the probability of finding a lower fare. If a lower fare airline ticket was available and not used, the individual must attach documentation to the Travel and Entertainment/Guest Care Expense Form as to why it was not used; accumulation of frequent flyer miles is not a valid reason. First class rates will be reimbursed only if coach fare is unavailable. Receipts for air travel must show flight number, fare class, and date of travel and must be included with the Travel and Entertainment/Guest Care Expense Form for reimbursement. Penalties and charges resulting from the cancellation of airline reservations shall be the University's obligation if the individual's travel has been approved in advance and the cancellation or change is made at the direction of and for the convenience of the University.

Changes in travel itineraries can be frequent because of the nature of business travel. If there is a change in itinerary before a trip has commenced, the travel agent used must be called for a new ticket if time permits. The old ticket can be voided or refunded according to the particular circumstances. If the airline ticket is reissued at the airport, make sure you retain your ticket receipt of the original ticket and document any adjustments in the fare.

Persons traveling to their destination earlier than necessary and/or delaying their return in order to receive a "Super Saver" rate to reduce the fare will be reimbursed meals and lodging costs for additional travel days, if the amount saved in transportation costs as a result of the early and/or delayed travel is greater than the amount expended in additional meal and lodging costs. In this situation prior approval must be documented on the Travel Cost Comparative Analysis form and submitted with the Travel and Entertainment/Guest Care Expense Form.

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University employees are not permitted to either pilot their own, borrowed, or leased aircraft, or travel as a passenger on other than a scheduled commercial aircraft when on University-related business.

#### Rental Car

The travel agent can handle rental car arrangements if desired. When reserving a rental car, ask for the best corporate, academic, or special rate available. When in the United States always decline the Collision Damage Waiver (CDW) and Personal Accident Insurance (PAI) because the University has this insurance coverage provided for all employees who use rental cars for domestic travel and will not reimburse for these charges. When in a foreign country you may decline the Collision Damage Waiver (CDW) because this coverage is provided to you when your Rental Car fee is charged to your Diners Club Charge Card and when you decline any waiver of collision damage coverage available from the Rental Car Company. Always fill the tank of the rental car before returning it in order to avoid excess gasoline charges. An individual must attach receipts for automobile rental expenses and gasoline purchased to the Travel and Entertainment/Guest Care Expense Form in order to be reimbursed.

#### Personal Vehicle

Long distance travel by rail, bus, and rental car is not recommended. Use of an individual's personal automobile, when appropriate, will be reimbursed at the mileage rate established by the Internal Revenue Service up to the amount of the round trip coach airfare rate including "Super-Saver" and other discounts. Each department will be notified by Purchasing of changes to the Internal Revenue Service rate as they occur.

Only mileage resulting from the conduct of University-related business is allowed. Mileage for which reimbursement is claimed must reflect the most direct route to the city or installation visited. Personal mileage must be excluded in determining the mileage for which reimbursement will be made. Claims exceeding mileage computed by the most direct route from the point of departure to destination (because of field visits, picking up passengers, etc.) must be explained on the Travel and Entertainment/Guest Care Expense Form. Individuals should attempt to travel together to the same destination in one vehicle. The Travel and Entertainment/Guest Care Expense Form of the individual driving a personal automobile on University-related business must show the names of other University employees traveling as passengers if those employees will also be turning in Travel and Entertainment/Guest Care Expense Form. Mileage reimbursement is not allowed for the distance from the employees' residence to their office and back to their residence.

See section 9 of Travel and Entertainment/Guest Care Policy before completing form.

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## 10. **Lodging**

The travel agent can handle hotel reservations if desired. Ask for the best corporate, academic, or special rate available. The University will reimburse individuals for actual lodging expenses incurred during University-related business travel. Individuals are asked to avoid "luxury" type suites or hotels whenever possible (unless it is the site of the conference) to keep lodging expenses at a reasonable level. All lodging claims must be documented by the detailed hotel/motel receipt and attached to the Travel and Entertainment/Guest Care Expense Form before reimbursement will be made. The hotel/motel receipt must have the name and location of the hotel, the dates you stayed, and separate amounts for charges such as lodging, meals, and telephone. When sharing accommodations with a non-University employee, the receipt must show the single room rate certified by the desk clerk. List the names of other University travelers sharing the same room on the hotel/motel receipt.

Guarantee all hotel reservations with your Diners Club Charge Card to assure a room in case of late arrival. To avoid being charged a cancellation penalty, the traveler must notify the travel agent used and/or the hotel directly as soon as possible of his/her intent to cancel. Failure to cancel a hotel that results in a no-show bill will be absorbed by the traveler.

## 11. **Meals**

Individuals will be reimbursed for actual expenditures for personal meals (breakfast, lunch, and dinner) while traveling on University-related business. Individuals should be conscious of cost, use good judgment, and avoid lavishness. Meal expenses will not be reimbursed when meal service is provided by the commercial carrier or when meals are included in the registration fees of seminars, etc. The expense of one's meals must be recorded and reported daily as breakfast, lunch, and dinner on the Travel and Entertainment/Guest Care Expense Form in the Individual/trip expenses section and will be reviewed for reasonableness considering the geographic location of the traveler. If the expense is for more than one person or for entertainment, then the expense should be reported in the Entertainment section. The IRS requires that the date, place, University related business purpose, persons involved, and the amount be reported in detail on the Travel and Entertainment/Guest Care Expense Form.

The University understands that occasionally it may be proper to entertain other individuals. Any expense incurred for University related business that includes people other than the reporting individual must be recorded in the Entertainment section of the Travel and Entertainment/Guest Care Expense Form (see Entertainment/Guest Care, section 13).

See section 9 of Travel and Entertainment/Guest Care Policy before completing form.

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Any department that reimburses persons traveling to off-campus centers on a per diem basis is required to notify the Office of the Bursar as to the persons authorized to charge per diem amounts and the amounts authorized after they have been properly approved in writing by the Provost or appropriate Dean. This approval must be renewed each fiscal year.

## 12. **Miscellaneous Expenses**

During travel on University-related business, individuals will be reimbursed for certain miscellaneous expenses as specified below.

### Tips

A maximum of 15% for tips is recommended for meals, room service, and taxi service, etc. For baggage handling at hotels and airports, a rule of thumb to follow is to tip \$1.00 per large piece of baggage and \$.50 for each smaller bag. Remember that tips are based on good service; keep this in mind when determining tips, with a 15% maximum for excellent service. Tips are to be shown separately on the Travel and Entertainment/Guest Care Expense Form.

### Phone

Individuals will be reimbursed for phone calls for University-related business. A person traveling will also be reimbursed for up to one five minute personal call per day on average. No other personal calls will be reimbursed. All phone calls must be identified and explained on the documentation submitted to support the phone charges. Employees are encouraged to use phones other than those in their rooms, if possible, in order to avoid the hotel phone surcharge.

### Other

Other expenses that will be reimbursed include parking fees, tolls, etc.

Below is a list of expense items that are the responsibility of the employee and will not be reimbursed:

- \* Traffic or parking tickets
- \* Airline life insurance (see Transportation - Air Travel, section 9)
- \* Laundry/dry cleaning (unless traveling for more than one week)
- \* Meal expenses other than breakfast, lunch, and dinner (i.e. snacks)
- \* Personal entertainment - including in-room movies
- \* Personal purchases not relating to University business

See section 9 of Travel and Entertainment/Guest Care Policy before completing form.

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- \* Toiletries
- \* Domestic car rental insurance (see Transportation - Rental Car, section 9)

### 13. **Entertainment/Guest Care**

Individuals are reimbursed for actual entertainment/guest care expenses only when the entertainment/guest care is necessary to accomplish University-related business objectives and has been properly authorized in advance. All entertainment/guest care expenses must be listed on the Travel and Entertainment/Guest Care Expense Form, documenting date, place, name, title and company of persons entertained, as well as the University-related business purpose and be accompanied with receipts. All expenses are to be charged to the appropriate sub account (**360 - Guest Care-Entertainment** or **361 - Banquets and Socials**). This form may also be used by guest speakers and any other non-employees who seek reimbursement of travel expenses. Guest speaker travel expenses are to be charged to sub account **872 - Travel-Guest Speakers** and other expenses for guest speakers charged to sub account **750 - Special Services - Speakers, Critic Teachers, etc.**.

Expenses for purely social functions will not be reimbursed.

### 14. **Candidate for Employment**

The Travel and Entertainment/Guest Care Expense Form must be used for every person who is a candidate for employment. The individual arranging the candidate's visit may use his/her Diners Club Charge Card to charge expenses. The University will reimburse the individual incurring the travel expenses of the candidate. If the candidate's spouse is to accompany the candidate and the University is to pay for the spouse's travel expenses, the spouse's name must be listed on the Travel and Entertainment/Guest Care Expense Form.

The individual arranging the candidate's visit must inform the candidate of the University Travel Policy and reporting requirements. The individual arranging the trip should consider making arrangements through All World, giving full consideration to the convenience of the candidate. If the candidate schedules his/her own travel arrangements, the proper documentation will still be required for reimbursement (refer to Expense Reporting and Documentation, section 17). Without the proper documentation, the candidate will not be reimbursed. The Travel and Entertainment/Guest Care Expense Form should be signed by the candidate, if possible. The candidate will always be reimbursed by check.

All expenses are to be charged to sub account **180 - Candidates for Employment**. The individual who arranges for the candidate to interview is responsible for filing the Travel and Entertainment/Guest Care Expense Form.

See section 9 of Travel and Entertainment/Guest Care Policy before completing form.

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## 15. Alcoholic Beverages

### On campus

The purchase of alcoholic beverages for any University function must be pre-approved on a Travel and Entertainment/Guest Care Expense Form (charged to sub account **360**) by the appropriate Dean, Vice President, or Athletic Director. The use of alcohol is discouraged except for special occasions. In order to limit University liability, attendance must not be mandatory when alcohol is served.

### Travel off campus

The use of alcohol is discouraged by the University. However, the University realizes that in some social situations, conducted for University business purposes, alcohol may be served or considered as part of a meal. If this is in keeping with the occasion reasonable costs will be reimbursed. For example, a drink at the hotel bar while discussing a University related topic would be reimbursable but, drinks at the hotel bar while watching Monday Night Football would not be reimbursable since they are personal costs. As with all business meals, there must be a University related business purpose for the drinks.

Because the University is responsible to fully comply with government regulations in OMB CIRCULAR NO. A-21 which states that "costs of alcoholic beverages are unallowable," alcohol charges must be segregated to sub account **360** on the Travel and Entertainment/Guest Care Expense Form. The University of Dayton has contracts with the federal government that could be jeopardized if these alcohol charges are not properly accounted for. This applies to all University travelers whether or not they are directly involved in research. All alcohol should be reported separately on the "Alcoholic Beverages" line in the Individual/Trip Expenses section of the Expense Report.

### Entertainment/Guest Care

Alcoholic beverages purchased for entertainment/guest care are reimbursable only when the entertainment/guest care is necessary to accomplish University-related business objectives and has been at least verbally authorized in advance. Alcoholic Beverages purchased for entertainment purposes should be reported in the "Entertainment" section of the Expense Report.

Alcoholic beverages purchased only for personal consumption are not reimbursable. For example, a cocktail or beer purchased for personal consumption by a guest is not reimbursable.

See section 9 of Travel and Entertainment/Guest Care Policy before completing form.

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## 16. Club Memberships

The President will review and approve all requests for memberships to private clubs and social facilities. A copy of the approved request must be submitted to the Office of the Vice President for Financial Affairs and Treasurer. For tax purposes the business purpose, persons involved, place, date, and amount must be documented on monthly statements for payment to be issued. Because of other tax matters those who have been approved for club memberships should see the Vice President for Financial Affairs and Treasurer to review billing arrangements.

## 17. Expense Reporting and Documentation

A report with **complete** and **detailed** documentation of expenses is required by the University after each trip. All expenses are to be recorded on the Travel and Entertainment/Guest Care Expense Form. Sub accounts with totals below should be listed in the Authorization section to assure that totals are charged to proper sub accounts. The sub account total should equal the Total Expenses box.

Receipts are to be forwarded to the Office of the Bursar along with the authorized Travel and Entertainment/Guest Care Expense Form. Without proper approval and documentation, reimbursement to the person will be denied. For frequent travel (e.g., Enrollment Management, Advancement, etc.) it is recommended that Travel and Entertainment/Guest Care Expense Form be submitted on a weekly basis. Miscellaneous expenses such as personal auto mileage charges for frequent Dayton-area travel should be submitted at least once per month.

If a check advance is obtained for travel, a Travel and Entertainment/Guest Care Expense Form must be filed with the Office of the Bursar within **five** (5) working days of the completion of the authorized travel. Failure to file the Travel and Entertainment/Guest Care Expense Form within the specified reporting time will cause a delay in the processing of a check reimbursement, and future travel requests or check advance requests may be denied. The University of Dayton is required to report as compensation travel advances which are not accounted for by the employee. Once this amount is reported to the Internal Revenue Service, it cannot be reversed when the individual does complete the Travel and Entertainment/Guest Care Expense Form.

When an individual has received a check advance and has funds remaining upon return from a trip, these funds should be deposited with the Office of the Bursar, and the teller receipt must be attached to the Travel and Entertainment/Guest Care Expense Form before submitting the report.

See section 9 of Travel and Entertainment/Guest Care Policy before completing form.

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Each person requesting a reimbursement must file a separate Travel and Entertainment/Guest Care Expense Form. Whenever practical, common items of expense should be shared.

The following **original, completed** and **detailed** documentation must always accompany the Travel and Entertainment/Guest Care Expense Form for reimbursement:

- \* The airline ticket
- \* All hotel receipts
- \* Conference/seminar registration form
- \* Rental car invoices
- \* Any repair/towing bill for University cars
- \* All Automated Teller Machine receipts
- \* Receipts for all expenses that exceed \$15.00.

All charge card receipts which accompany a person's Travel and Entertainment/Guest Care Expense Form must be on that person's charge card and signed by that person, and that person only. For example, a gasoline receipt signed by an employee's spouse is unacceptable, and will be rejected.

The same expense documentation is required from all persons who are reimbursed on a per diem basis except for meals that are covered by per diem allowances.

The University of Dayton is tax exempt for most expenditures. When an expenditure is made, the establishment should be informed of the University's tax exempt status. To avoid being charged for tax, contact Purchasing to obtain a certificate of exemption form.

All Travel and Entertainment/Guest Care Expense Form that includes foreign travel must be submitted in U.S. dollars. It is the responsibility of the traveler to make the proper conversion and be able to substantiate the rate.

Review of all Travel and Entertainment/Guest Care Expense Form is the responsibility of the immediate supervisor approving the reimbursement request. A diligent effort must be made by department heads and persons responsible for certifying claims for reimbursements to see that expenses submitted are reasonable and accurate and cover only expenses actually incurred in traveling in the interest of the University. The Office of the Bursar will audit the Travel and Entertainment/Guest Care Expense Form for adherence to this policy.

If any trip is canceled and there were prepayments or the University had advanced funds, the Office of the Bursar must be notified in writing of the cancellation of the trip.

See section 9 of Travel and Entertainment/Guest Care Policy before completing form.

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## 18. **Reimbursement**

If reimbursement is requested, a check will be mailed to the individual within **five (5)** working days after a complete and correct Travel and Entertainment/Guest Care Expense Form has been received and audited by the Office of the Bursar. Accurate and complete documentation of travel expenditures will prevent audit verification delays and ensure accurate reimbursement of allowable travel expenses. A written explanation of any expenses incurred that are not covered by this policy must be submitted with the Travel and Entertainment/Guest Care Expense Form, documenting why the traveler feels they are reimbursable expenses.

## 19. **Insurance Coverage**

The University provides adequate auto insurance when individuals rent an automobile or use University-owned or leased automobiles. Personal cars used for University-related business, for which reimbursement is made, must be insured for the minimum State of Ohio liability for personal injury and property damage. However, it is advisable to be protected by higher limits. The University does not provide this coverage for personal automobiles used for University-related business. Personal property is not covered by the University while on travel.

The University's Travel Accident Policy insures all active and part-time employees plus volunteers. Coverage is provided to all active full-time undergraduate and graduate students who at the time of the covered accident are not insured under a travel policy sponsored by the National Association of Collegiate Directors of Athletics insuring the University. This blanket insurance policy covers against loss of life or dismemberment while on properly authorized travel. Any insurance amount over the stated coverage is the responsibility of the individual. Airline tickets purchased through travel agents are usually covered by additional accident insurance.

The University provides general liability insurance and product liability insurance for foreign countries. The insurance provides coverage anywhere in the world except Cuba, Vietnam, Kampuchea, Laos, North Korea, and Outer Mongolia. Before any travel is authorized to these countries, any other unstable country, or any other country where there is an act of war or terrorism, threat of war, or the U.S. is negatively perceived, etc., the Vice President for Financial Affairs and Treasurer must be contacted to evaluate the risk involved and to make the necessary recommendations.

The insurance coverage varies from year to year and any questions concerning this insurance coverage should be forwarded to the Vice President for Financial Affairs and Treasurer or the Environmental Safety Officer.

## 20. **University Owned/Leased Vehicles**

See section 9 of Travel and Entertainment/Guest Care Policy before completing form.

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The University owns or leases vehicles which are to be used for University-related business. Whether one of these vehicles is assigned to a specific individual or is driven by more than one individual for general trips, errands, repairs, etc., the only expenses that will be reimbursed are gasoline and emergency repair charges. Routine maintenance is to be completed by the University garage.

For "general use" University vehicles driven by more than one individual, users are restricted from taking these vehicles home at night unless written advance authorization is obtained by the appropriate Dean, Vice President, or Athletic Director, and filed with the Environmental Safety Office. If authorization is given, allowing the user to take a vehicle home at night, it is never to be used for personal errands or personal trips of any nature.

## 21. **Policy Exceptions**

There are some University departments that have prepared a supplement to the University Travel and Entertainment/Guest Care Policy. Refer to your departmental manual, since there may be additional policies which are specific to your area. Any department that wishes to substitute **more restrictive** policies for its area, must obtain approval from the appropriate Dean, Vice President, or Athletic Director. These requests must be in writing and filed with the Bursar's Office. Exempted individuals must be listed by employee name.

Because of budgetary constraints, there are times when a department will reimburse an employee only a fixed amount, with any expenses incurred beyond this amount becoming the responsibility of the individual. This policy is acceptable at the University as long as both the departmental supervisor and the employee traveling have a mutual agreement concerning this arrangement. This agreement must be in writing and maintained in the department office. A copy of the agreement must also be filed with the Office of the Bursar. An individual who travels under this type of agreement is only required to report the amounts spent up to the agreed upon fixed reimbursed amount.

At times because of personal reasons, an individual may wish to use a mode of transportation during business travel other than those recommended by this policy. For example, a person may choose to use his/her personal car in a situation where air travel would be more appropriate (i.e., more efficient, less costly). For the mileage driven, the individual will be reimbursed up to the amount of the lowest cost for the preferred mode of transportation (e.g., airline) at the time travel arrangements are made. Another example is when an employee decides to stay at a friend's or relative's home instead of a hotel. In this case, the University will reimburse the employee for lodging expenses only if they were actually incurred and documented with a receipt.

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If there are any questions concerning the University Travel & Entertainment/Guest Care Policy, please contact the Office of the Bursar. Questions concerning the Research Institute Travel Policy should be handled by the Accounting Manager, Research Institute.

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