

RADFORD UNIVERSITY

Policy Title: University Travel Policy	Effective Date: 12/14/2022
Policy Number: FA-PO-1216	Date of Last Review: NEW
Oversight Department: Accounting Services	Next Review Date: 12/1/2025

1. PURPOSE

The *University Travel Policy* for Radford University provides the constraints and requirements for all travel on behalf of the University.

2. APPLICABILITY

The *University Travel Policy* applies to the procurement of travel services and the reimbursement of expenses incurred by the traveler while on official university business. The policy applies to expenditures from Educational and General (E&G), state and local auxiliary, and sponsored program funds.

3. DEFINITIONS

Base Point: The primary place, office, or building where the traveler performs their duties on a routine basis. Multiple base points are not allowed.

Commuting Mileage: Round-trip mileage traveled routinely by the employee between their residence and base point.

Division Head: President, Provost, or applicable vice president.

Employee: Any person employed as a teaching faculty, administrative or professional faculty, classified employee, part-time or wage employee, student employee, work/study employee, or any other person paid through the University's payroll process.

International Travel: Travel to areas outside of the 48 contiguous United States.

Meals and Incidental Expenses (M&IE): Per diem for overnight official business travel.

Travel Delegate: An employee authorized to process travel approvals and expense reports on behalf of a traveler.

Travel Status: Official university travel more than 25 miles outside of a traveler's base point.

Traveler: Individuals, including employees, students, and guests, traveling on official university business.

Trip: Any period of continuous travel from the time the traveler leaves their residence or base point and returns to their residence or base point.

4. POLICY

- A.** Radford University will reimburse travelers traveling on official University business for reasonable and necessary expenses incurred. Reimbursements will not be made to accommodate personal comfort, convenience, and taste.
- B.** It is a violation of the Radford University Code of Ethics to falsify, alter, or deliberately misrepresent travel expenses. The University does not tolerate or condone any fraud, waste, or abuse of university resources in any manner. Travel expenses are open to and must withstand the test of public review.
- C.** Travelers or the traveler's delegate must obtain approval in advance for all travel. The traveler may not commit the University to any travel related expense until full approval has been obtained. Failure to obtain such advance approval may render the travel expenses the responsibility of the traveler.
- D.** University employees should make every effort to avoid reimbursement of expenses that can be paid by the University directly (i.e., paid by invoice or the Small Purchase Charge Card (SPCC)).
- E.** All travel approvals, travel advances, and expense reports must be processed through the University's electronic travel and expense management system, Chrome River.
- F.** University departments are responsible for ensuring budget availability for all travel expenses.
- G.** Non-reimbursable travel expenses include but are not limited to:
 - 1.** Any class other than coach or preferred seating for air or rail tickets
 - 2.** Lost or stolen articles
 - 3.** Alcoholic beverages and associated taxes
 - 4.** Tips in excess of 15% of taxi cab or shuttle service fare
 - 5.** Damage to personal vehicles, clothing, or other items
 - 6.** Services for entry to locked vehicle
 - 7.** Movies charged to hotel bills
 - 8.** Entertainment expenses
 - 9.** Towing charges
 - 10.** Travel insurance (personal injury or loss, trip interruption/cancellation, etc.)
 - 11.** Expenses for children, spouses, and companions while on travel status
 - 12.** All expenses related to traveler's personal negligence such as fines, late fees, lodging cancellations, or parking tickets.
- H.** Travelers must keep receipts and accurate records of all expenses to ensure correct reporting and submission of travel reimbursements.
- I.** Travelers must submit their expense report for travel reimbursement within 30 working days after completion of the trip.
- J.** Travel that is funded by sponsored programs must comply with this policy in addition to terms and conditions of the grant or contract funding the travel.

- K. Except for Day Meals (see Section 5.E. under Procedures below), reimbursements of travel expenses meet the Internal Revenue Service (IRS) conditions for an “accountable plan”; thus, the travel reimbursement is not considered taxable income to the traveler.

5. PROCEDURES

A. Personal Vehicle Mileage

1. Mileage reimbursement rates for privately owned vehicles used on official University business will be as follows:
 - a. For trips up to 250 miles per day, the full standard IRS rate will be reimbursed.
 - b. For trips exceeding 250 miles per day, a decreased rate corresponding to the decreased rate used by the Commonwealth of Virginia will be reimbursed.
2. Mileage and other commuting costs incurred while commuting are considered a personal expense and are not reimbursable.
3. An employee may have only one base point; however, travel between the employee’s base point and a temporary work location is a reimbursable expense while on travel status.
4. If an employee’s residence is closer to their travel destination than their base point, the residence may be substituted as the point of departure and return.
5. Any local travel within 25 miles of the employee’s base point is not considered a reimbursable expense as the employee is not in travel status.

B. Rental Vehicles

1. The University maintains a direct bill account with Enterprise Rent-A-Car for the convenience of all travelers. The rentals are billed directly to the University so there is no out-of-pocket expense to the traveler. In the event the traveler must use another rental agency out of necessity, the traveler may pay for the rental and submit an itemized final receipt for reimbursement.
2. The following add-on rental car options are not reimbursable for domestic travel and shall not be direct billed to the university:
 - a. Liability Damage Waiver (LDW)
 - b. Collision Damage Waiver (CDW)
 - c. Roadside Assistance Programs (RAP)
 - d. Pre-paid fuel options
3. Travelers must return rental vehicles with the same amount of fuel that the vehicle had at pick-up and submit fuel receipts for reimbursement.

C. Lodging

1. Approved lodging rates are based on the Federal General Services Administration (GSA) rates and are specific to the lodging address, which may differ from the general area of travel. Travelers may be reimbursed up to a 200% maximum of the Federal GSA rate plus associated taxes and fees for their lodging. Note: This limit applies to the actual cost of

lodging each night and not the average nightly cost. Lodging expenses exceeding 200% will not be reimbursed.

2. Reimbursement for the use of Airbnb and other similar online community marketplaces for lodging during official university business travel is not permitted. Unlike commercial hotel and professionally managed properties, community marketplaces do not provide assurance that the property complies with standard safety or fire regulations.
3. The final hotel bill submitted for reimbursement must reflect that the lodging was fully paid (i.e., \$0 balance). Any unusual charges on the bill must be fully documented.

D. Meal and Incidental Expenses

1. Meal and Incidental Expenses (M&IE), including all taxes and tips, are based on a fixed allowance per diem. Meals receipts are not required for payment of M&IE.
2. M&IE rates are based on Federal GSA Rates for the location where the traveler is lodging.
3. M&IE rates are reduced to 75% on travel days, defined as the day of departure from base point or residence and day of return to base point or residence.
4. M&IE is paid directly to an employee for overnight travel only.
5. Students are eligible to receive M&IE for overnight and non-overnight travel. Students may receive M&IE directly or through a responsible employee.
6. If meals are included with event registration and/or lodging, the M&IE expense shall be reduced for the meal(s) provided unless there is a reasonable circumstance documented as to why the traveler could not partake of the meal (e.g., the food provided was not an adequate meal, the traveler's dietary needs could not be met, etc.).

E. Day Meals

1. Day meal reimbursement for non-overnight official employee travel in excess of 90 miles (one way) from the employee's base point is allowable. Day meals may be reimbursed for actual costs incurred for each meal up to a maximum of \$50 per day. Itemized receipts are required for reimbursement.
2. Day meal reimbursements are considered taxable benefits by the IRS and will be reported as taxable wages on the employee's Form W-2 and taxed quarterly by Payroll.
3. As with all travel expenses, preapproval for Day Meals is required.

F. Business Meals

1. As provided in the University's [Food and Beverage Policy](#), food and beverages may be provided at business functions that involve substantive and bona fide business discussions with an outside party. An itemized receipt along with a list of attendees is required for reimbursement.
2. For business meals, the allowable meal rate is determined by the Federal GSA rate for the meal location. Travelers may be reimbursed up to a 200% maximum of the Federal GSA rate including associated taxes and reasonable tip.
3. The per diem allowance applicable to the business meal must be excluded from the daily M&IE reimbursement to the traveler.

G. Airfare

All University funded airfare must be purchased through Christopherson Business Travel (CBT), the University's contracted travel agency.

H. Additional Expenses

1. Other travel expenses that may be reimbursed with receipt include but are not limited to:
 - a. Conference registration
 - b. Organization membership dues paid in conjunction with conference registration
 - c. Rail tickets
 - d. Airline baggage fees
2. Other travel expenses that may be reimbursed without receipt under \$75 include but are not limited to:
 - a. Tolls and parking fees
 - b. Taxi and shuttle expenses (includes Uber, Lyft, and other ride sharing services)

I. International Travel

1. Employee international travel requires the prior approval of the Division Head and University President.
2. Travelers that are planning to take University equipment or technology on international travel, whether the trip is for official University business or personal purposes, are required to complete the [Radford University International Travel and Temporary Export Certification Form](#), prior to the trip. Travelers are also required to contact the [Research Compliance Office](#) prior to the trip regarding other applicable guidelines and regulations.

J. Travel Advances

1. In certain situations, the University may issue a travel advance to the traveler prior to their trip. Travel advances are approved through the Controller's Office and are primarily issued for international travel, student group travel, and travel that will create a financial hardship on the traveler.
2. Itemized receipts, documenting all expenses, must be submitted and any remaining unused funds must be returned to the University within thirty (30) working days after completion of the trip.

K. Additional Travel Information

1. The *Chrome River User's Guide*, located on the Controller's Office Training site within D2L, outlines detailed procedures for travel approval as well as the expense report submission process for reimbursement of travel expenses.
2. For additional information on travel see the following link on the Radford University Accounting Services webpage:

<http://www.radford.edu/content/accounting-services/home/travel.html>

3. For additional information on Enterprise vehicle rentals see the following link on the Radford University Facilities Maintenance and Operations webpage:

<https://www.radford.edu/content/facilities-maintenance/home/administrative-services/enterprise-rentals.html>

6. EXCLUSIONS

None

7. APPENDICES

None

8. REFERENCES

None

9. INTERPRETATION

The authority to interpret this policy rests with the President of the University and is generally delegated to the Vice President for Finance and Administration & Chief Financial Officer.

10. APPROVAL AND REVISIONS

The *Travel Policy* was developed and approved in October 2011 to implement and comply with the Commonwealth of Virginia's travel regulations contained in the Commonwealth of Virginia Accounting Policy and Procedures (CAPP) Manual, Topics 20335 and 20336.

The *Travel Policy* was revised for content according to the CAPP Manual in June 2013.

This version of the *University Travel Policy* was revised in accordance with the CAPP Manual's authorization for Level II Institutions of Higher Education to establish their own travel policies. The President's Cabinet reviewed and approved the *University Travel Policy* on December 14, 2023.

For questions or guidance on a specific policy, contact the Oversight Department referenced in the policy.