



The University Of

T A M P A

## Travel Policy and Guidelines

Version: 5.0

Effective Date: 8/15/2022

### Policy Summary:

University funds may be used to pay for official University related business travel. Reimbursement for the travel must go through the finance approval process.

### Applicability/Eligibility:

University Departments

### Exceptions:

N/A

### Policy Administration:

Mandating Authority:  Federal Law  State Law or Regulation

(Check all that apply)  University President  Accrediting Body

Other: Senior Staff

### Responsible Office/Dept/Committee(s):

Name	Campus Address	Phone Number
Accounts Payable	Thompson Building, Box L	(813) 253-6235
Administration & Finance	Thompson Building, Box 96F	(813) 253-6214

### Responsible Executive(s):

Name	Title	Phone Number
Kevin Lafferty	VP, Administration & Finance	(813) 253-6214
Sonia Romero	Comptroller, Disbursements	(813) 257-3367

### Policy Management:

#### Policy History:

Date	Version	Reason for Change
04/02/19	1.0	Presentation of draft to Senior Staff for review
06/01/19	2.0	Updated travel policy effective date
09/30/19	2.1	Increasing 12 passenger van passenger limit from 8 to 10
06/01/21	3.0	Updated travel policy effective date
01/01/22	4.0	Updated travel policy
08/15/22	5.0	Updated travel policy per diem amounts

#### Policy Approvals and Reviews:

Date	Organizational Group
04/02/19	Senior Staff

06/04/21	Senior Staff
01/21/21	Senior Staff
08/08/22	

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**Web Links:**

Policy Link:

This policy will appear on the Finance Wiki.

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**Full Policy Text:****Purpose**

The purpose of this policy is to define The University of Tampa's position regarding travel, the reimbursement of travel expenses, and associated expenses incurred while conducting business on behalf of the University.

**Scope**

This policy encompasses all travel administered by The University of Tampa regardless of the source of funds. This policy applies to all employees of The University of Tampa as well as consultants hired to conduct business on behalf of the University.

**General**

Travel is an inherent part of business for the University faculty and staff. The University accepts the obligation to reimburse individuals for expenses they incur on behalf of the University in connection with normal business activities. In return, the University expects individuals to exercise good judgment and discretion while incurring business related expenses. It is the responsibility of each member of the University community to control and properly report these expenses in accordance with accounting policies and procedures as specified. Whether traveling abroad or within the United States, both traveling members and supervisors have an ethical obligation to monitor the efficient and effective use of University funds.

**Responsibility**

- A.** The Vice President of Administration and Finance is responsible for final interpretation and application of this policy. The Vice President of Administration and Finance will submit revisions or additions to the Travel Policy for adoption by the Senior Staff.
- B.** Department Responsibilities
  - a. Designate a travel agency or use internet sites of their choice to handle airline reservations, hotel accommodations, and vehicle rentals in compliance with the University's policy.
  - b. Secure the prior approval of the responsible Department Head, Dean, or Vice President for the travel arrangements before reservations are confirmed.

- c. Reviews all Workday Expense Reports to ensure necessary information is accurate and complete.
- d. Ensure all expenditures are recorded on the Workday Expense Report and there are valid itemized receipts attached reflecting cost of services being claimed and proof of payment.
- e. Submit all Expense Reports to Accounts Payable within 15 days of completion of travel.

**C. Employee Responsibilities**

- a. Ensure the Expense Report is filled out properly, information is reflective of approved travel, all claimed expenditures have digital copies of original itemized receipts that show proof of payment attached for reimbursement, and the dates on the itemized receipts should match the dates for the expense report line for which they were entered.
- b. Complete the Workday Expense Report in a timely manner in order to meet the 15 working day suspense.
- c. The University operates under the Internal Revenue Service (IRS) accountable plan rules in regards to reimbursing employees for expenses incurred while conducting University business. This includes reimbursement for travel and non-travel expenses. Accountable plan rules dictate that reimbursement claims be filed within a reasonable period of time after the expense is incurred. The University has determined a reasonable period of time to be 120 days. To ensure compliance with IRS guidelines, all expense reimbursements must be received by Financial Management within 120 days after the date of the event (for travel expenses) or date of purchase (for non-travel expenses). Expense reimbursement requests received by Financial Management after 120 days may be accepted for processing but the reimbursement will generally be treated as taxable income to the individual receiving payment resulting in the reimbursed amounts being added to the employee's W-2 at the end of the calendar year.
- d. Travel under External and Internal Grant Funding – In general, travel charged to grants is subject to the University's travel policy. However, travel charged to grants must follow sponsor requirements and may be subject to specific restrictions. Travelers using grant-related funds should be aware of sponsor restrictions and acknowledge that any expense submitted for reimbursement and charged to a grant is in full compliance with the grant's requirements. The principal investigator is responsible for informing student travelers of their responsibilities and for overall management of the budget and expenditures. Group meals which are paid for and reimbursed to one individual are allowed when prior approval is obtained and the activity is appropriate to the funded project. A roster including the name of each person participating must be submitted with the expense report. In no instance is alcohol allowed to be charged to a grant. Questions about sponsor restrictions should be addressed to the Office of Sponsored Programs.

e. All drivers are expected to conduct themselves in a professional manner when operating a vehicle engaged in University business travel. University-affiliated drivers (i.e., students and employees) engaged in University business travel must adhere to all applicable University policies. All further references to drivers in this Driver Requirements and Responsibilities section are to University affiliated drivers. Non-University affiliated drivers (e.g., chartered drivers) shall be subject to all state and federal laws, ordinances, and regulations, and the rules, policies, and requirements of their employer.

f. Driver Qualifications

- i. Drivers must be in possession of a valid United States driver's license and must have had a valid driver's license for at least two years prior.
- ii. Notwithstanding any other University policy, the University reserves the right to deem any individual ineligible to drive under this Travel Policy based on driving conduct during past travel, suspension or revocation of a driver's license or privilege, any charge of driving under the influence or reckless driving, a motor vehicle accident, or any other circumstance in the University's sole discretion.
- iii. Drivers must authorize the University to obtain a copy of their driving record from the Bureau of Motor Vehicles (or similar agency in any state) for review upon request.

1. [Motor Vehicle Request \(MVR\) Form](#)

g. Rules of Operation for Drivers/Passengers

- i. **Drugs and Alcohol:** Drivers must not drive if under the influence of any alcohol or illegal drugs, or any prescription or over-the-counter medications that cause drowsiness.
- ii. **Fatigue:** Fatigue is one of the most common causes of traffic accidents. Accordingly, drivers must not drive if drowsy, and travelers should make every effort to have multiple approved drivers per vehicle, particularly for trips in excess of four hours one-way. All travelers should take appropriate breaks to ensure that the driver is not fatigued.

h. Duty to Report

**D.** Drivers must immediately report all accidents, damages or violations incurred or caused while operating a University-owned vehicle, a dealer car, or a rental vehicle during University business travel, to Administration and Finance and the local police (if applicable). In addition, drivers must report accidents to their department head (for those engaged in University business travel). Drivers must report all changes in status of their driving privileges or driver's license (including expiration, suspension or revocation) within two (2) business days of such change(s) to their department head (for those engaged in University business travel)

**E.** Accounts Payable Department Responsibilities

- a. Monitor adherence to the travel policies and administrative procedures of the University.
- b. Audit and process the Workday Expense Report once necessary approvals are completed.

- c. Send back Expense Reports in Workday with comments attached and advise if the Expense Report is incomplete or requires further documentation.
- d. Seek guidance from the Comptroller on questionable expenditures.

### **Travel Documentation Checklist**

**A.** The following information is required for a travel expense reimbursement and should be maintained by the traveler:

- a. Reason for travel
- b. Date, time, and location travel was initiated
- c. Date, time, and location travel terminated
- d. Digital copy of the original itemized receipts for lodging that show proof of payment
- e. Digital copies of original itemized receipts for business or group meals (non per diem related meals) that show proof of payment.

**Note:** IRS rules require that recording the time, date, place, business purpose and full name of attendees for all business meal purchases. The itemized business meal receipts must include the specific items ordered (indicating "Food and Beverage" is not acceptable).

- f. Digital itemized receipt for registration fees and proof of payment
- g. Digital itemized receipt for transportation (public, rental, ride sharing)
- h. Digital itemized receipts for toll or parking

### **Expense Report**

**A.** Individuals requesting reimbursement for official travel on behalf of the University will submit their claims in Workday on an Expense Report. Individuals will include digital copies of original hotel bills, itemized business and group meal receipts, and transportation expenses to support reimbursement of their travel expenses. All bills and receipts must contain proof of payment. Failure to provide the appropriate documentation within a reasonable time will result in delays in payment or no pay due.

**Note:** All foreign receipts must be converted to US dollars on both the receipt and the Workday Expense Report.

**B.** When submitting an expense report in Workday, the individual is certifying the accuracy of all information and legitimacy of the travel. Expense reports will be routed to the department head of the department paying for the travel to certify he/she agrees the travel was necessary and the requested reimbursements, are-in-fact, justified expenditures. The individual traveler is ultimately held responsible for any improper reimbursement claims.

### **Reimbursable Expenditures**

**A. Transportation:** Individuals traveling at the University's expense are expected to use the most reasonable and cost-effective means of transportation.

- a. **Use of Personal Vehicles:**

- i. An all-inclusive mileage allowance of \$0.625 per mile to cover expenses (such as fuel, depreciation, maintenance and insurance) associated with the use of a personal vehicle in connection with approved University travel.  
**Note:** Fuel will not be reimbursed separately.
  - ii. The cost of commuting between an individual's home and their principal place of business is considered a personal expense and non-reimbursable. When a faculty or staff member travels directly from his/her home to conduct business at another location other than their assigned office, the amount reimbursed is based upon the round-trip distance between the University and the location at which the business is conducted.
  - iii. Use of a personal vehicle in lieu of air travel for business purposes is allowable as long as the total mileage reimbursement for the trip is no more than the cost of air travel. Documentation supporting this must be included with the Workday Expense Report.
- b. **Air Travel:** All air travel must receive approval of the Department Head, Dean, or Senior Staff before reservations are made.
- i. The University will reimburse only coach or economy class tickets aboard a regularly scheduled commercial carrier. Travelers are expected to obtain the lowest available fare that reasonably meets their business travel needs.
  - ii. Upgrades to first class, business class, and economy plus/comfort are allowed only if the upgrade cost is paid with the traveler's personal funds. Fees for preferred or premium seating, early check-in, club memberships, and travel insurance will not be reimbursed by the University.  
**Note:** Travel insurance may be purchased for international travel or for non-University individuals travelling on University business.
  - iii. Airline fees for one piece of checked baggage within the airline's weight and size limits and one carry-on bag is allowable. Costs for additional baggage beyond the first checked piece and overweight or oversized baggage may be reimbursed by providing a business justification.
  - iv. Same day flight change fees will not be reimbursed unless a documented business travel need is provided.
  - v. Travelers are expected to take the most direct route available when traveling for the University. The University will not reimburse additional airfare cost incurred for unexplained layovers or non-university related business (i.e., to meet requirements for frequent flyer mileage, conduct personal business, and visit family/friends.)
  - vi. Mileage earned during business travel on behalf of the University accrues to the benefit of the traveler.
  - vii. The University will not approve payment for a higher airfare when such fare is incurred to meet requirements of flight insurance policies or frequent flyer mileage awards. In those instances, reimbursement is limited to the amount of the lowest applicable airfare.
  - viii. Digital copies of itemized airline ticket receipts with visible ticket number must be included with the expense report for reimbursement.  
**Exception:** When flying with Frontier Airlines, Allegiant Air, or Spirit Airlines confirmation number must be used in lieu of the ticket number
  - ix. When a trip is cancelled after an airline ticket has been issued, the traveler should inquire about a refund or whether a credit can be issued for future travel.

- c. **Taxi Fares, Ride Sharing, and Public Transportation:** The University will reimburse a reasonable amount of expenditures incurred for taxi, ride sharing, and public transportation for University associated business. Travelers are encouraged to use the least expensive form of transportation available. Whenever possible, public transportation and courtesy vans between the airport and hotel must be used. Digital copies of itemized transportation receipts must be submitted with the expense report for reimbursement.
- i. **Automobile Rentals:** The University will reimburse vehicle rental cost and fuel cost for expenditures associated with University business. Reimbursement will not exceed the rate charged for mid-size automobile. The driver's personal insurance is primary in the event of an accident and not the University's insurance. The University is not responsible for reimbursement of any deductibles on the personal insurance policy should the vehicle be damaged during its usage. The University's preferred automobile rental agencies are AVIS and Enterprise Rent-A-Car. The rates are discounted and come with an insurance package that includes the Loss Damage Waiver and a \$100,000/\$300,000 liability policy for business rentals (leisure rentals do not include the insurance package). The Identification/Account Number must be used at the time of reservation.
    - 1. [Reservation Portal for Avis](#)  
Identification Number: A056021
    - 2. [Reservation Portal for Enterprise](#)  
Account Number: XZ42526
    - 3. If another automobile rental agency is used the rental will be arranged through the designated travel agency or internet websites at the lowest available rate.
  - ii. **Drivers:** The rental agreement must be followed and any additional drivers need to be listed on the rental agreement.
  - iii. **Insurance:** The driver's personal insurance is primary in the event of an accident and not the University's insurance. The University is not responsible for reimbursement of any deductibles on the personal insurance policy should the vehicle be damaged during its usage. If using AVIS or Enterprise Rent-A-Car for automobile rental an insurance package that includes the Loss Damage Waiver and a \$100,000/\$300,000 liability policy for business rentals (leisure rentals do not include the insurance package) is included with the rental. The optional insurance should be declined when using these account/identification numbers with the rentals. If using an automobile rental agency other than AVIS or enterprise Rent-A-Car, travelers should accept the optional rental vehicle insurance and University of Tampa will reimburse the cost of the optional rental vehicle insurance.
  - iv. **Refueling:** Individuals will refill the fuel tank prior to returning the vehicle in order to avoid any refueling costs charged by the rental company. Agency refueling fees are not reimbursable. Digital copies of vehicle rental and itemized fuel receipts must be submitted with the expense report for reimbursement.
  - v. **15 and 12 Passenger Vans:** 15 passenger vans should not be rented and it is strongly recommended having no more than 10 passengers in 12 passenger vans due to high rollover risk. Drivers of passenger vans must complete a defensive driving course every three years.
  - vi. **Parking Fees and Tolls:** The University will reimburse travelers for parking fees and tolls while traveling and conducting University business. Individuals should always

use the most economical parking facility that is reasonably accessible to their destination. Travelers are required to use a long-term/economy parking lot for overnight parking at airports. Traffic citations, parking ticket fines and related court costs will not be reimbursed. Itemized parking fee receipts and toll receipts must be submitted with the expense report for reimbursement.

vii. **Bus Driver Tips:** The University will reimburse for bus driver tips. A signed bus driver tip form must be attached as part of the reimbursement request.

**B. Lodging:** The University will reimburse individuals for lodging expenses incurred only in connection with University business. To comply with IRS rules, a hotel must be located over 50 miles away from the University in order to receive reimbursement. Hotel charges for personal weekend trips surrounding business trips become the legal responsibility of the traveler and should not be included with the expense report for reimbursement.

- a. Hotel reservations may be made through the designated travel agency or internet website. The selection of hotels should be based on price and convenience relative to the business purpose of travel.
- b. Individuals must confirm a corporate rate at the time of reservation with the hotel. Rates lower than corporate rates may be available in the locale or due to special promotions. The individual should verify that the lowest available rate is confirmed at the time of the reservation.
- c. Reimbursement will not exceed the single room rate. Room upgrades are not reimbursable.
- d. Hotel charges that result from the failure of an individual to cancel a guaranteed confirmed reservation will not be reimbursed. It is the traveler’s responsibility to call the hotel if travel plans change. A record of the cancellation number provided by the hotel should be kept in the event of a billing dispute.
- e. Digital copies of the original itemized hotel bills are required for reimbursement. Any unusual charges must be fully explained on the expense report.
- f. Any charges outside the regular nightly room rate (food, beverages, entertainment, parking, shopping, etc.) should be deducted from the amount requested for reimbursement for lodging.
- g. Tips to porters, skycaps, bellhops, maids etc. are not reimbursable as they are included with the daily per diem.
- h. Laundry expenses are eligible for reimbursement if traveling on University business for six or more consecutive days.

**C. Per Diem, Meals, and Incidentals:**

- a. **Per Diem:** A Meal and Incidentals Per Diem allowance will be paid for overnight travel away from home in connection with the performance of services as a University of Tampa employee. This per diem is intended to cover the cost of meals, tips and incidentals and is intended to streamline processing and ease documentation requirements for certain activities. Receipts are not required to support this allowance. The per diem allowance for most domestic travel will be \$60 per day while international and certain high-cost US metro area travel will be \$79. The daily per diem is broken down as follows:

Domestic Travel (\$60/day)	
Breakfast	\$14
Lunch	\$18

International & Certain High Cost US Metro Areas* (\$71/day)	
Breakfast	\$19
Lunch	\$22



Dinner	\$28
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Dinner	\$38
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\*High-Cost US Metro Areas include San Francisco, New York, Boston, Honolulu, Seattle, White Plains, Washington D.C., Chicago, Los Angeles, and Philadelphia.

- b. **Meals:** First and last days of travel are based on times of departure and return.
  - i. Travel must begin before 8:30AM to qualify for breakfast.
  - ii. Travel must begin before 12:00PM and extend past 2:00PM to qualify for lunch.
  - iii. Travel must end after 5:00PM to qualify for dinner.
  
- c. **Incidentals:** Include all service fees or tips including but not limited to bellhops, skycaps, maids, waiters/waitresses, laundry expense, and personal telephone calls. Tips paid to a cab driver or car sharing service such as Uber are not included in the per diem. Tip amounts should be reasonable (15-20%) and not excessive.

#### D. Per Diem

The per diem allowance will be processed after the travel period has been completed. Even though the travel reimbursement is granted on a per diem basis, proper business substantiation is still required on the Expense Report, such as business purpose and dates of travel. An example of appropriate business purpose documentation for conference travel would be to attach the flight itinerary.

- a. **One Day Travel:** Per IRS rules, meals for travel may be reimbursed if the business trip is overnight or long enough that one needs to stop for sleep or rest to properly perform one's duties. Thus, one-day trips will not be reimbursed unless the workday exceeds 10 hours and you travel at least 50 miles from the University. The one-day trip reimbursement request may include a per diem for the evening meal if the one-day trip exceeds 10 hours and the time of departure and time of return are noted on the Travel Expense Report. Breakfast and lunch per diems would not be paid in this situation.
- b. **Meals Provided at No Additional Cost:** Whenever meals are provided at no additional cost to the traveler (e.g., complimentary hotel breakfasts, meals included in conference registration fees), the traveler shall not be entitled to any per diem for those particular meals. For example, if a registration fee includes lunch and dinner, the breakfast per diem may be included on the travel reimbursement request. Per Diem reimbursement requests must not be submitted if meals are included in the registration fee.
- c. **Group Meals with University Employees:** In situations where University employees may be traveling together, one employee ("host") may purchase a meal for other employees ("guests"). In this instance, the host employee must claim the actual meal expense for that meal and submit itemized receipts or other supporting documentation, including the names of the guest employees, with their Travel and Entertainment Expense Report. The host employee may claim the per diem for that day's other meals, in accordance with per diem section. Guest employees must reduce that day's per diem allowance by the appropriate amount for the meal purchased by the host employee.
- d. **Business Meals while in Travel Status:** When the primary purpose of a meal while in travel status is for conducting University business with individuals not employed by the University, the names and business affiliation of the participants, as well as the business purpose of the meeting, must be provided. An original itemized receipt must be submitted with the Travel Expense Report or the University credit card statement. The traveler will

not be reimbursed at the per diem rate for that particular meal. All remaining meals for that day will be reimbursed according to the breakfast/lunch/dinner breakdown listed above.

- e. **Alcohol:** University funds may be used to pay for alcoholic beverages during business events if specific conditions are met. These conditions are:
  - i. The event has a valid business purpose.
  - ii. Special guests or donors are present. A special guest may be a University faculty or staff member if this person is being honored or celebrated.
  - iii. The expense is not charged to any grant or contract that prohibits expenditures for alcoholic beverages.
  - iv. If the event takes place on campus, the provisioning of alcoholic beverages must follow the protocols as managed by Sodexo.
  - v. Off campus events where there is no license to serve alcoholic beverages must be pre-authorized by Senior Staff.
  - vi. Attendees cannot include UT students or persons under that age of 21. Senior Staff may choose to abridge this condition if the attendees are connected to the honoree (e.g., minors and/or students at a retirement reception), and all reasonable steps will be taken by event planners to ensure such participants do not have access to alcoholic beverages.
  - vii. Reimbursement for the alcoholic beverages must be approved by the appropriate Senior Staff member. Senior Staff members have the authority and responsibility to govern the use of alcohol in areas they control, consistent with the laws of the State of Florida and University policy.

- 1. [Alcohol Policy](#)

- f. **Personal Guest:** If the employee travels with a personal guest, the cost of the guest's meals will be the responsibility of the employee or the personal guest.
- g. **Non-University employee Reimbursements:** The per diem method for meals is only allowable for University employees. Reimbursements for non-employees and students should be supported by original, itemized receipts to receive reimbursement. Reimbursements will be limited to a maximum daily amount of \$60 per day for domestic travel and \$79 per day for international travel for meals and incidentals. Mileage is reimbursed at the all-inclusive mileage allowance of \$0.625 per mile to cover expenses (such as fuel, depreciation, maintenance and insurance) associated with the use of a personal vehicle in connection with approved University travel.

**E. Cash Advances:** Employees may obtain, with their supervisor's approval, an advance to cover estimated expenses in Workday using a Spend Authorization. Students are not eligible for cash advances. All cash advances must be taken by faculty or staff. The cash advance must be settled within Workday with an expense report no later than 15 days after travel has been completed.

**F. Submitting Claims:** Requests for reimbursement of expenses incurred by an individual traveling on official business will be on a Workday Expense Report. Digital copies of original itemized receipts must be included with the expense report submission. Original copies of receipts should be kept until the expense report has been settled in case questions arise.

- a. When receipts are lost, and all measures have been exhausted to obtain a receipt, the employee will be required to submit a missing receipt affidavit
  - i. [Memo Statement/Affidavit for Lost Receipt\(s\)](#)

**Note:** Uploading the document is an acceptable form of an electronic signature.

**Note:** Repeat use of the missing receipt affidavit may result in denial of reimbursement.

- b. It is the responsibility of the individual traveler to deposit any unused portion of advance funds with the Bursars office and submit a digital copy of the Deposit Receipt with the expense report.

### **Non-Reimbursable Expenditures**

- A. Certain miscellaneous expenditures are not considered reimbursable business expenses. These items include but are not limited to the following:
  - a. Clothing
  - b. Gift Cards (with the exception of gift cards purchased with a \$100 limit through Sodexo or the Campus Bookstore)
    - i. [Gift Card Policy](#)
    - ii. [How to Purchase Gift Cards Excluded from the Gift Card Policy](#)
  - c. Gifts to employees or supervisors
  - d. Non-business-related publications
  - e. Personal services such as barber, beautician, manicurist, masseur/masseuse
  - f. Toiletries
  - g. Special room service or use of extra cost facilities like health club, sauna, etc.
  - h. Expenses for children (childcare), spouses, and companions
  - i. Theater or other personal entertainment
  - j. Traffic fines and court cost
  - k. Transportation to/from home to regular place of work
  - l. Guaranteed "no show" hotel/motel reservations
  - m. Membership fees to airline clubs
  - n. Movies charged to hotel room
  - o. ATM fees

### **Exceptions**

Any exceptions to this policy must be approved by the Vice President of Administration and Finance or the Office of Administration and Finance.

Address questions and comments concerning travel policy to:

[acctpay@ut.edu](mailto:acctpay@ut.edu)

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### **Definitions:**

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### **Additional Information and Resources:**

- [Finance Wiki](#)
- [Motor Vehicle Request \(MVR\) Form](#)
- [Reservation Portal for Avis](#)
  - Identification Number: A056021
- [Reservation Portal for Enterprise](#)
  - Account Number: XZ42526

- [Use of Funds for the Purchase of Alcoholic Beverages Policy](#)
- [Memo Statement/Affidavit for Lost Receipt\(s\)](#)
- [Gift Card Policy](#)
- [How to Purchase Gift Cards Excluded from the Gift Card Policy](#)