



UTAH VALLEY UNIVERSITY Policies and Procedures

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| POLICY TITLE | Traveling on University Business | Policy Number | 251 |
| Section | Financial Affairs and Development | Approval Date | June 22, 2017 |
| Subsection | Travel | Effective Date | June 22, 2017 |
| Responsible Office | Office of the Vice President of Finance and Administration | | |

1.0 PURPOSE

1.1 Utah Valley University supports travel for bona fide university business and education purposes. The University provides opportunities for students, faculty, staff, and other authorized individuals to travel to attend conferences or professional organization meetings; conduct research; study cultures and languages; promote collaboration with peer institutions; represent the University; and for other sanctioned academic, administrative, and student activities. This policy outlines the approval process for travel, conduct and safety policies, expense reimbursement procedures, and other related requirements that mitigate risks associated with travel.

2.0 REFERENCES

- 2.1 20 USC 1092(f) *Jeanne Clery Act*
- 2.2 49 USC 40118 *Fly America Act*
- 2.3 Utah Administrative Code R25-7 *Travel-Related Reimbursements for State Employees*
- 2.4 Utah Code 58-37 *Utah Controlled Substances Act*
- 2.5 UVU Policy 162 *Title IX Sexual Harassment*
- 2.6 UVU Policy 201 *General Fiscal Policies and Procedures*
- 2.7 UVU Policy 204 *Appropriateness of Expenditures*
- 2.8 UVU Policy 210 *Independent Contractors*
- 2.9 UVU Policy 252 *International Travel for Students, Faculty, and Staff*
- 2.10 UVU Policy 371 *Corrective Actions and Termination for Staff Employees*



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2.11 UVU Policy 405 *Fleet Operations*

2.12 UVU Policy 541 *Student Code of Conduct*

2.13 UVU Policy 648 *Faculty Personnel Reduction*

2.14 UVU Policy 710 *Clery Act Compliance*

3.0 DEFINITIONS

3.1 Accompanying adult: An individual 18 years of age or older who is not a current university employee or student but has been approved through this policy to accompany an individual who is traveling as part of a university travel program. This term does not apply to adults who are formally registered to participate in extracurricular (noncredit) travel programs.

3.2 Allowable expense: A necessary, reasonable, and appropriate expense that is incurred by an approved traveler in accordance with university policy and is therefore eligible for reimbursement.

3.3 Domestic travel: Travel within or between any of the states and/or territories/possessions of the United States of America.

3.4 Extended-day travel: Travel on bona fide university business that does not require an overnight stay but does require the traveler to be away from their normal place of employment for 10 hours or more and a distance of at least 100 miles (one way).

3.5 Global Engagement Advisory Board: A group comprised of appointed representatives from Academic Affairs and Student Affairs. This board reviews requests and makes recommendations for all international travel programs.

3.6 Home Base: The location from which travel distance is calculated. For the purpose of this policy, Home Base is defined as Utah Valley University's main campus, located in Orem, Utah.

3.7 International travel: Travel to any country or region outside the United States and its territories/possessions, or as specifically defined by contracting agencies.

3.8 Per diem: The maximum daily allowance for certain reimbursable expenses.

3.9 Personal guest: An individual (who is not an accompanying adult) traveling with a UVU employee who is on university-authorized travel not involving travel programs or students, and whose travel itinerary, arrangements, and expenses for which the University shall not be responsible.



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3.10 Program director: A full-time university employee designated to supervise a student group participating in a university-authorized domestic or international travel program.

3.11 Proper receipt: A receipt, invoice, registration form, or other qualifying documentation provided by the vendor or lodging establishment where an eligible, business-related expense was incurred. For expense verification purposes, proper receipts must contain the name and address of the business, date and time of purchase, itemization of charges, amount paid, and method of payment. Proper receipts for lodging establishments must also include the rate charged, names of guest(s), and date(s) of occupancy.

3.12 Traveler: An individual authorized through this policy to travel on bona fide university business (including educational and intercultural travel programs and travel to international conferences, but excluding internships in which the University is not the employer), the expenses of which are paid, in full or in part, by university funding, including grants, contracts, cooperative agreements, etc.

3.13 Travel reimbursement: Repayment by the University to an authorized traveler for certain eligible expenses incurred while traveling on bona fide university business.

4.0 POLICY

4.1 Scope and Applicability

4.1.1 To ensure the safety of individuals participating in university-authorized travel, the University establishes travel authorization, conduct and safety, insurance, and expense verification/reimbursement requirements.

4.1.2 The requirements established within apply to all individuals who participate, in any capacity, in university-authorized travel. Travel authorized prior to the enactment of this policy shall be bound by the policies and procedures in place at the time the travel was approved by the University.

4.1.3 If travel is not authorized and executed under the requirements of university policy, individuals who thereafter determine to travel without the University's authorization do so at their own risk, assuming all responsibility for costs incurred, harm, complications, detention, and/or death, thereby absolving and releasing the University from all risk, liability, and responsibility for, or associated with, the unauthorized travel.

4.2 Conduct and Safety

4.2.1 Travelers must comply with all applicable university policies and codes of conduct, travel program stipulations, and with the local, state, federal, and international laws of the areas to



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which they travel. The University shall neither intercede on behalf of travelers who violate any law nor attempt to protect violators from the legal consequences of their actions.

4.2.2 Travelers who violate university policy shall be subject to immediate disciplinary action, including but not limited to warnings, restricted or limited participation in travel activities, revocation of approved travel status, and/or mandatory return to campus. Travelers who must return before their originally scheduled departure may be required to reimburse the University in full for the costs and fees associated with their return.

4.2.3 Travelers who violate university policy may also be subject to additional disciplinary sanctions up to and including termination/expulsion, as outlined in Policy 541 *Student Code of Conduct* (students), Policy 371 *Corrective Actions and Termination for Staff Employees* (staff), Policy 648 *Faculty Personnel Reduction* (faculty), and/or other applicable university policies.

4.2.4 As a part of program curriculum requirements, any activity, event, excursion, etc. organized by a university travel program shall be considered an extension of the university classroom, and shall therefore be governed by the same policies and codes of conduct.

4.2.5 Designated program directors supervising university travel groups shall be responsible for the enforcement of university policies, codes of conduct, and travel program requirements.

4.2.6 Travelers shall neither possess nor use any narcotic, illegal drug, or controlled substance, except as permitted by the *Utah Controlled Substances Act*.

4.2.7 University faculty and/or staff shall not share sleeping quarters with students when traveling for official university business or activities, except under limited circumstances and with prior written approval for an exception. A written request for such an exception shall be submitted by the university faculty and/or staff member to their supervising dean or director for approval at the time the proposed travel is requested. If the exception is approved for an international university travel program, the program director must clearly communicate the lodging details to potential participants in writing before participants book travel and pay program fees. If the exception is approved for domestic university program trips and other types of travel, potential travelers must be notified in writing by the applicable university unit before they book their travel.

4.2.8 Undergraduate students traveling as part of an undergraduate study abroad group or other for-credit, university-sponsored student group shall not be permitted to have personal guests accompany them (unless both are registered students and both have applied and been accepted into the same travel program).

4.2.9 Graduate students participating in immersion experience trips in UVU graduate programs are permitted to have an accompanying adult travel with them as long as the student and accompanying adult sign all required waivers and other forms, participate in required training, and pay for all travel-related costs associated with the accompanying adult's travel. For domestic



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destinations, accompanying adult travel must be approved by the appropriate dean and, as appropriate, the Vice President of Student Affairs or the Provost. For international destinations, accompanying adult travel must be approved by the appropriate dean and as recommended by the Global Engagement Advisory Board.

4.2.10 Students who are planning to participate in a university-sponsored travel program must be in good academic standing and in compliance with all university policies and procedures, including Policy 541 *Student Code of Conduct*. In addition, students planning to participate in an academic, credit-bearing travel program must be enrolled and registered with the University during the academic semester in which the program will be occurring.

4.3 Mandatory Reporting

4.3.1 As mandated by federal law and in accordance with university Policy 407 *Clery Act Compliance*, university employees who are traveling with students are required to promptly report to the Chief of UVU Police and the Title IX Coordinator instances of Clery-reportable crimes (as outlined in Policy 407) that are reported to them. In addition, university employees who are traveling with students shall promptly report instances of sexual harassment, discrimination, and/or misconduct that they become aware of to the Title IX Coordinator, in accordance with the procedures outlined in Policy 162 *Title IX Sexual Harassment*.

4.4 Travel Expense Verification

4.4.1 All travel expenses paid, or to be paid, with university funds shall be subject to verification and approval through the appropriate forms and documentation. Travelers are responsible for ensuring that such travel expenses are permitted under this policy, are for bona fide university business, and are fully documented in accordance with university policies and guidelines.

4.4.2 When travel expenses are to be paid in part by non-university sources, only eligible expenses not paid from other sources shall be paid/reimbursed by the University, subject to the provisions of this policy. Travel expenses incurred on sponsored funds or grants must also follow the sponsor's/grant's rules and guidelines.

4.4.3 Individuals who authorize travel or verify travel expenses on behalf of the University are responsible for ensuring that proposed travel is justified for the operation of the University and its mission, as outlined in Policy 204 *Appropriateness of Expenditures*, and for verifying that all travel expenses comply with university policy and are a prudent use of university funds, adequately documented, and submitted and accounted for within the required timeframes established by university policies and guidelines.



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5.0 PROCEDURES

5.1 Travel Authorization

5.1.1 Travelers shall submit travel requests and obtain required approvals in accordance with Travel Office guidelines prior to travel. For group travel, program directors are responsible for submitting travel requests on behalf of their travel groups.

5.1.2 Authorization of university travel is required for

- 1) All in-state travel that requires an overnight stay;
- 2) All domestic travel; and
- 3) All international travel.

5.1.3 International travel approval procedures are outlined in Policy 252 *International Travel for Students, Faculty, and Staff*.

5.1.4 Non-employee travel shall be preapproved by a dean, department head, or vice president. Travel expenses for individuals who are not employees of the University but who are providing services to the University, such as consultants, speakers, lecturers, and visiting professors and students (scholars), are reimbursed in accordance with the terms and conditions and vendor payment procedures outlined in Policy 210 *Independent Contractors*.

5.2 Liability Insurance

5.2.1 University general liability insurance covers employees for liabilities that may be incurred directly from the scope of their employment activities, including activities undertaken while traveling domestically on university business. University general liability insurance does not cover employees traveling internationally.

5.2.2 University general liability insurance covers students for liabilities that may be incurred from participating in activities essential to and required by their course of study, including those activities undertaken while traveling domestically with a university program. Students engaged in travel that is not required to fulfill university requirements (e.g., noncredit and/or personal travel) are not covered by university general liability insurance. University general liability insurance does not cover students traveling internationally.

5.2.3 Damage or loss to personal property is not covered by university general liability insurance.

5.2.4 Personal guests are not covered by the University's general liability insurance.



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5.2.5 Additional insurance requirements for international travelers are outlined in Policy 252 *International Travel for Students, Faculty, and Staff*.

5.2.6 Insurance coverage for accompanying adults shall be specified by UVU-approved contract or agreement.

5.3 Air Transportation

5.3.1 Travelers are encouraged to make airline reservations through the University's Travel Office. The University and the State Travel Office have contracted with various airlines and travel agents to provide rates that are cost beneficial to the University and traveler. State contract rates are not available for personal travel.

5.3.2 When traveling with a personal guest, airline reservations may be booked through the Travel Office to ensure that the flights are together; however, university funds may not be committed or used to pay for personal guest travel.

5.3.3 Travel funded, in part or in full, through federal grants or contracts must comply with the *Fly America Act* by using a US air carrier even when a non-US carrier would be more cost-effective or convenient. Exceptions to this rule may be allowed under certain circumstances as permitted by law and must be well documented and approved in advance. Travelers may direct questions pertaining to this stipulation to the Office of Sponsored Programs, the principal investigator, or the project director of the specific federal grant or contract.

5.4 Ground Transportation

5.4.1 Travelers may use private or rental vehicles in lieu of air transportation with preapproval from the appropriate supervisor. Rental vehicles may be used for extended-day travel only when such method of travel is more advantageous to the University and with the approval of the traveler's appropriate supervisor.

5.4.2 Rental vehicle reservations booked through the Travel Office using State of Utah contracts include insurance coverage for domestic travel (excluding US territories). When traveling within areas covered by this insurance, additional insurance coverage is not required and shall not be paid for/reimbursed with university funds. When traveling outside the insurance coverage areas, additional insurance should be purchased and is eligible for reimbursement. If a traveler books a rental vehicle outside of a state contract, the traveler is required to be insured, in full compliance with applicable laws and regulations, the expenses of which shall not be paid for/reimbursed with university funds. The University is not responsible for reimbursing the traveler for any damage, maintenance, or collision-related expenses.

5.4.3 Mileage shall be calculated from Home Base, unless it is more essential and prudent to calculate mileage from the traveler's personal residence. Mileage is calculated by state road map, chart, or odometer reading. Travelers must specify their destination and any other stops made for



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mileage credit; otherwise, only the destination and return mileage shall be honored. Mileage rates are all-inclusive; additional itemized expenses related to such travel, such as vehicle maintenance costs, traffic/parking violation fines, etc., shall not be paid for/reimbursed with university funds.

5.4.4 When using a private or rental vehicle in lieu of air travel, travelers shall be reimbursed either at the current mileage rate multiplied by the miles driven, or for the amount equivalent to the lowest available airfare (identified by the Travel Office) plus airport transportation costs and airport parking at the current long-term parking rate, whichever is less.

5.4.5 Eligible travelers may lease university vehicles through the University's Fleet Operations in accordance with university requirements and procedures and Policy 405 *Fleet Operations*. Chartered transportation may be scheduled by contacting Purchasing.

5.5 Lodging

5.5.1 For expense verification or reimbursement, lodging expenses must be documented on travel expense reports and supported with proper receipts. Only the single occupancy rate is reimbursable.

5.5.2 Travelers may use nonconventional lodging (e.g., personal recreation vehicles, lodging with friends/relatives, overnight camping, etc.) in accordance with Travel Office guidelines.

5.6 Meal Allowances

5.6.1 Expenses for meals incurred during approved travel are reimbursable. Travelers may choose to use the current per-diem rate for meals or be reimbursed for the actual meal cost (not to exceed the current per-diem rate). Travelers may choose to combine reimbursement methods during a trip; however, only a single method of reimbursement may be used per day.

5.6.2 The per-diem meal allowance is all-inclusive. Additional expenses associated with the meal, such as sales tax, tips, etc., are considered part of the allowance.

5.6.3 When there is no overnight stay, meals may be reimbursed only if they are taken with non-employees and are for a business purpose. The traveler shall provide the names of the non-employees and explain the purpose on the travel expense report.

5.6.4 The value of meals included in the registration fee of a function, or complimentary meals offered by lodging facilities, shall be deducted from the total per-diem allowance. Meals provided by airlines and continental breakfasts, where no hot food item is served, shall not reduce the meal allowance; travelers may choose to include such meals in their per-diem allowance.



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5.7 Miscellaneous Expenses

5.7.1 Miscellaneous expenses, such as baggage fees, parking fees, and transportation costs (including public transportation fares, taxi/limousine services), shall be reimbursed for actual out-of-pocket costs. Such expenses should be well documented in accordance with university requirements and guidelines.

5.7.2 Travelers may be reimbursed for long-term parking or away-from-the-airport parking. The maximum reimbursement for parking, whether travelers park at the airport or away from the airport, is the economy-lot parking rate for the departure airport.

5.7.3 Conference registration fees shall be paid using a department procurement card, travel card, or by submitting the registration form with the purchase order indicated on the form to the Accounts Payable office for payment.

5.8 Unsubstantiated/Unallowable Expenses

5.8.1 Expenses not directly related to and required for official university travel, or that are incurred for the personal use or convenience of the traveler, shall not be reimbursed. Examples of such expenses include but are not limited to

- 1) Personal entertainment expenses, such as pay TV, movie or game rentals, health club fees, sight-seeing tours, hospitality events, etc.;
- 2) Damages or losses of personal property;
- 3) Expenses incurred by an accompanying adult or personal guest during travel;
- 4) Program loyalty credits used to pay for airline travel, lodging reservations, upgrades or discounts, and/or other travel expenses;
- 5) Expenses for travel associated with typical employment duties, such as commuting between home and place of employment; and
- 6) The purchase of alcohol, tobacco, or other recreational substances.

5.9 Travel Advances

5.9.1 Certain eligible travelers may request travel advances in accordance with university guidelines.

5.9.2 Travel advances are considered personal loans. Funds advanced to the traveler must be accounted for within 30 days of returning from travel. Travel advance payments exceeding actual bona fide travel expenses shall be returned to the University in the amount of the overpayment.



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5.9.3 Travel advances that have not been accounted for within 30 days of travel shall be deducted from the traveler’s payroll check in accordance with Utah law.

5.10 Travel Expense Verification and Reimbursement

5.10.1 A completed travel expense report along with all receipts must be submitted to the Travel Office within 30 days of return from travel. Reports that are not submitted within 30 days may not be honored by the University.

5.10.2 Travel expense reports must include a proper receipt for each individual expense of 25 US dollars (USD) or more. Expenses less than 25 USD without a receipt shall be itemized and explained. If the approved travel was for a seminar, conference, convention, or similar function, a copy of the agenda/schedule of events should also be included.

5.10.3 A proper receipt shall be included for expense verification for lodging accommodations, including campgrounds and trailer parks if applicable.

5.10.4 Travel expense receipts that include guest charges should be itemized to reflect only the charges of the authorized traveler on travel expense reports. All guest-incurred expenses shall be deducted from the reimbursement request. Lodging receipts should indicate a single rate. If a traveler hosts an eligible business meal with others while in travel status, the University shall reimburse this particular meal based on the receipt. A list of those attending the meal should be attached to the receipt.

5.10.5 The amount(s) of travel advances granted to the traveler shall be deducted from the final reimbursement amount.

5.10.6 When paying for expenses in foreign currencies, travelers are reimbursed in US dollars at the actual exchange rate for the travel period. A foreign-currency exchange receipt or a credit card billing statement can support the exchange rate.

| POLICY HISTORY | | |
|-----------------------|---|-----------------------|
| September 8, 2016 | Temporary Emergency version approved. Replaced Policy 206. | UVU Board of Trustees |
| June 22, 2017 | Revisions, Regular policy process, approved. | UVU Board of Trustees |
| March 2018 | Non-substantive change: <ul style="list-style-type: none"> • Policy 407 renumbered to 710 | UVU Board of Trustees |
| November 29, 2018 | Non-substantive change: In sections 2.12, 4.2.3, and 4.2.10, Policy 541 title updated from <i>Student Rights and Responsibilities</i> to <i>Student Code of Conduct</i> . | UVU Policy Office |



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| August 2, 2019 | Non-substantive changes: <ul style="list-style-type: none">• Section 4.2.9, Updated “Senior Vice President of Academic Affairs” to “Provost”.• Sections 3.4 and 4.2.7, Changed “his or her” to “their.”• Section 5.4.2, Changed “he or she” to “the traveler.” | UVU Policy Office |
| August 13, 2020 | Nonsubstantive change: Title of Policy 162 updated from <i>Sexual Misconduct</i> to <i>Title IX Sexual Harassment</i> . Sections affected: 2.5 and 4.3.1. | UVU Policy Office |