



UTAH VALLEY UNIVERSITY Policies and Procedures

POLICY TITLE	Traveling on University Business	Policy Number	251
Section	Financial Affairs and Development	Approval Date	February 23, 2023
Subsection	Travel	Effective Date	February 23, 2023
Responsible Office	Office of the Vice President of Planning, Budget, and Finance		

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 155 *Alcohol- and Drug-free Workplace*
- 2.6 UVU Policy 162 *Title IX Sexual Harassment*
- 2.7 UVU Policy 201 *General Fiscal Policies and Procedures*
- 2.8 UVU Policy 204 *Appropriateness of Expenditures*
- 2.9 UVU Policy 210 *Independent Contractors*
- 2.10 UVU Policy 252 *International Travel for Students, Faculty, and Staff*



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2.11 UVU Policy 371 *Corrective Actions and Termination for Staff Employees*

2.12 UVU Policy 405 *Fleet Operations*

2.13 UVU Policy 541 *Student Code of Conduct*

2.14 UVU Policy 648 *Faculty Personnel Reduction*

2.15 UVU Policy 710 *Clery Act Compliance*

3.0 DEFINITIONS

3.1 Allowable travel expense: A necessary, reasonable, and appropriate expense that is incurred by a traveler in accordance with university policy and is therefore eligible for reimbursement. Also referred to as “travel expense” throughout this policy.

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

3.3 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 at a distance of at least 100 miles (one way).

3.4 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.

3.5 Home base: The location from which travel distance is calculated. For the purpose of this policy, “home base” is defined as an employee’s assigned primary work location.

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

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

3.8 Personal guest: An individual 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.

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

3.10 Proper receipt: The proper and acceptable documentation, as detailed in Travel Office procedures, provided by the vendor detailing an eligible, business-related travel expense.



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3.11 Lodging room: A room UVU assigns to an individual traveler for lodging, such as a hotel room, bedroom, or dorm room.

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 Office procedures: The operating procedures and guidelines as maintained, updated, and published by the UVU Travel Office.

3.14 Travel reimbursement: Repayment by the University to a traveler for certain eligible expenses incurred while traveling on bona fide university business. Also referred to as “reimbursement” throughout this policy.

4.0 POLICY

4.1 Scope and Applicability

4.1.1 To ensure the safety of individuals participating in university-authorized travel, protect university assets, and limit university liability, 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, Safety, and Compliance

4.2.1 Travelers must comply with all applicable university policies and codes of conduct, Travel Office procedures, specific travel program stipulations, and with the local, state, federal, and international laws of the areas to which they travel. The University has no obligation to intercede on behalf of travelers who violate any law or to attempt to protect violators from the legal consequences of their actions.



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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, prohibited by the *Utah Controlled Substances Act* or prevailing laws in the venue the traveler is visiting. University employees must also adhere to Policy 155 *Alcohol- and Drug-free Workplace* while traveling on university business.

4.2.7 A university faculty and/or staff member shall not share a lodging room with a student or 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 Students traveling as part of a 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 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.



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4.3 Mandatory Reporting

4.3.1 As mandated by federal law and in accordance with UVU Policy 710 *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 710) 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 methods as detailed in Travel Office procedures. Travelers are responsible for ensuring that such travel expenses are permitted under this policy and Travel Office procedures, 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 guideline

5.0 PROCEDURES

5.1 Travel Authorization

5.1.1 Travelers shall submit travel requests and obtain required approvals in accordance with Travel Office procedures 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

5.1.2.1 All in-state travel that requires an overnight stay;

5.1.2.2 All out-of-state domestic travel (travel outside the state of the traveler's home base); and



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5.1.2.3 All international travel.

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

5.2 Liability Insurance

5.2.1 University general liability insurance covers employees and duly appointed officials (e.g., trustees) for liabilities that may be incurred within 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 (1) during participation in a UVU-facilitated, unpaid internship; (2) while providing services to members of the public in the course of an approved medical, nursing, or other health care clinical training program, or (3) while engaged in student teaching with a license from the Utah Board of Education. This includes activities undertaken while traveling domestically with a university program. Students engaged in travel that is not required to fulfill internship requirements (e.g., 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 of travelers or personal guests is not covered by university general liability insurance.

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

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

5.3 Travel Arrangements and Bookings

5.3.1 When making travel arrangements or bookings, travelers must adhere to the requirements of this policy, Travel Office procedures, and other university policies and guidelines.

5.3.2 Air Transportation

5.3.2.1 Travelers are strongly encouraged to make airline reservations through the University's Travel Office as detailed in Travel Office procedures. The University and the Travel Office have contracted with various airlines and travel agents to provide rates that are cost beneficial to the University and traveler. Contracted rates are not available for personal travel.

5.3.2.2 University funds may not be committed or used to pay for personal guest air transportation.



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5.3.2.3 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 utilizing federal grant funds are responsible for ensuring adherence to grant requirements, including the *Fly America Act*. Travelers should 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.

5.3.3 Ground Transportation

5.3.3.1 Travelers may use private or rental vehicles in lieu of air transportation in accordance with the requirements detailed in Travel Office procedures.

5.3.3.2 When utilizing ground transportation in lieu of air transportation, travelers will be only reimbursed for the actual cost of the ground transportation (whether private vehicle mileage or rental vehicle expense) or the total cost of traveling by air at the time of preapproval, whichever is lower.

5.3.3.3 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.

5.3.3.4 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 paying for, or reimbursing the traveler for, any traffic or parking violation fines, damage, maintenance, or collision-related expenses incurred by a traveler's use of a rental vehicle.

5.3.3.5 Private vehicle mileage shall be calculated from the traveler's home base, unless it is more essential or prudent to calculate mileage from the traveler's personal residence. Mileage shall be calculated as detailed in Travel Office procedures. Travelers must specify their origin and destination and any other stops made for university business; otherwise, only the destination and return mileage shall be honored. Mileage shall be reimbursed at the rates detailed in Travel Office procedures. Mileage reimbursement 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.



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5.3.3.6 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 Procurement and Contract Services.

5.4 Lodging

5.4.1 For expense verification or reimbursement, lodging expenses must be documented on travel expense reports and supported with proper receipts as detailed in Travel Office procedures. Only the single occupancy rate is reimbursable.

5.4.2 Travelers may use nonconventional lodging (e.g., home sharing and rentals, personal recreation vehicles, lodging with friends/relatives, overnight camping, etc.) in accordance with Travel Office procedures and this policy (e.g., Section 4.2.7).

5.5 Meal and Incidental Expenses Per Diem

5.5.1 Travelers may claim per diem allowance for meals and incidentals for reimbursement on a travel expense report. Per diem rates will be reimbursed at the rates set in Travel Office procedures.

5.5.2 The per diem allowance is all-inclusive. Additional expenses associated with meals and other incidentals, such as sales tax, tips, etc., are considered part of the allowance and will not be separately reimbursed.

5.5.3 Meal and incidental expenses per diem may not be claimed for day trips without an overnight stay.

5.5.4 Meals and incidentals that are already provided to travelers as part of the registration fee of an event, conference, airline ticket, lodging expense, etc., shall be deducted from the total per diem allowance claimed. Meals provided by airlines and continental breakfasts, where no hot food item is served, shall not reduce the meal allowance; travelers may choose to claim such meals in their per diem allowance.

5.5.5 As an exception to, and in lieu of the per diem allowance, expenses for actual meal expenses incurred during university travel may be claimed on a traveler's travel expense report and are reimbursable. Actual meal expenses for individual travelers shall not exceed the per diem rates as set by Travel Office procedures. Travelers must adhere to Travel Office procedures when claiming actual meal expenses. Actual meal expenses shall not be claimed for day trips without an overnight stay.

5.5.6 If a traveler hosts an eligible group meal while conducting bona fide university business while in on university travel status, the University shall reimburse the cost of this particular meal's cost based on the receipt. A list of those attending the meal must be provided to the Travel Office in accordance with Travel Office procedures.



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5.6 Miscellaneous Expenses

5.6.1 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 documented in accordance with Travel Office procedures.

5.6.2 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 as stated in Travel Office procedures.

5.7 Inappropriate/Unallowable Expenses

5.7.1 Expenses not directly related to or required for university travel, or that are incurred for the personal use or convenience of the traveler, shall not be reimbursed.

5.7.2 Damages or losses to personal property shall not be reimbursed.

5.7.3 Travel expenses not in compliance with Policy 204 shall not be reimbursed.

5.7.4 The Travel Office may maintain examples of inappropriate or unallowable travel expenses in Travel Office procedures.

5.8 University-paid Payment Methods

5.8.1 To reduce administrative costs for the University, it is strongly recommended that university employees obtain and use a university-paid travel credit card to pay for travel expenses.

5.8.2 Cardholders must adhere to Travel Office procedures for use of any university-paid travel credit card. Failure to follow Travel Office procedures may result in card revocation, loss of travel privileges, or other disciplinary action.

5.9 Travel Advances

5.9.1 Travel cash advances are only provided to certain eligible travelers, as determined and approved by the Travel Office, and in accordance with university policy, guidelines, and Travel Office procedures.

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.

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 university policy and Utah law.



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5.10 Travel Expense Verification and Reimbursement

5.10.1 A completed travel expense report along with all proper 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 and reimbursed by the University. In such cases where a traveler’s expense report is not honored by the University, the traveler shall be personally liable for all travel expenses incurred.

5.10.2 Travel expense reports must include a proper receipt for each individual expense. Travel Office procedures may set a small travel expense threshold under which a proper receipt is not required. Expenses under the small travel expense threshold must be directly related to or required for university travel and must be itemized and explained by the traveler.

5.10.3 If the approved travel was for a seminar, conference, convention, or similar function, a copy of the agenda/schedule of events should be provided to the Travel Office in accordance with Travel Office procedures.

5.10.4 Travel expense receipts that include personal guest charges should be itemized to reflect only the charges of the authorized traveler on travel expense reports. All personal guest-incurred expenses shall be deducted from the travel expense report total.

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
February 23, 2023	Revisions approved to the regular policy.	UVU Board of Trustees
May 9, 2023	Non-substantive change: Updated reference for Policy 324 <i>Drug-free Workplace</i> to Policy 155 <i>Alcohol- and Drug-free Workplace</i> .	UVU General Counsel