

## **TRAVEL POLICY BULLET POINTS**

### **Airfare**

- Cost in excess of standard coach is not allowed, unless for a documented medical need, on any sponsored fund.
- The University does not reimburse employees for tickets obtained via frequent flyer miles.
- Employees are encouraged to make reservations well in advance to **secure the lowest fares and should select the least expensive airfare available.**
- **NOTE:** For Southwest Airlines “Wanna Get Away” airfare is considered coach/economy airfare. The “Anytime” and “Business Select” are considered upgrades and not allowed on sponsored funds.
- Fees associated with changing flights or destinations and early bird check-in may not be charged to a sponsored fund.
- International travel charged to any Federal fund, must use a US flag carrier or service provided under a code share agreement with a foreign air carrier. See Fly America Act FAQ. NOTICE: Due to “Brexit” European airlines can no longer be used. SPA suggest that you stick with United, Delta or American Airlines. If you are unsure about a flight, please contact us with the information and we can have SPA review and verify allowability.
- International travel also requires that you create a one-time profile and register the details of each trip in the University’s travel registry system. <https://global.wustl.edu/resources/>

### **Lodging**

- Employees should seek out moderately priced accommodations. Many hotels offer educational discounts or reduced rates to University employees.
- Itemized receipts for all lodging expenses must accompany the travel expense statement.
- Reimbursement will be made to the employee at the single occupancy rate. Additional costs over and above a single occupancy rate will not be reimbursed. Costs associated with upgrades or for family traveling with you, will not be reimbursed.

### **Meals**

*Reimbursement for meals is based on either the actual meal expense method or meal and incidental expense per diem method. Estimates will not be reimbursed. Travelers may not request reimbursements based on actual expenses for one portion of the trip and per diem for the remainder.*

**PLEASE NOTE IF MEALS ARE BEING REIMBURSED – AN AGENDA MUST BE ATTACHED TO THE TRAVEL REPORT**

#### **Actual Meal Expense Method**

If meals are included in the conference registration fee or hotel rates, an additional meal charge will not be reimbursed, unless there is an exception for a dietary, religious reason, etc. If meal reimbursement is requested, the conference agenda must be attached to verify no meals were included in the registration fee.

- Itemization of actual meals (breakfast, lunch, and dinner) is required when the total for the day is greater than \$50.
- **Detailed receipts (not just the credit card receipt that only shows a total) are preferred for any Sponsored Fund due to audit regulations; otherwise, you must certify that no alcohol was purchased.**
- If a meal includes another employee, consultant etc.; you must provide the name(s) of those in attendance and if charged to a Sponsored Fund, a justification is required.
- Employees should seek out moderately priced restaurants.
- If meals are covered by registration fees, an additional meal charge will not be reimbursed, unless there is an exception for a dietary, religious reason, etc.
- **Alcoholic beverages are not allowed on any Sponsored Fund and must be noted on the receipts.**
- **Special Rules for Sponsored Projects – Individual meal charges greater than \$50 are normally considered to be excessive by the sponsoring agency. If the cost of one meal exceeds this amount, the amount over the \$50 cannot be reimbursed from the Sponsored fund.**
- If you prefer, you may use the Per Diem Method to be reimbursed. If you choose this method, you must attached a print-out of the per diem page.

### ***Automobile Rental***

- Employees should seek out moderately priced automobiles to minimize the cost to the University.
- Use of a rental car will require justification if charged to a Sponsored Fund.
- Gasoline expenses will be reimbursed based on actual gas purchases, not mileage.
- Additional insurance including collision damage waiver coverage **should be declined and will not be reimbursable** when traveling for University business within the United States, Canada, or a U.S. possession.

### ***Ground Transportation (including parking fees)***

- Cost associated with ground transportation includes taxi cabs, subways, tolls, etc. Reasonable business related ground transportation and parking costs are reimbursable. When a limo service is used, only the reasonable taxi cost will be reimbursed using <http://www.taxifarefinder.com/>.

### ***Foreign Travel***

- **Receipts for hotel, rental car, airfare, etc., should be labeled as such in English.** Employees are encouraged to use [www.oanda.com](http://www.oanda.com) to obtain the average exchange rate for the applicable time period. A copy of the print screen with exchange rate must be included with the travel expense statement. A copy of a monthly credit card statement with original receipts is acceptable to show actual conversion amounts. Fees related to exchange of currency, ATM fees for foreign currency transactions, etc. will be reimbursed.
- **Registration for university-related international travel will be required** of all students and all benefits-eligible faculty, staff, clinical fellows, and post-doctoral researchers traveling outside the United States for university purposes. To ensure compliance, timely reimbursement of travel expenses will be contingent on creating a one-time profile and registering the details of each trip in the university's travel registry system. More information about international travel, policies, and procedures can be found at <https://global.wustl.edu/resources/> . You can access the travel registry at [mytrips.wustl.edu](http://mytrips.wustl.edu).
- **Family Travel**  
It is often difficult for those processing travel reimbursement to determine the amount of reimbursement due when families travel with the employee. If the hotel receipt shows greater than single occupancy, indicate the single occupancy rate that would have applied. **Charges incurred by or on behalf of a spouse or family members are not reimbursable.**

The lists above are intended to provide guidance. They are not intended to be all inclusive. Washington University has a national reputation and guards its image as a careful steward of charitable and public funds. You can help in this area by making sure that entertainment expenditures are reasonable