

PURPOSE: TO PROVIDE INFORMATION ON POLICIES & PROCEDURES FOR EMPLOYEES WHO TRAVEL.

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The following travel regulations are revised and immediately in effect for employees of Brenau University whose official duties require travel. Each person required to travel in the performance of official duties and entitled to reimbursement for expenses incurred shall have authorization from the appropriate department chair and/or immediate supervisor prior to performing the travel.

Brenau University encourages the attendance of all faculty at recognized professional meetings. Consequently, some provision for professional travel is made in each departmental budget. The allocation of these travel funds is the responsibility of the Dean and Department Chair. Faculty desiring to participate in professional travel should secure the appropriate forms from the Dean or Department Chair, and submit them for approval at least two weeks prior to the anticipated travel. The Department Chair will then forward them to the School Dean and the Accounting Office for appropriate action. Generally, the University will not fund professional travel without prior approval.

Only appropriate expenses (which must have an accompanying receipt) will be reimbursed.

Specific authorization requests should include:

- Prior approval using Travel Authorization Form
- Itinerary
- Estimated travel costs
- Mode of transportation
- Purpose of travel
- Substitute for classes or duties

Review of all reimbursement requests is the responsibility of the immediate supervisor approving the reimbursement request. It is also the supervisor's responsibility to ensure that place(s) and time(s) of departure and arrival are known. The following items will be considered for approval.

#### A. SUBSISTENCE

Reimbursement claims for subsistence (meals and lodging) are to be reported on Brenau University Travel Voucher forms by date, location, and actual amount for each meal and lodging claimed. The form may be found on the Human Resources website located under "HR Forms."

##### 1. Meals

Reimbursement will be made for actual cost of meals. The university expects personnel to use prudence in the amount spent on meals. Reimbursement will be approved only for meals taken in relation to professional duties. Receipts must accompany the travel voucher in order to be reimbursed. Brenau will not reimburse the cost of alcoholic beverages.

##### 2. Lodging

Reimbursement may be made for actual lodging expenses based on reasonable rates as determined by the officials authorizing the travel. The responsible member of the Vice President's Council shall make the final determination of reasonableness. All lodging claims must be documented by the hotel or motel bill.

It is expected that reservations will be made in advance whenever practical, that minimum rate accommodations available will be utilized, that "deluxe" hotels and motels will be avoided, and that commercial rates will be obtained whenever possible. Many hotels and motels grant

commercial or educational rates upon request. Charges exceeding reasonable rates must be explained on the Brenau University Travel Voucher form. These rates may be exceeded and be justified if an employee stays at a higher cost hotel where a meeting is held in order to avoid excessive transportation costs between a lower cost motel and the location of the meeting.

## B. TRANSPORTATION

### 1. Vehicles

Use of common carrier will be left to the discretion of the officials responsible for authorizing travel. A traveler will be authorized to choose between a personal vehicle and a common carrier only after the distance, timeliness and overall cost factors of a trip have been considered. Reimbursement for the most economical mode of transportation, consistent with the purpose of the travel, will be authorized.

### 2. Use of Personal Vehicles

Reimbursement for transportation expenses incurred by use of personally owned vehicles will be requested via completion of a Travel Voucher. Reimbursement will be calculated at the rate per mile for the actual miles traveled in the performance of official duties; *the allowable current rate is **\$.45 per mile***. The per mile rate includes the cost of fuel and all normal operating and fixed expenses incurred during the use of the automobile. University credit cards may not be used for the purchase of gasoline to operate a personal vehicle.

Employees are not reimbursed for travel from home to their primary work location, regardless of the distance or location. The initial point of departure during an employee's normal workweek shall be the individual's residence or workplace, whichever is nearer the destination point. The initial point of departure on weekends or holidays should be the individual's actual point of departure. When possible, employees should attempt to travel together to the same destination in one vehicle.

Actual odometer readings will be reported; however, personal mileage will be excluded in determining the mileage for which reimbursement may be made. Claims exceeding mileage computed by the most direct route from the point of departure to destination (due to field visits, picking up passengers, etc.) must be explained on the Brenau University Travel Voucher form.

Prior approval by the faculty or staff member's supervisor is required. Employees should submit requests for travel reimbursement within 30 days of the event attended or by the end of the course(s). Employees should submit requests for reimbursement within 30 days of travel.

Parking and toll expenses will be reimbursed for official travel in personal or University vehicles (Low-cost, long-term parking or automobile storage should be used when appropriate.) A receipt for such expenses must be provided and attached to the Travel Voucher.

### 3. Rented Vehicles (See also, FSG 2-16)

Employees of Brenau University are authorized, subject to prior approval, to rent, or otherwise contract for the use of, automobiles or other passenger-carrying motor vehicles for transportation necessary and convenient to the execution of their official duties and service to the institution. University employees must be approved as drivers by the Office of the Senior VP for Administration/CFO. This office will conduct a Dept. of Motor Vehicle check prior to issuing clearance for the employee to drive or lease a vehicle. (See FSG 2-16 for additional information regarding clearances/student waiver forms.)

Car rental costs may be reimbursed except when other commercial means are available and more economical.

Example: Rental transportation will not be authorized for a single round trip to the airport or a mid-town meeting when shuttle or taxi service is available.

Example: Rental transportation will not be authorized between an employee's place of lodging and place of business within the destination city when taxi service or other transportation is available.

Rental is not authorized for transportation routinely involving high volume travel for which transportation by personally-owned automobile or institution-owned automobile has been previously authorized.

An employee will be reimbursed for actual rental costs incurred for official transportation. When renting a vehicle, it is important that employees take steps to assure that the vehicle is rented for business use on behalf of Brenau University. Car rental agencies require an individual driver's name and driver's license information on the contract; the rental agreement cannot be executed in the name of the university only. However, by using one of the agreements below, drivers will be taking prudent action to ensure that the vehicle is rented for university business and that the university insurance will become the primary recourse for coverage in the event of an accident. In addition to using one of these agreements, costs for renting a vehicle should be paid via a university credit card; paying with a personal credit card may negate university insurance coverage and cause the individual's personal insurance to become primary in event of an accident.

- Brenau University is a member of *E & I*, a collective purchasing organization, which offers discounted pricing on car rentals with Enterprise & National. Reservations for rental vehicles may be made directly by clicking on the following website: [http://www.enterprise.com/car\\_rental/deeplinkmap.do?bid=028&refId=BRENAUUN](http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=BRENAUUN). Using this agreement further establishes the fact that this is a rental for business use and university travelers are encouraged to use this agreement whenever possible. **The E&I pay account number which must be provided to the car rental agency is XZ24488; the institution's membership number is 905113.** When renting a vehicle under this agreement, the quoted price will include additional insurance coverage (damage & liability). It does not include roadside assistance nor passenger liability; drivers may wish to add those coverages depending on the circumstances, locations and duration of the rental.
- Brenau has corporate contracts with Budget & Hertz car rental agencies. When making a reservation through either of these companies, indicate that these contracts exist and ask that your rental be referenced under the university's name (as well as your own as the driver). The identifying number for the agreement with Budget is U312625. The Hertz agreement is referred to as the Counter Discount Program and the number is 1911954. Additional insurance (collision & liability) will be offered by the rental agencies and should be accepted and added to the cost of the rental. Read and understand the terms of this insurance coverage carefully; there are behaviors which can negate the insurance even though you have paid for it.
- Vehicle rentals should be limited to basic compact, mid-sized or other automobiles appropriate to safety considerations and number of persons traveling.
- Employees sharing a ride with another Brenau employee using either a Brenau or personal vehicle, and not claiming reimbursement for mileage, should indicate in the automobile mileage record section of the Brenau University Travel Voucher form the name of the person they rode with and the dates of the trips.

4. Common Carrier

Transportation by common carrier will be by scheduled plane, rail or bus. Reimbursement will be made upon presentation of a ticket stub, receipt, or other documentary evidence of expenditure. A receipt for credit card charges or cancelled check is not sufficient. Receipts for air travel must show flight number, fare class, and date of travel. Corrections made by airline officials to the airline ticket must be shown on passenger's copy of airline ticket. Reimbursement requests for travel other than by minimum rate must be accompanied by a statement from the carrier specifying that the minimum rate was not available.

5. Shuttle, Taxi or Bus

Scheduled shuttle, taxi or bus service will be reimbursed between the individual's departure point and the common carrier's departure point, between the common carrier's arrival point and the individual's lodging or meeting place, and between the lodging and meeting places if at different locations. It is expected that shuttle service will be utilized when available and when arrival or departure is during daylight hours.

***\*\*RECEIPTS MUST ACCOMPANY EACH ITEM ON THE TRAVEL VOUCHER IN ORDER TO BE REIMBURSED.***

C. REIMBURSEMENT REQUESTS

1. Out-of-pocket expenses or credit card purchases must first be approved by the immediate supervisor.
2. Reimbursement requests should be made by using the university check request or travel voucher and have all the appropriate approvals including the immediate supervisor who gave approval.

Approval Limits:

Up to \$250.00	Department Head's approval
\$250-\$500	Dean's approval
\$500-\$1000	Vice President's approval
\$1000 or above	Senior VP for Administration/CFO's approval

***\*\*All reimbursement requests must have accompanying receipts or the request will not be fulfilled.***