

CMU-AFRICA TRAVEL GUIDELINES

These guidelines are intended to help those involved in university travel for CMU-Africa business comply with the CMU Business and Travel Expense Policy. The policy addresses business and travel expenses for university employees and non-employees, such as students and visitors, which are directly paid with university funds (e.g., discretionary accounts, external sponsorships and programs, purchasing card, etc.) or reimbursed by the university to individuals who incurred them for university business.

Scope

The travel guidelines outlined in this document apply to:

- Employees who travel on university business.
- Employees who supervise employees travelling on university business.
- Employees who make travel and other arrangements or prepare expense transactions for:
 - University employees.
 - Prospective university employees.
 - University visitors.
 - Students who travel on approved university business; or
 - University-sponsored conventions, conferences, or seminars.
- Non-employees who travel for university related business, e.g.:
 - Students
 - Visitors
 - Interview candidates

General Provisions

- The basic premise governing business and travel expenses is that an individual should neither gain nor lose funds while conducting university business.
- All trips and travel expenses must have a valid business purpose. The university will not reimburse or pay for trips and travel expenses that are inherently personal in nature.
- The university will not pay for or reimburse travel expenses that have been or will be reimbursed from any outside sources (other than expenses for which the university will be reimbursed under agreements such as grants or sponsored project agreements).
- Since departments govern how authorization for business and travel expenses is granted, departments may elect to impose additional restrictions over expenses beyond those required by the CMU Business Travel and Expense Policy for various business reasons, including budget availability.
- CMU-Africa does not provide per diem travel allowances. CMU-Africa will pay for, and reimburse, actual incurred expenses upon submission of valid receipts.

Arranging Travel

- Travel must be booked using CMU-Africa's preferred travel agents, through authorized administrative support staff.

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- Traveler completes the [Travel Request Form](#) to initiate travel booking request, and selects appropriate administrative staff depending on traveler designation (i.e. staff, faculty, or student).
- All travel must be approved by your line manager (or principal investigator if covered by project budget) prior to any travel being booked.
- Reimbursement for travel purchases made with personal funds will be processed only after proof of payment is submitted with the expense report.
- Travel dates – CMU permits reimbursement for traveling expenses one day before a conference begins and one day after a conference ends. Extended stays beyond this period will be at the traveler's expense.

Roles and Responsibilities

Primary responsibility for compliance with the Business and Travel Expense Policy rests with the individuals incurring the business or travel expenses or requesting reimbursement and the supervisors authorizing and approving the business and travel expenses. The responsibilities are:

A. Individual Travelling or Incurring the Expense

Individual travelling ensures:

- The trip has a valid university business purpose.
- Proper business justification and supporting documentation (e.g., invitations, receipts) is obtained and/or provided with the travel request form.
- The required approval for upgrades and exceptions is obtained and uploaded to the travel request form.
- A valid budget and budget approval is provided to allocate the expense.
- The trip and expenses incurred comply with the CMU Business and Travel Expense Policy and, if applicable, complies with all sponsor requirements and CMU-Africa guidelines.

The individual may delegate this responsibility but, in doing so, retains responsibility and accountability for the validity of the travel purpose and business justification.

B. Individual Booking the Travel

The individual responsible for booking the travel confirms:

- The travel request form has been completed, with all relevant approvals provided.
- Proper business justification and supporting documentation (e.g., receipts) are received from the individual requesting the travel booking.
- Required approval for upgrades and exceptions is obtained from the appropriately authorized individuals.
- The budget identified for expense allocation by the requestor has been confirmed and approved by the appropriate individual.
- Ensures all airfare, hotel, and ground transportation bookings comply with both the CMU Travel and Business Expense Policy and the CMU-Africa Travel Guidelines.

C. Individual Approving the Travel

The individual responsible for approving the travel verifies that:

- The trip has a valid university business purpose.
- There is proper supporting documentation for the trip.

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- Required approvals for upgrades and exceptions are obtained from the appropriately authorized individuals.
- The travel expense is properly allocated to the correct budget, and funds are available for the expense.
- The travel expense complies with both the CMU Travel and Business Expense Policy and the CMU-Africa Travel Guidelines and, if applicable, complies with all sponsor requirements.
- They are the appropriately authorized approver for the requesting individual, budget and expense.

D. Designated Departmental Finance Representative (DDFR)

The DDFR approves permitted exceptions to this Policy. The University Finance Division maintain the [DDFR listing \[pdf\]](#), and the CMU-Africa COO acts as the DDFR for CMU-Africa. Exceptions should be documented and submitted in the appropriate manner given the purchase method.

Air Travel

- The class of air travel chosen is expected to be the **lowest-priced economy airfare ticket available** using a commercial discount or coach class or standard accommodations.
- Business class upgrades **may** be permitted in the following circumstances, subject to budget availability, sponsoring agency regulations, and pre-approval by the Department Designated Finance Representative (CMU-Africa COO):
 - Overnight “red-eye” flights
 - Flights exceeding eight (8) continuous hours
- Travelers may personally retain frequent flyer plan rewards or other bonuses that may accrue from business travel. However, in no case may the traveler choose a reservation at a higher cost to accumulate additional plan rewards. The university will not reimburse for tickets purchased with frequent flyer miles.
- Excess baggage expenses are reimbursable in any of the following circumstances only:
 - traveler is transporting university materials
 - traveler is on an extended period of travel (30 days)
 - must have a valid business purpose.
- Airport or other business parking will be reimbursed, but travelers are urged to use long-term, lower-cost parking lots when available.
- Additional costs incurred for early departure or late return are not reimbursable unless the savings in airfare is equal to or greater than the total costs for lodging, meals, etc. incurred during the additional days of travel, and must be approved by the COO.
- The university does not maintain any lost luggage/items insurance coverage for any loss of personal belongings of its employees while on university business travel.

Ground Transportation

- Ground transportation is an appropriate business expense (including a tip) to the extent that such service is necessary for business purposes (e.g. to and from airport, rail depot, hotel, and/or location of business meetings).
- Rental of vehicles for university business should be arranged through established, well-known car rental companies (rental car cost, gas and tolls will be reimbursed).

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- University employees renting vehicles for international business travel outside the coverage territory of the United States, the territories and possessions of the United States, Puerto Rico and Canada are advised to purchase any automobile liability and physical damage insurance required by the specific country.
- **Standard vehicles** are recommended size (no luxury or high-performance vehicles or motorcycles)
- If using your own vehicle, mileage and tolls will be reimbursed at the [University approved rate](#). There is no reimbursement for fuel.
- For domestic travel within Rwanda, please complete the [Transport Request Form](#) for assistance.

Hotel Lodging

- Lodging must be booked using CMU-Africa's preferred travel agents, through authorized administrative support staff.
- The university will cover the cost for single occupancy of a standard room incurred during university-related travel.
- Travelers must submit an itemized paid receipt for reimbursement of their lodging expenses if booked using personal funds (room rate, meals, internet, etc.)
- CMU-Africa will reimburse travelers for cost of meals incurred during travel, based on actual expenses substantiated with receipts.
- CMU-Africa does not operate a per diem system, and all meals and incidental expenses will need to be evidenced by original receipts for reimbursement
- If booked through personal credit card, travelers must retain an itemized hotel bill for reimbursement of their lodging expenses.
- The university will pay for expenses incurred from cancelling guaranteed room reservations only with a detailed explanation of the extenuating circumstances, reviewed and approved by the CMU-Africa COO.

Travel and Health Insurance

- CMU provides business travel and accident coverage for full time faculty and staff under age 70 on university approved and directed business travel.
- Traveler to complete the International [Travel Registration Form](#) at least 7 business days prior to departing, and email it to the CMU-Africa HR mailbox for processing
- Travelers should consult Human Resources at least 30 days prior planned travel regarding healthcare insurance.
- Travelers should consult with Insurance Services for travel to sanctioned countries.

Travel Advances

- CMU-Africa may provide travel advances in appropriate amounts for employees traveling on authorized university business to cover reasonable miscellaneous costs, such as taxi fares, tips, and other business expenses.
- The traveler is responsible for submitting an expense report with required receipts to account for the travel advance and for returning the unused balance of the travel advance within 30 days of travel completion.
- Requests for travel advances are submitted on the [Travel Advance Request Form](#) to the CMU-Africa Finance mailbox, no later than 14 business days prior to departure.

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- Each travel advance is the personal obligation of the traveler.

Personal Expenses will not be reimbursed

The university will not reimburse or pay for expenses that are inherently personal in nature. Below are some examples of such personal expenses:

- Personal grooming services, such as barbers, hairdressers, toiletries, and shoeshines
- Childcare costs, babysitting, and house-sitting costs
- Pet care, including fees for boarding pets and other animal care
- Any personal clothing and accessories
- Prescriptions, over-the-counter medication, and other medical expenses
- Personal reading material, such as non-scholarly magazines, books and newspapers
- Personal recreation or entertainment such as greens fees, sightseeing fares, theater tickets, entry fees, lift tickets, etc.
- Credit card delinquency fees and finance charges
- Dues in private clubs
- Gym and recreational fees, including massages, manicures/pedicures and saunas
- Amenities such as movies, in-room bars, saunas, massages, etc.
- Personal insurance costs such as life insurance, business travel accident insurance, personal automobile insurance and baggage insurance
- Lost baggage
- Loss or theft of travel advance money, airline tickets, personal funds and other personal property
- Parking tickets or traffic violations.