

**COLLEGE OF DESIGN  
EMPLOYEE TRAVEL  
Policies & Procedures**

**PROCEDURE GUIDELINES:** (in order of requirement)

Funding Request: all travel funding requires advance approval via this form:

- Purpose of form is for Chair/Director to approve travel and identify/encumber funding.
- Include travel dates and itemized budget, attach additional info to support request. Be sure to include all expenses to be requested for reimbursement.
- Submit completed form to Angela Back, 112A Pence Hall.
- When approval has been made by department head and/or dean notice will be sent via email with a copy of form in requestor's mailbox.

Absence Form: all travel requires advanced approval regardless of funding status.

- Purpose of form is official documentation showing approved travel status dates/location/contact information for employees traveling.
- Complete (7411) Official Univ Travel section of absence form.
- Sign form and forward to Angela Back prior to travel dates.
- Chair/Director's signature will be requested by Angela Back.
- Completed forms are kept on file in dean's office.

Motor Vehicle Record (MVR) Release Form: all employees required to complete form prior to driving a vehicle (personal/other) for university business

- Purpose of form is to allow UK Risk Management to conduct license check
- Employee must meet following criteria to drive any vehicle in travel status:
  - a. must be 21 years of age and have five (5) years of driving experience
  - b. Must have MVR form on file prior to travel dates.
- Complete driver information section of form, sign, copy driver's license in top right corner
- Form only has to be completed one time unless there is a change to license
- Turn in completed form to Angela Back, 112A PH.
- Copy of form is retained on file in Dean's office with original forwarded to UK Risk Management office.

Travel Voucher: upon return complete travel voucher form for reimbursement (forms can be picked up in 117 & 112 PH, or emailed upon request).

- Purpose of form is to document travel purpose & expenses for reimbursement.
- Reimbursements must be requested within 30 calendar days from return. If not requested within 30 calendar days re-request/approval of funding is required.
- All travel reimbursements must be disbursed in the fiscal year approved.
- Complete travel voucher, sign, attach **original itemized receipts**.
- Turn in completed form/receipts to Angela Back, payment made within twelve business days.

**EXPENSE/REIMBURSEMENT GUIDELINES:**

All employee travel related expenses with prior funding approval are reimbursed via the Travel Voucher form with **original, itemized receipts** attached. Employees can only be reimbursed for individual travel expenses. In the event another employee pays an expense, i.e. hotel room, etc. each employee must request reimbursement, and settle with each other after disbursement has been received.

#### Airfare

- Can be purchased with CoD procard if a preferred vendor is used; Avant Travel or UK Travel Services (AAA Corporate).
- If purchased from outside vendor employee must pay with personal credit card and request reimbursement after return from trip. University requires original itemized receipt showing proof of payment in addition to a cost comparison printed from Cliqbook for airfare reimbursement. Please see airfare reimbursement guidelines for further information (Attachment A).

#### Car Rental

- Vehicles can be rented through the UK Motorpool or an outside vendor.
- Rentals through UK Motorpool will be paid by college, driver must meet criteria, (see MVR section), and be on payroll.
- Van rentals through UK Motorpool require driver complete certification training on line, [http://ehs.uky.edu/classes/15\\_pass\\_van/15passtrain.html](http://ehs.uky.edu/classes/15_pass_van/15passtrain.html).
- External rentals are paid by employee with personal credit card and reimbursed via travel voucher. Completed rental agreement and proof of payment required.
- When renting with outside vendor, indicate on rental agreement vehicle is for University of Kentucky travel.
- Decline all extra insurance offered by car rental agency including bodily injury and damage to the vehicle and property.
- Liability associated with the car rental, including bodily injury, property damage and any resulting lawsuits from injured parties is covered by UK as long as employee is in official travel status, **and** additional insurance has been declined.

#### Mileage

- Employees driving a personal vehicle for college business, and in approved travel status, can be paid a per mile rate not to exceed the current university mileage rate or reimbursed for gas receipts (designated on funding request) upon return from the trip.
- If an accident occurs while driving personal vehicle in approved travel status, personal auto insurance will be primary. The University has excess liability insurance after all coverage from personal insurance has been exhausted.
- Employees living in Lexington and flying out of Lexington Airport can claim mileage not to exceed ten (10) miles for travel to the airport (one way).
- If flying from Louisville or Cincinnati Airport actual mileage can be claimed.

#### Ground Transportation

- All ground transportation, i.e. taxi, train, subway, etc. is paid by employee with reimbursement made upon return from trip.
- No form of ground transportation can be paid with CoD procard.
- A statement explaining purpose of ground transportation should be included on Travel Voucher, e.g. "taxi from airport to hotel."

#### Lodging

- Employee pays for lodging with reimbursement made upon return from trip.
- Original itemized receipt (hotel folio) showing payment made is required.
- Room service and/or honor bar charges are not reimbursable.

Meals

- Employees are paid for meals during travel status based on the university per diem rate determined by city/state where employees' lodging is located. Receipts are not required.
- The per diem rate can be found at [www.uky.edu/travel](http://www.uky.edu/travel). On left side of page select "regulations & forms" then select "reimbursement of travel expenses." Scroll to list of states/cities.
- Employee can be reimbursed for meal expense incurred for a group of people relating to purpose of trip only w/ advance approval. Original, itemized receipt required.

Registrations

- Conference registration can be paid with CoD procard prior to travel dates. Itemized listing showing conference costs issued by sponsoring organization is required to check out procard for payment.
- Conference registration that includes meals as part of the total cost cannot be paid with procard. College can pay in advance on DAV or employee can pay and be reimbursed after trip.
- University will not pay any additional/optional charges relating to registration, i.e. meals, tour, etc. unless required for employee to attend/participate. If required, written justification from employee is needed. CoD can pay in advance with DAV or employee can be reimbursed after trip. Written justification must be included with disbursement paperwork (DAV or travel voucher).
- Employee will not receive per diem rate for meal(s) in conjunction with conference.
- If institutional membership fee to organization is included/required for registration advance approval from CoD is needed for payment to be made.

Miscellaneous Expenses

- Miscellaneous expenses relating to purpose of trip can be reimbursed upon return with original itemized receipts, and explanation of expense.

2/25/2009

7/1/2009

## ATTACHMENT A

### Airfare Reimbursement Guidelines

For employees being reimbursed for airfare not purchased through an approved vendor the University requires a cost comparison from the UK Travel Services online Cliqbook be included w/ the airfare receipt. The following guidelines outline the University's & CoD's policy regarding airfare:

- ✓ The CoD requires an approved "Funding Request Form" prior to travel dates for faculty, staff and student travel.
- ✓ Airfare booked through any of the following vendors does not require a comparison, and can be paid w/ the CoD procurement card.
  - UK Travel Services
  - Avant Travel
- ✓ Airfare purchased from any other source will require reimbursement after travel is completed by submitting original receipt and cost comparison from Cliqbook w/ signed travel voucher. **The date the airfare was booked and the date of the cost comparison from Cliqbook must match.**
- ✓ **The University no longer makes reimbursement to employees for airfare purchased from a non-preferred vendor that does not include a cost comparison from Cliqbook.**
- ✓ To obtain a cost comparison from the UK Travel Services-Cliqbook:
  - Go to [www.uky.edu/travel](http://www.uky.edu/travel)
  - Under the picture of the airplane select the Cliqbook tab
  - Create a travel profile. This can be used in purchasing airfare through the UK Travel Services in addition to a cost comparison.
- ✓ The cost comparison from Cliqbook must include same departure/arrival cities, dates and times. For the times, enter the approximate departure/arrival times; Cliqbook will populate a comparison showing comparable times. The departure/arrival cities and dates entered must be the same.
- ✓ The cost comparison from Cliqbook is not required documentation for submission of the "Funding Request Form." The cost comparison must be printed on the same day the airfare is booked **after** funding has been approved from your CoD department and/or Dean.

NOTE: The cost comparison is not required for airfare purchased for non-employees (guests, students). Airfare purchased for non-employees can be made from any vendor/site on a reimbursement basis. The procard can only be used if airfare is purchased through the University Travel Services office.

2/25/2009  
7/1/2009

