TRAVEL PROCEDURES

Follow these guidelines for travel request and reimbursement process.

Please Note: Do not make your own arrangements, Contact Kevin Garland @ 257-4617 or kwgarl1@uky.edu

1. Obtain and completely fill out the travel request form, be sure you have the most recent form that can be obtained on the College’s website.
   http://academics.uky.edu/ukcon/pub/Documents/Travel%20Request.pdf
   Follow the instructions below for correctly completing the travel request form
   a. **Title of workshop, conference, other:** Please do not use abbreviations (e.g., AAHFA, NIH, AHA). Use the complete names/titles to avoid delays caused by the need to ask for clarification.
   b. **Travel funds:** The CON currently supports one trip up to $1500 per faculty/staff member. Additional travel funds may be designated for travel that is requested by and/or approved by the Dean. Travel funded by grant accounts must have the PI’s approval.
   c. **ESTIMATE THE COST OF THE TRIP:** You may estimate the cost of your trip by going through the steps listed below:
      - **Mode of travel**
         1. **Airfare:** Use the Concur system, have your administrator’s support person access the system, or check with a UK approved travel agent (AAA 859-323-5354; Avant 859-233-0000) to estimate costs.
         2. **Ground Transportation:** Estimate the cost of taxi’s, buses, shuttles and metro system fees to/from the airport and/or from your meeting site. Transportation to/from dinner is not an allowable expense
            a. Auto rental in lieu of other ordinary transportation will be allowed only with **written justification, approved in advance** by the reporting administrator. Insurance for collision or comprehensive damage on rental vehicles is not an authorized expense, as it is covered by the University’s Actual Cash Value Comprehensive & Collision coverage plan.
      3. **Hotel:** Provide an estimate based on the full cost (including taxes and other fees) of the room for the hotel.
      4. **Per diem:** Determine the per diem that is allowed for the travel location. You can do this by going to http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC per diem is determined based on the city you lodge in along with the time of day you leave/return. To be reimbursed for the meals (breakfast, lunch and dinner) you must be in travel status the entire time frame designated for each meal.
   d. **Total anticipated cost of the trip:** This is critical in that you will be reimbursed up to 10% more than the estimated total that is submitted during the pre-approval process; not to exceed $1500 for CON funded trips. All exceptions to the travel allowance cap must have prior approval before the travel is booked.
2. Travel request forms should be completed and submitted electronically. Once you have completed your estimate please approve and forward to your reporting supervisor at least one month prior to your travel date, in order to obtain the necessary approvals and to get the best rates.

1. If your direct report is out of town for an extended period please forward your request to Karen Minton for approval. The reporting administrator forwards the approved travel request form to the Business office for processing. Please allow up to 3 working days for this initial approval.

2. Note - the form will be given back to you prior to approval if it is not entirely and correctly completed. **Arrangements for traveling should not and will not be made before approval is received for the trip.**

3. If you will be combining personal travel with business your airfare will need to be purchased using personal funds and reimbursed upon your return. A valid cost comparison must accompany your itinerary. Please work with the CON Travel Expert prior to purchasing your airfare.

3. After travel is approved, you can expect to receive a phone call or email from the CON Travel Expert
   a. The CON Travel Expert will process all travel arrangements and pre-pay your registration, lodging and airfare expenses.

4. After the trip – seeking reimbursement.
   1. Per University policy all reimbursements must be submitted to the accounts payable division within 30 days of your return. All documentation and original itemized receipts excluding meal receipt should be submitted to the Business Office within 10 days of your return (make copies for yourself). Original itemized receipts must be included to avoid delays in processing your reimbursement. The lodging expenses for the room and taxes will be pre-paid on a University Procard. Other expenses incurred at the hotel will be the responsibility of the traveler to pay at the time of check out. Please be sure to include the lodging receipt with your other reimbursable receipts and circle any charges that are personal and not appropriate for reimbursement (e.g., alcoholic beverages, food from the mini bar, movie rentals).

5. When to expect reimbursement:
   1. Typically in 12-14 working days from the time you submit your completed packet with all appropriate documentation, assuming the expense voucher does not have issues, problems or errors.
      a. Your signature is required prior to submission of the approved reimbursement to UK Accounts Payable. You will be notified when the form is ready for your signature. You may not delegate signature authority for the reimbursements.
      b. A second notification will be sent when your check arrives in the College.

Check the UK Business Procedures Manual for more information regarding travel. Please also see the travel management PowerPoint that is available on the CON’s faculty/staff resource page.