

TRAVEL TIPS

University guidelines for travel can be found in the [Business Procedures Manual \(BPM\)](#) section E-5 Travel.

General Travel Tips

- Travel Authorization forms must be submitted to the Business Office thru the CHS Business Orders email **prior** to any charges being placed on a procard. CHS-Business-Orders@uky.edu
- Travelers must submit Itemized receipts for any expense they are requesting for reimbursement. (hotel parking, airport parking, taxi/Uber, baggage fees, etc.)
- Transportation from the airport to the hotel/hotel back to the airport, hotel to the conference/conference to the hotel can be reimbursed with a receipt.
 - Transportation from the conference or hotel to a dining location for personal meal is not reimbursable.
- Remember to submit an absence record via My UK to document you are traveling on official business.
- Submit for travel reimbursement soon after the travel is completed. Travel reimbursements that are more than 60 days past the end of travel, without a valid business reason for the delay, are subject to taxation.

When you can NOT use the procard (also see cost comparison)

- When combining personal and business travel on an airline ticket.
- When purchasing airline tickets from an outside vendor (Expedia, Travelocity, Allegiant Air, Orbitz, etc.).
- When a companion traveler is traveling with an employee, their ticket must be purchased with personal funds. You can use Avant and make the employee reservation with the UK procard and purchase the personal ticket at the same time with a personal card.

Personal Travel Examples

- Personal choices included on an airline ticket related to destinations, detours, dates and upgraded fares, and airports are personal travel and must be supported with a **business travel only airline cost comparison**. This can be generated from Concur or the UK travel agents at Avant or AAA.
- Arriving before or staying after a conference/business trip for personal choice or reasons.
 - If the traveler has valid business before or after a conference that may alter their arrival or departure such as collaborators meetings, prepping for conference presentation with a colleague that is not from UK, etc. The Business Office will ask for emails, agendas, or documentation to support the extended business time. This will be submitted with the reimbursement request to validate the extended travel in relation to the conference dates.
- Leaving or returning from an airport that is not the traveler's home airport (For Lexington based employees this would be Lexington, Louisville, or Cincinnati.)
 - If you vacation in Florida and then leave from Florida to go to a conference in New York and did not go early or stay after in New York, this is still considered personal travel because the originating airport is not the traveler's home airport.

- In all cases that personal and business travel are combined on an airline ticket, a valid airfare cost comparison must be secured for what the airfare would cost if the traveler were only flying on official UK business. (See Cost Comparison section below for more details.)
- When combining personal and business travel the UK procard can be used to purchase conference registration and lodging expenses for only the nights related to the business purpose of the trip.
- Travelers can only be reimbursed for a single room rate on any lodging expense. The hotel receipt must show the single room rate.

Mileage Reimbursement

- Employees will be reimbursed at the current mileage rate per mile for a privately owned vehicle. Mileage is reimbursed from the traveler's workstation to the destination, unless driving from the traveler's residence is closer.
- Mileage reimbursement should not exceed the equivalent commercial airfare for the same trip. (attach a cost comparison).
- When an employee chooses to drive a personal vehicle or rental car more than 500 miles one way instead of fly, a valid cost comparison must be obtained approximately 3 weeks before travel or as soon as the need for travel is known.
- To request mileage reimbursement, submit the exact "to" and "from" destination addresses in the reimbursement request. The Financial Analyst will enter the addresses in the Concur mileage calculator feature to obtain the exact distance. (Traveler can also attach a Google Maps if they choose.)
- If a traveler uses a rental car, there is no mileage reimbursement. Travelers will be reimbursed for actual gas charges with itemized receipts.

Air Travel

- It is preferred that travelers use contracted vendors and pay with a UK procard when booking airline travel.
- ALL International airline tickets for UK-endorsed travel **MUST** be purchased thru UK Travel Services.
- International flights that are purchased with funds provided by the federal government must be in compliance with the Fly America Act. In order for this to happen the code of a US flag carrier must be part of the flight number indicated on the airline ticket. Please see E-5-1, VI.A.3 for more details.

Cost Comparison

- When a traveler will be reimbursed for airfare booked outside UK authorized travel agents. (Orbitz, Allegiant, Expedia, Travelocity, other agent, etc.) A cost comparison fare for the same date and time of travel must be completed from Concur Travel within 14 days after the original ticket was purchased. (The entire trip is business travel only but the ticket is purchased outside of UK vendors.)
- When personal and business travel are combined on an airline ticket. The ticket must be purchased with personal funds. Ideally, a valid cost comparison should be obtained for business travel only from Concur or an approved UK travel agent on the same day of the ticket purchase or within 14 days after the ticket is purchased.
- When the employee chooses to drive instead of fly in excess of 500 miles. A valid cost comparison should be obtained approximately 3 weeks prior to travel from Concur or an approved UK travel agent.
- The cost comparison must show an itinerary with the same dates, the same travel destinations, and the same approximate time of departure as the ticket purchased from an **alternate** vendor.
- The cost comparison for personal verses business travel must be for the **business travel only dates and locations**.
- The cost comparison must be the first page of available itineraries from Concur travel or an authorized UK travel agent, which also shows the search parameters used.

- The employee reimbursement will be the most economical amount based on the comparisons from the actual cost of the ticket purchased verses the valid or historical cost comparison or the drive verses fly comparison. The reimbursement will be the amount that is the lesser of the two options.

Lodging Tips

- **Travelers should check out of the hotel to ensure the UK procard will be charged and to obtain an itemized hotel receipt.**
- Reimbursement for lodging shall not exceed the cost of a single room rate, employees sharing lodging shall be reimbursed one-half the room rate.
- The University does not pay lodging expenses for an overnight stay within 50 miles of the employee's official workstation or home, whichever is greater.
- Telephone and Internet costs for necessary official University business shall be reimbursed.
- Travelers can make hotel reservations with their personal card or a UK procard. Reservations can be changed from a personal card to a UK procard. If the procard is not in the traveler's name, the business office will contact the hotel to arrange for a credit card authorization form to be placed on file at the hotel.
- Travelers sharing lodging will be reimbursed a pro rata share of the room charge. The traveler should notify the hotel upon check in that each traveler will require a receipt with the individual's name on it.

How does per diem work

- Meals and incidental expenses for travel are paid according to the per diem rates established by the federal government and are based on date and destination. Concur automatically calculates the amount.
- Subsistence reimbursement for meals and incidentals on the first and last days of travel is at 75% of the standard per diem rate regardless of begin and end time.
- Subsistence cannot be claimed for meals included in registration fees. To determine meals reimbursement, obtain a conference agenda. The agenda must be submitted with the request for reimbursement via Concur.
 - A traveler attending a function such as a luncheon or dinner meeting/event may be reimbursed for the actual meal cost instead of the per diem when the traveler's attendance is required.
- Subsistence for day travel is paid only when an employee is in travel status for 12 hours or more.
- Laundry, baggage tips, housekeeping tips, concierge tips, and other lodging related tips are considered incidentals and are covered by the per diem rate. (This changed when UK transitioned from TRIP to Concur.

CHS STUDENT TRAVEL

- Student travel is requested thru the online order system. A Payment on Behalf of Student form (PBS) should also be submitted with the online order.
- If a student traveler uses personal funds to purchase air fare, registration or other travel related expenses, they can seek to be reimbursed prior to traveling if the expense causes a financial hardship. They will need to submit an online order form, a PBS form and an itemized receipt that reflects the amount(s) and payment method (cash or card).
- Students requesting reimbursement for meals must submit itemized receipts and will be reimbursed for actual meal expenses. (Actual expenses not per diem.) No alcohol will be reimbursed.
- Please consult with your financial analyst if there is a question whether the traveler should be classified as a student or an employee.

