

University of Kentucky  
College of Nursing  
**TRAVEL PROCEDURES**

**Follow these guidelines for travel request and reimbursement process**

**Please note the following IMPORTANT TRAVEL REMINDERS:**

- 1) IF you make your own travel arrangements i.e. airfare **A valid cost comparison must accompany your itinerary, or your reimbursement might be in jeopardy of being invalid per the UK regulations**
- 2) Arrangements for traveling should not and will not be made before all approval levels are received for the trip
- 3) For the best possible outcome for your trip/reimbursement - **Do not make your own arrangements, Contact Kevin Garland @ 257-4617 or [kevin.garland@uky.edu](mailto:kevin.garland@uky.edu)**

1. Obtain and completely fill out the travel request form,
  - a. There are 2 options for completing the travel request
    1. Create the travel request in myUK ---- Follow the training materials that are found in the employee self-service tab in the myUK portal
    2. Complete the CON travel request form. Submit this form to your Associate Dean's office for entry into myUK. The pdf travel request form can be found by using this link:  
[http://www.uky.edu/nursing/sites/www.uky.edu.nursing/files/Travel-REQUEST-Form\\_0.pdf](http://www.uky.edu/nursing/sites/www.uky.edu.nursing/files/Travel-REQUEST-Form_0.pdf)

**\*\*\*Please note: The 10-digit account# for the associated funding source(s) is required. If this information is not provided you can expect delays processing your request**

2. Be sure to provide estimated costs for all business related expenses
  - 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 \$1000 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. Also the CON Business Office can assist with the airfare estimates

2. *Ground Transportation:* Estimate the cost of taxi's, buses, shuttles, uber, lyft and metro system fees to/from the airport and/or from your meeting site. Transport to/from **ALL MEALS** 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. Must have MVR on file with Risk Management
  3. *Hotel:* Provide an estimate based on the full cost (including taxes and other fees) of the room for of 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](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:* Please provide good estimates if your total reimbursement is 10% or \$250 greater than the estimated total that has been pre-approved a 2<sup>nd</sup> round of approvals will be necessary  
Any exceptions to the travel allowance cap must have prior approval before the travel is booked.
2. Once your travel request has been completed in myUK you will have to approve the submission and your request will route to your reporting supervisor and then the business office.
    1. Please allow up to 3 working days for this initial approval.
    2. Note – Changes may be requested/needed and this will result in rerouting for approvals
    3. **Arrangements for traveling should not and will not be made before approval is received for the trip.**
    4. 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 an 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. Beginning 07/01/2018 travel**

**reimbursements submitted later than 30 days will be paid through payroll and be subjected to taxes.**

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 5-7 working days from the time you submit your completed packet with all appropriate documentation, assuming the reimbursement documents do not have issues, problems or errors.
  - a. If your travel reimbursement is 10% greater than the originally approved request or if the funding source(s) changes a 2<sup>nd</sup> round of approvals will be required via myUK prior to submission of the reimbursement to UK Accounts Payable. You can expect to receive a system generated email when a travel document requires your approval. You may not delegate signature authority for travel reimbursements.
  - b. A second system generated email notification will be sent when your payment is prepared and has been sent to the bank UK has on file for you.

Check the UK Business Procedures Manual for more information regarding travel  
<https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/bpm/E-5-1.pdf>