

University of Kentucky Travelers Guide



Travel Services
(859) 257-4758

travelservices@uky.edu
<https://www.uky.edu/ufs/travel-services>

This guide provides a brief overview of the most common travel policies for infrequent or new travelers. For the complete travel policy please see [BPM E-5-1](#). For more information on Travel Services please visit the [Travel Services website](#).

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BEFORE THE TRIP

Traveler's Responsibilities:

- Obtain supervisor and business officer approval prior to incurring travel expenses
- Disclose plans for combining business and personal travel* ([see note below](#))
- Adhere to University [travel policy](#)
- Ensure travel expenses are reasonable and necessary
- Approve travel expense report in Concur within 60 days from last date of travel

UK Travel Vendors:

University business travelers are **strongly encouraged** to use a UK travel vendor when booking travel; however, it is only required when booking international airfare.

The University has three contracted travel vendors

- **AAA Corporate Travel Services**
 - (800) 354-4514
 - Corporatetravel@aca.aaa.com or International@aca.aaa.com
- **Avant Travel**
 - (859) 233-0000
- **Concur Online Booking Tool**
 - Can access through the Employee Self Service tab
 - Helpdesk: (877) 463-0543

Airfare:

- International airfare is **required** to be booked through a UK travel vendor

- International travel and travel to U.S. territories must be registered in the University's [International Travel Registry](#) before departure.
- Business class airfare is only allowable on flights that are 8 hours or more of uninterrupted flight service with supervisors' approval
- Reasonable ancillary fees including, but not limited to, expenses for convenient or early boarding, extended legroom, seat location, baggage, etc. are approved at supervisors' discretion
- UK procard is the preferred method of payment for business only airfare

Rental Cars:

- The most economical car feasible for university business travel must be rented
- Use of procard or reimbursement for gasoline for rental cars is allowable
- Insurance on domestic rental cars is not allowable as it is provided by the University's coverage plan
- Insurance on rental cars outside of the U.S., including Canada and U.S. territories is allowable
- An employee driving for University business must have a [Motor Vehicle Release form](#) on file with Risk Management.

Lodging:

- Lodging accommodations must be reasonable and necessary

- The University has [sales tax exempt status](#) for Kentucky hotels and some out-of-state hotels
- A lodging receipt must show:
 - Name of traveler
 - Name of hotel
 - Dates of arrival & departure
 - Room rate
 - Type of credit card used
 - Payment for hotel charges and applicable taxes “zero balance”

- Required to be obtained within three days (either before or after) airfare is purchased
- For more information on cost comparisons please visit <https://www.uky.edu/ufs/cost-comparisons>

- Business combining personal airfare is allowable on the procard **if** the airfare for business combining personal travel is less expensive than the cost comparison

- The University will reimburse meals and incidental expenses incurred on the first and last days of travel at 75% of the per diem rate
- Meal per diem cannot be claimed for meals included in the registration fees or otherwise provided at no cost
- Laundry expense, baggage tips, housekeeping tips, and other lodging-related tips are considered incidental and are covered by the per diem rate

Personal Vehicle Mileage:

- University reimburses mileage based on the IRS Standard Business Mileage Rates
- Reimbursement is based on the actual driving distance by the most direct route
- Mileage is reimbursed from the employee’s workstation, unless their residence is closer
- Gasoline and automobile expenses such as repairs and towing shall not be paid with procard or reimbursed
- An employee driving for University business must have a [Motor Vehicle Release form](#) on file with Risk Management.

Business Combining Personal Travel

- Examples of personal travel include:
 - Adding travel dates
 - Originating/returning airport other than your workstation
 - Detours
 - Upgradable fares
- Cost comparison must be obtained to price the airfare for business only travel

DURING THE TRIP

Receipt Requirements:

- Receipts required regardless of amount and payment method
 - Airfare
 - Hotel
 - Car rental
 - Registration fee
 - Business meal
- Procard receipts required
 - For any other expense over \$75
- Out-of-pocket expenses
 - Itemized receipts are required for all out-of-pocket expenses regardless of the amount

Per Diem:

- Meals and incidental expenses are paid using per diem rates established by the U.S. federal government, based on the destination
- These expenses shall not be paid with the procard

AFTER THE TRIP

Prepare and submit the Concur travel expense report

- Should be submitted by the 15th of the month following the month the travel concluded
- Travel expense reports approved by travelers more than 60 days from the last date of travel will be reported as taxable wages
- All procard expenses made while traveling should be included on this report
- A copy of the agenda should be attached to the Concur travel expense report if available
- For questions about Concur travel expense reports please contact concurexpense@uky.edu or visit <https://www.uky.edu/ufs/concur-travel-expense-management>

For the complete travel policy, please see [BPM E-5-1](#). For any travel questions please contact Travel Services at travelservices@uky.edu or (859) 257-4758