

# University of Kentucky Travelers Guide



**Travel Services**  
**(859) 257-4758**

[travelservices@uky.edu](mailto: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](mailto:Corporatetravel@aca.aaa.com) or [International@aca.aaa.com](mailto: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”

#### 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

- Required to be obtained same day 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

#### 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
- 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

#### AFTER THE TRIP

Prepare and submit the Concur travel expense report

- Should be submitted by the 15<sup>th</sup> 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](mailto: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](mailto:travelservices@uky.edu) or (859) 257-4758*