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
  o (800) 354-4514
  o Corporatetravel@aca.aaa.com or International@aca.aaa.com
• Avant Travel
  o (859) 233-0000
• Concur Online Booking Tool
  o Can access through the Employee Self Service tab
  o 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:
  o Name of traveler
  o Name of hotel
  o Dates of arrival & departure
  o Room rate
  o Type of credit card used
  o 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:
  o Adding travel dates
  o Originating/returning airport other than your workstation
  o Detours
  o Upgradable fares
• Cost comparison must be obtained to price the airfare for business only travel
  o Required to be obtained same day airfare is purchased
  o For more information on cost comparisons please visit
• 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 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.