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@aaa-alliedgroup.com or International@aaa-alliedgroup.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

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.