

| TOPIC/ACTION | POLICY/PROCEDURE REFERENCE |
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| <p>Travel Initiative Update to Policy Details to incorporate the Travel Initiative as it relates to airfare and rental car services for Individual Business Travel.</p> | <p>Before (Policy Details, Section I, G, pg. 2)</p> <p>G. Travelers are strongly encouraged to procure travel services, when available, from university-preferred suppliers with whom the university has strategic and collaborative sourcing agreements. Such suppliers include travel agencies, online booking providers, and vehicle rental agencies.</p> <hr/> <p>After (Policy Details, Section I, G-I, pg. 2-3)</p> <p>G. Travelers are required to procure airfare for individual business travel from the university-contracted travel agency with whom the university has a strategic and collaborative sourcing agreement. Exceptions may apply for travelers traveling internationally for airfare arranged for local (in-country) flights within certain international countries where booking technology and payment options are restricted by regional limitations. Documentation is required to support these purchases.</p> <p>H. Each traveler will be granted an exemption from this requirement for reimbursement of airfare procured through an alternate source/supplier up to a maximum of two times. Any subsequent airfare reimbursement requests for individual business travel made by the traveler following the exercise of the second exemption will not be reimbursed unless it is procured from the university-contracted travel agency.</p> <p>I. Travelers are required to procure rental car services from the university-contracted rental car agencies with whom the university has a strategic and collaborative sourcing agreement, except under limited circumstances when procurement of rental car services from a non-contracted agency is justifiably necessary.</p> |
| <p>Accountability Clarification of text for taxable income.</p> | <p>Before (Policy Details, Section II, C, pg. 3)</p> <p>C. Payments associated with business travel that do not meet the Internal Revenue Service accountable plan rules, may be reported by the university as taxable income when applicable to tax law.</p> <hr/> <p>After (Policy Details, Section II, C, pg. 3)</p> <p>– Payments associated with business travel that do not meet the Internal Revenue Service accountable plan rules will be reviewed and if determined to be taxable, will be reported as taxable income.</p> |
| <p>Cash Advances Addition to text to specify limitations in cash advances uses.</p> | <p>Before (Policy Details, Section IV, B, pg. 3)</p> <p>No previous content reference.</p> <hr/> <p>After (Policy Details, Section IV, B, 1, pg. 3)</p> <p>B.1. Cash advances must not be used to front payments for travel expenses (e.g. individual airfare) that are accommodated by other established university payment methods.</p> |

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| <p>Vacation in Conjunction with Business Travel Clarification of text to ensure appropriate application of university funds when personal travel is combined with the business travel.</p> | <p>Before (Policy Details, Section VII, C, pg. 4)</p> <p>C. In cases when vacation time is added to university business travel, any cost variance in expenses such as airfare, vehicle rental, and/or lodging must be clearly identified and documented in eTravel, to validate that the vacation time does not add additional cost to the university.</p> <p>After (Policy Details, Section VII, C-E, pg. 4)</p> <p>C. When a traveler’s personal air travel expenses are intermingled in the payment for airfare, the traveler must pay for the additional personal airfare expense by either charging the additional personal expense to a personal credit card or by personal check made payable to the university. Payment in the form of a personal check must be received by the university no later than seven business days after the booking of travel.</p> <p>D. The unit is responsible for the collection of any personal expenses. When personal expenses are not paid in accordance with Policy Section VII.C., the unit must reduce the traveler’s reimbursement for the travel by the amount of such additional personal travel expenses.</p> <p>E. The university may take corrective action against a traveler who fails to repay the university for personal expenses incurred by such traveler, including and not limited to termination and/or criminal charges. The university will also seek restitution for any delinquent payments.</p> |
| <p>Airfare Payment Options and Documentation Requirements Clarification of allowable payment options and required documentation associated with Travel Initiative as it relates to airfare for Individual Business Travel.</p> | <p>Before (Procedure, Section I – Airfare/Rail, pg. 5)</p> <p>Payment Options</p> <ul style="list-style-type: none"> – eTravel with university-preferred agency (T Number required at time of purchase) – PCard (T Number required) – Purchase Order (T Number required) – Traveler’s Expenditure (reimburse after completion of the trip) via eTravel <p>Documentation Required</p> <ul style="list-style-type: none"> – An original, itemized receipt or equivalent documentation is required unless the airfare is purchased through the university-preferred online booking tool <p>After (Procedure, Section I – Airfare/Rail, pg. 5)</p> <p>Payment Options</p> <ul style="list-style-type: none"> – eTravel with university-contracted travel agency (T Number required at time of purchase) – Purchase Order (T Number required) <p>Documentation Required</p> <ul style="list-style-type: none"> – An itemized receipt or equivalent documentation (e.g., university-contracted travel agency invoice) is required. |

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| <p>Rental Vehicle Updates and Documentation Requirements Update of a rental source options required documentation associated with Travel Initiative.</p> | <p>Before (Procedure, Section IV – Rental Vehicle, pg. 5)</p> <p>B. Travelers must incur the lowest reasonable vehicle rental expenses that meet business needs. Damage Waiver or Collision Damage Waiver or Loss Damage Waiver (DW/CDW/LDW) and liability insurance coverage are required. The university will not reimburse any other type of supplemental insurance.</p> <p>Documentation Required for Contracted Vehicle Rental Agencies</p> <ul style="list-style-type: none"> – Original, itemized receipts or equivalent documentation – Fully executed rental agreement (or equivalent documentation) signed by traveler indicating DW/CDW/LDW and liability insurance (must include the cost, dates, and travel locations) – Original, itemized receipt or equivalent documentation for gasoline replenishment if exceeds \$50 (see documentation required under section IX. Miscellaneous Travel Expenses when expense does not exceed \$50) <p>After (Procedure, Section IV – Rental Vehicle, pg. 5)</p> <p>B. Travelers must incur the lowest reasonable vehicle rental expenses that meet business needs.</p> <p>C. Damage Waiver or Collision Damage Waiver or Loss Damage Waiver (DW/CDW/LDW) and liability insurance coverage are required. The university will not reimburse any other type of supplemental insurance.</p> <p>D. Rental vehicles must be procured through the university-contracted rental car agencies.</p> <p>Documentation Required for Contracted Vehicle Rental Agencies</p> <ul style="list-style-type: none"> – Original, itemized receipts or equivalent documentation. – Original, itemized receipt or equivalent documentation for gasoline replenishment if exceeds \$50 (see documentation required under Procedure Section IX. Miscellaneous Travel Expenses when expense does not exceed \$50). <p>NOTE: Rental source removed from policy: Transportation and Travel Management</p> |