

# TRAVEL POLICY AND PROCEDURES MANUAL

UNIVERSITY OF MASSACHUSETTS  
AMHERST

Prepared January 1998  
by  
The Amherst Campus Administrative Redesign Travel Team for  
distribution by the Amherst Controller's Office

## Memorandum

To: Amherst campus travelers and travel preparers

Re: **Travel manual and reimbursement process redesign**

Date: February 2, 1998

### Manual

As part of the campus administrative redesign efforts, our campus team has been working on the redesign of the travel reimbursement process. While addressing the many travel issues, it became apparent that an up to date manual was needed. We have prepared this manual which we hope you will find useful.

### New Reimbursement Process

The ARD Travel Team has also completed the redesign of the reimbursement process. Over the past year, five campus departments have participated in a pilot reimbursement program. Follow-up data has shown that the time to reimburse travelers in the pilot program has been significantly reduced. Key to the success of this new process, now called the **Travel Reimbursement Incentive Program or TRIP**, is a requirement that department staff complete a Travel Certification Program. In fact, having a certified travel preparer is a requirement to participate in the new process. In addition, department heads and travelers must be briefed on the process changes so that they may fully understand their responsibilities.

Please note that there are several references in this manual to ***TRIP***, and an appendix devoted to the new process. Only departments, which have completed the requirements for the Travel Reimbursement Incentive Program, may follow those procedures. Additional copies of this manual may be obtained from the campus controller's office.

Happy and safe traveling,

The Administrative Redesign Travel Team

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## GENERAL UNIVERSITY TRAVEL POLICY

The University's policy is to reimburse employees for necessary and reasonable travel expenses incurred for authorized and approved University business. Travelers should be comfortable while traveling, understand all travel related policies, and obtain reimbursement quickly.

This policy is intended to:

- Ensure compliance with state and federal regulations.
- Establish guidelines for approval, control and accounting for employees and Trustees who travel on University business.
- Ensure fairness for both the traveler and the University.

This policy applies to all travel expenses reimbursed by the University regardless of the source of funds. When travel costs are to be charged to a sponsored project, the terms of the applicable award take precedence. At their discretion, colleges, schools, or departments may impose more restrictive guidelines for budgetary or control reasons, but they may not be less restrictive than guidelines stated in this policy.

## RESPONSIBILITY OF THE TRAVELER

A traveler on University business has the responsibility to act prudently and to only incur travel expenses, which are necessary, reasonable, appropriate, for which documentation is available. University travelers are required to obtain prior written authorization for travel from their director or department head, and may not authorize their own travel nor approve their own expense reimbursements. The traveler is responsible for prompt submission of travel-related expenses, and accounting for any advances received, and for maintaining any University issued corporate VISA card accounts in good standing.

## RESPONSIBILITY OF THE AMHERST CAMPUS

The Amherst campus is responsible for establishing travel management procedures that provide quality travel services for employees and, at the same time, maximize the cost savings for the University. These travel procedures have been developed using input from Amherst campus travelers and include negotiated special rates and quality control checks for contracted travel services such as travel agencies, and Corporate VISA card programs. The Amherst Campus responsibilities include:

- Establishing policies, guidelines, and procedures that meet IRS criteria so that travel reimbursements do not become reportable income.
- Establishing guidelines and procedures that ensure that sponsored project travel meets all contractual agreements.
- Clearly communicating guidelines, procedures, and responsibilities to travelers, department heads, and department support staff.

## **6 INTRODUCTION**

### **RESPONSIBILITY OF THE DEPARTMENT HEAD OR DIRECTOR**

Authority and responsibility for approval and control of travel by employees rests with the department head/director. In certain circumstances in the absence of the department head/director, the approving authority designation may be changed, in writing, indicating such delegation. Delegating approving authority to anyone below the traveler's immediate supervisor is not permitted.

Prior authorization granted by the department head or director ensures that:

- Adequate funds will be available.
- The intent of the trip is University-related business.
- The traveler has authorization to be away from campus.

By approving actual reimbursements, the department head, director, or approving authority is ensuring compliance with guidelines, specifically:

- The travel expense was incurred while conducting University business.
- The information contained on the travel expense voucher and in the attached documentation is accurate and in accordance with policies and guidelines.
- The expenditure is charged to the proper account, which has adequate and appropriate funds available.

### **SPONSORED PROJECT TRAVEL**

For travel charged to a sponsored project or grant, the principal investigator must ensure that, in addition to campus guidelines, all funding agency restrictions are followed. A traveler must receive written approval from the department head/director and the principal investigator prior to traveling and again for reimbursement.

### **ATHLETIC TEAM TRAVEL**

The University recognizes the unique nature of athletic teams; special arrangements are in place to facilitate team travel.

### **NON-EMPLOYEE TRAVEL**

Travel expenses for non-university employees, such as consultants, speakers, lecturers, visiting professors, candidates for positions and undergraduate students are reimbursed in accordance with contract for services and vendor payment procedures. See Non-Employee Travel, page 26.

**CONTACTS - (413) area code unless otherwise noted 7**

**UNIVERSITY (AMHERST CAMPUS)**

**CONTROLLER'S OFFICE**

Main phone number 545-0806  
(fax) 545-6088  
Travel Office Staff  
    Alice LaBonte 545-1432  
    Pam Minshev 545-1788  
Travel Reimbursement  
Supervisor 545-0806  
Vendor File Management 545-1427

**TRAVEL AGENCY AND CORPORATE  
VISA CARD QUESTIONS**

Sandra Anderson 545-0776

**TREASURER'S OFFICE**

Travel Insurance 587-2055  
Tax Management 587-2062

**GRANT & CONTRACT  
ADMINISTRATION OFFICE 545-0698**

**OFFICE OF RESEARCH AFFAIRS**  
Faculty Travel Grants 545-5283

**TRAVEL HOME PAGE**  
[www.umass.edu/campus\\_services/travel](http://www.umass.edu/campus_services/travel)

**CONTROLLER'S OFFICE  
HOME PAGE**  
[www.umass.edu/aco](http://www.umass.edu/aco)

**DESIGNATED TRAVEL AGENCIES**

McGregor Travel Management, Inc.  
Murry D. Lincoln 545-1700  
Campus Center 545-2900  
3<sup>rd</sup> Floor Hotel Lobby (fax) 545-2448  
(800) 786-1203  
(800) 785-5345  
Carroll Travel 256-8931  
Cowles Lane (fax) 256-8165  
Amherst, MA 01002 (800) 895-9741  
Corporate VISA card  
U.S. BANK (800) 344-5696  
(Formerly Firstbank)

## 8 CORPORATE CARD & PREFERRED TRAVEL AGENCIES

### **CORPORATE VISA CARD PROGRAM**

The University provides a no-fee, individual liability corporate VISA card to employees who travel frequently on university business as a payment vehicle for reimbursable expenses.

The objectives of the University Corporate VISA card program are:

- to provide employees with added convenience, security, and flexibility while traveling on university business
- to reduce travel and administrative costs

The corporate VISA card provides many important features both to the employee and to the University. In addition to worldwide acceptance, it provides car rental insurance under most conditions at no cost, and is the method to obtain cash for out-of-pocket expenses that cannot be made on the VISA card. In addition, it facilitates payment of travel and business expenses and provides essential travel data to the University.

### **Use of the Corporate VISA card**

Corporate VISA cards are for University travel and approved business expenses only. Personal charges may not be made on the VISA card. The VISA monthly statement is due and payable in full each month.

Cardholders are responsible for the charges made to their cards and for maintaining their accounts in good standing. The University receives information on delinquent accounts.

### **Corporate VISA card Services and Benefits**

- Cash Advances
- First Checks

Please refer to corporate VISA card Services and Benefits included with the Corporate VISA card information packet issued with new cards.

### **Corporate VISA card Emergency Travel Assistance**

VISA cardholders, immediate family members and business associates may all take advantage of the below special services as long as the cardholder is traveling more than one hundred (100) miles away from his/her place of business.

- Lost or stolen card reporting
- lost luggage assistance
- pre-trip assistance
- prescription assistance and valuable document delivery

Emergency card replacement, medical and referral assistance, legal referral assistance, transportation assistance, ticket replacement, message service, and translation services.

There is no charge to VISA cardholders for use of the VISA Corporate Travel and Emergency Assistance. Please note that VISA Travel and Emergency Assistance provides assistance and referral only. The cardholder is responsible for the cost of any actual medical, legal, transportation, cash advance, or other services or goods provided.

### **Reimbursement for Corporate VISA card Expenses**

Refer to Payment of Travel Expenses, page 27.

**Applications** for corporate VISA cards may be obtained from:

Travel Management, 340 Whitmore Building, 545-0776

- Travel Office, 450 Goodell Building, 545-0806
- Human Resources, 325 Whitmore Building, 545-0862

**TRAVEL AGENCIES**

University business travelers are encouraged to take advantage of the guaranteed lowest airfare and other travel discounts by utilizing the University designated travel agencies for travel arrangements.

**McGregor Travel Management, Inc.**

Located on the third level in the hotel lobby of the Murray D. Lincoln Campus Center, McGregor Travel, Inc. is open to University employees for all business and leisure travel needs, to retired faculty and staff, to non-employees on University business, and to University students.

Main office: (413) 545-1700  
(413) 545-2900  
fax (413) 545-2448  
toll free (800) 786-1203  
toll free (800) 786-5345

Office Hours: 8:00am - 5:00pm M-F

**Carroll Travel**

Located at 15 Cowles Lane in Amherst, Carroll Travel Agency is open to University employees for business and leisure travel needs, to retired faculty and staff, to non-employees on University business, and to University students.

Main office: (413) 256-8931  
(fax) (413) 256-8165  
(800) 895-9741

Office Hours:  
8:00am - 5:00pm M,T,W,F  
8:00am - 7:00pm Thur.  
9:00am - 1:00pm Sat.  
(closed Sat. July-Aug.)

**PASSENGER PROFILES**

To facilitate the reservations process an employee may submit a completed passenger profile form to the designated travel agencies, which will indicate special meal requirements, seat preferences, phone numbers, airline mileage programs, medical considerations and other information specific to each traveler. Forms are available from the designated travel agencies or from Travel Management at 340 Whitmore Building, (413) 545-0776. See Appendix H, page 41, for a sample of a passenger profile form.

## 10 AIR TRAVEL

### DOMESTIC TRAVEL

Domestic air travel is defined as travel within the United States and its territories and possessions (Guam, Puerto Rico, the U.S. Virgin Islands).

Travelers are expected to use the most economical and logical mode of transportation available. This includes incurring no higher expense than the rate for the most direct and logical traveled route (see page 30 for further documentation requirements). More expensive transportation may be used if the traveler pays for the incremental difference over the allowed cost.

### COMMERCIAL AIR TRAVEL

Travelers should take advantage of the University's designated travel agencies when making airline reservations.

- Travelers are expected to book the lowest-priced airfare rates. The University will not reimburse upgrades to Business and First Class seating. Travelers must pay for any incremental differences.
- Since cancellation fees can be substantial once bookings are made, travelers are encouraged to book as far ahead of departure date as possible once travel plans are firm.
- Making airline reservations 21 days in advance and booking over a Saturday night can save up to 70%. Saturday night stay-overs are encouraged when net savings exceed \$50 or more. Travelers must document the savings for Saturday night stay-overs (see page 30 for documentation requirements).

### NON-REFUNDABLE TICKETS/ CANCELLATIONS

- If it is necessary to cancel a trip the traveler should ask the issuing agency or airline about the terms and conditions that apply for future trips.

Penalties imposed as a result of canceling a ticket or fees assessed for reissuing a non-refundable ticket may be reimbursed to the traveler if:

- extenuating circumstances are documented in writing
- approved by the Controller's Office

### LOST/STOLEN AIRLINE TICKETS

Lost or stolen airline tickets are not a reimbursable expense. Travelers should contact the issuing travel agency or airline.

### FEDERALLY FUNDED TRAVEL

Federal regulations prohibit the charging of business class or first class air travel to federally sponsored projects. They also prohibit the inclusion in indirect costs.

- Federally sponsored trips must utilize U.S. flag carriers at the lowest available rates. A letter of justification must be included with the travel expense voucher and submitted to the travel audit section of the traveler's department if other than lowest rates are charged.
- Sponsored project travel should adhere to the Amherst campus travel guidelines unless the sponsor imposes greater restrictions.

For the complete federal travel regulations, please refer to OMB Circular A-21 in Appendix B; page 34.

**UPGRADES**

Upgrading the class of airfare tickets is not an allowable expense reimbursement and therefore not permitted unless the traveler pays the incremental difference. Free upgrades are permitted but must be noted as such on the travel expense voucher.

**FREQUENT FLYER PROGRAMS**

The University will not reimburse for tickets purchased with frequent flyer miles. Frequent flyer mileage programs should not influence the traveler's flight selection or routing.

**CHARTERED AND PRIVATE AIRCRAFT**

The University strongly discourages the use of domestic chartered flights or traveling via a private aircraft (see Travel Insurance, page 23).

**LOST OR EXCESS BAGGAGE**

Please refer to Travel Insurance, page 23.

**AIR TRAVEL PAYMENT PROCEDURES**

- Federal tax on airfare is allowable and reimbursable.
- Changes for re-issuing a non-refundable ticket are reimbursable where properly documented

Refer to Payment of Travel Expense page 27.

**INTERNATIONAL TRAVEL**

International travel is defined as travel outside the United States and its territories and possessions (Guam, Puerto Rico, the U.S. Virgin Islands). University employees must receive appropriate campus approval by the department head/director and the Controller's Office prior to traveling internationally.

**GRANTS & CONTRACTS SPONSORED TRAVEL**

Federal regulations prohibit the charging of business class or first class air travel to federally sponsored projects. They also prohibit charging the indirect costs associated with any rate other than the lowest airfare.

Federally funded trips must utilize U.S. flag carriers at the lowest rates between the United States and a foreign country or between foreign countries. This requirement shall not be compromised by factors of cost, convenience or personal travel preference.

In a case where a U.S. flag domestic carrier is not available, a letter or notation of justification must be included with the travel expense voucher and be submitted to the travel audit section in the traveler's department.

Sponsored project travel must adhere to the Amherst campus travel guidelines set forth in this manual unless the sponsor imposes greater restrictions.

For the complete federal travel regulations please refer to OMB Circular A-21 in Appendix B, page 34.

**UPGRADES ON COMMERCIAL AIR TRAVEL**

Upgrading of airfare tickets is not an allowable expense reimbursement and therefore not permitted unless the traveler pays the incremental difference. Free upgrades are permitted but must be noted as such on the travel expense voucher.

## 12 AIR TRAVEL

### FREQUENT FLYER PROGRAMS

The University will not reimburse tickets purchased with frequent flyer miles. Frequent flyer mileage programs should not influence the traveler's flight selection or routing.

### INTERNATIONAL PER DIEM

The traveler may use a per diem rate to obtain reimbursement for authorized travel outside the United States and its territories and possessions (Guam, Puerto Rico, the U.S. Virgin Islands). The University uses the U.S. Department of Defense Foreign Per Diem rates which cover meals, incidentals, and lodging.

The current federal per diem rate is applicable to international travel and may be used in all cases of international travel unless the traveler chooses to request reimbursement for actual expenses in which case receipts must be submitted with a travel expense voucher. When actual receipts are used, all reasonable expenses shall be reimbursed.

**A traveler must choose either the receipted or the per diem reimbursement method, the two methods cannot be combined.**

If a traveler chooses the per diem rate method and does not want the full amount he/she must indicate the allowable and the actual being requested on the travel expense voucher. The following formula may be used as a guideline.

- ⇒ 1 - 6 hours = 1/4 per diem rate
- ⇒ 7 - 12 hours = 1/2 per diem rate
- ⇒ 13 - 18 hours = 3/4 per diem rate
- ⇒ 19 - 24 hours = full per diem rate

Please contact the Controller's Office for the rates, which are published monthly by the federal government or check the web site:

<http://www.dtic.mil/perdiem/pdrates.html#rates>

### PASSPORTS AND VISAS

Passport and VISA expenses are reimbursable provided they were obtained to travel on University business.

### IMMUNIZATION

Immunization requirements are available from the Centers for Disease Control and Prevention (CDC). Please refer to Appendix F, page 38, for free faxed informational documents or check the web site:

<http://www.cdc.gov/travel/travel.html>

## CONVERTING INTERNATIONAL CURRENCIES

- Travel expense vouchers must be submitted in U.S. Dollars with an explanation and translation of any international receipts and their conversions.
- Travelers must use the currency rates that were in effect when the travel took place. Therefore, currency receipts should be saved and used for converting international currencies back to U.S. dollars on the travel expense voucher form.

**Use of the University Corporate VISA card eliminates the need to calculate international currency conversions and usually reflects favorable exchange rates.**

To convert international currency the following calculation is used:

- International Amount X Exchange Rate = U.S. Dollars
- U.S. Dollars / Exchange Rate = International Amount

Rates may be obtained from the Treasurer's Office, (413)587-2050

- O and A Currency Converter web site:  
[http://www.oanda.com/site/cc\\_index.html](http://www.oanda.com/site/cc_index.html)

## 14 LODGING

The University's policy on lodging takes employee safety into consideration when making allowances for a choice of lodging. Travelers are entitled to accommodations that are suitably located and meet reasonable standards for safety, cleanliness and comfort.

### RESERVATIONS

Travelers are expected to incur the least expense to the University when a selection of rooms and rates are available. The University's designated travel agencies often have preferred rates not always available when reserving a room directly with the hotel.

- Travelers may stay in a standard room, single room rate, at a non-luxury hotel and are encouraged to take advantage of reduced rates by making reservations early.
- Travelers should request the hotel's special rate, such as a government rate or college/university rate.
- Travelers should request and record the hotel reservation number in case of billing disputes and to expedite the check-in process.
- Travelers should be aware of the hotel's late check in procedures. Guaranteed late check in is available when the room is secured with the University Corporate VISA card.
- When traveling to a conference, the University assumes travelers will stay at the hosting hotel even if the rate exceeds a non-luxury hotel rate. If there is a choice of hosting hotels, travelers are expected to stay at the least expensive property.

### HOTEL UPGRADES

Hotel room upgrades are not reimbursable expenses. Travelers may choose to upgrade a room, but the difference in the price of the standard single room rate and the upgrade is the traveler's responsibility.

- Hotel room upgrades must be explained on the travel expense voucher.

### HOTEL CANCELLATIONS

Charges caused by failure to cancel guaranteed reservations are not reimbursable

- Travelers should ask for the hotel's cancellation policy at the time of booking.
- Travelers should request and record the reservation number for future reference such as billing disputes.

### PHONE CALLS AND OTHER PERSONAL EXPENSES

Personal expenses such as in-room movies, video rentals, in-room alcoholic beverages and mini bar services, baby-sitting, room service, and recreational activities are non-reimbursable expenses with exception of certain personal calls.

- Unlimited business related calls are allowed. These calls should be itemized on the travel expense voucher or the original receipt, listing the area code, number called and actual cost (see page 29 for expense reporting and receipt policy).
- Two personal calls of not more than \$10.00 each are allowed, usually for notification of safe arrival and prior to departure. If this policy is exceeded due to an emergency, the traveler must justify the exception on the travel expense voucher. Prior approval must

be received from the Controller's Office and the traveler's department head/director prior to reimbursement.

- If traveling with a guest and occupying a double room, the traveler must indicate the single room rate on the travel expense voucher. If there is a difference between the single and double room rate, the traveler is responsible for the difference.
- Reasonable tips for luggage assistance and housekeeping service are allowed when itemized.
- Taxes on hotel bills are reimbursable.
- Hotel charges itemizing "valet parking" are reimbursable if the traveler is staying at the hotel or attending a conference at the hotel. If the traveler is not staying at the hotel and uses the valet for dinner, the expense is considered personal and is non-reimbursable.
- Expenditures for laundry, barber, and similar items are considered personal expenses and are not reimbursable.

#### **LODGING IN A PRIVATE RESIDENCE**

Occasionally, a traveler on University business may stay in a private home in lieu of commercial accommodations.

- The traveler may submit original receipts for a one-time token of appreciation costing up to \$25 per day, not to exceed a total of \$100 per trip.

- When traveling under a federally sponsored project, the above token of appreciation expense is not allowed.

#### **RENTAL OF A PRIVATE RESIDENCE**

Rental expenses for a private residence are reimbursable when the owner, indicating the amount paid, signs an original receipt. This must accompany the travel expense voucher.

## 16 AUTOMOBILE & OTHER VEHICLE RENTAL

### RENTAL GUIDELINES

The use of rental automobiles such as cars, vans, and mini buses must be justified. Automobiles may only be rented when public transportation and taxis are impractical, more expensive, or not available. The traveler is encouraged to seek the most economical pricing by contacting the University designated travel agencies and/or the Procurement Department for more information on rentals.

### SHORT TERM RENTAL

Short-term automobile rental is a reimbursable expenditure and (less than 10 days) may be charged against a travel expenditure code (see page 31 for expenditure classification codes).

- Travelers will be reimbursed for the rental of a compact, economy, or mid-sized car, unless a specific business, physical, or medical reason, which must be explained on the travel expense voucher, necessitates another class of rental.
- Reimbursable items include the daily rental fee, gasoline charges, tolls, and parking. Note that collision damage waiver insurance is provided at no additional cost when the University's Corporate VISA card is used for payment.
- Non-reimbursable expenses include, but are not limited to, tickets, fines, traffic violations, and car repairs.

### LONG TERM RENTAL

Automobiles rented for more than 10 days must be processed with a purchase order made out to the vendor and shall be charged to the lease rental object code (see page 31 for expenditure classification codes).

### RENTAL AGENCY REQUIREMENTS

Travelers should ask the rental agency about any additional requirements and charges associated with the rental of an automobile. The following are examples of such charges and requirements:

- 25 years minimum age to lease and/or operate a rental automobile.
- Major credit card required for reservation.
- Gasoline charges assessed when an automobile is returned to the agency with less than a full tank.
- Additional surcharges for dropping off the automobile at a different city than the original Airport/City.

### INSURANCE

- Refer to Car Rental Insurance, page 23.

### ACCIDENTS

- Travelers involved in an accident while driving a rental, state, or personal vehicle on approved University business, must complete the *Automobile Loss Notice* form as soon as possible. Forms may be obtained from the University Treasurer's Office, (413) 587-2050.
- If the University Corporate VISA card was used as payment, the operator must report the accident to VISA within twenty (20) calendar days by calling 1-800-VISA 911.

### BUS/MOTOR COACH RENTALS

The University has field trip buses available and contracts for motor coach rentals. Please contact Transit Services for further information, (413) 545-0056.

## PERSONAL AUTOMOBILE 17

### PERSONAL AUTOMOBILE GUIDELINES

The University will reimburse travelers the standard Internal Revenue Service (IRS) mileage allowance, currently \$.325/ mile. This mileage rate covers all automobile expenses such as fuel, maintenance, towing, repairs, tires, depreciation, and insurance.

- In addition to the standard mileage allowance, necessary and reasonable charges for the following automobile-related expenses are allowed: tolls, parking, and fees for ferries, bridges, tunnels, etc.
- Non-reimbursable expenses include: car repairs, traffic violations, fines, and/or citations.
- If two or more employees travel in the same vehicle, only the employee who owns the vehicle can be reimbursed.
- Travelers will be reimbursed for mileage based on the Household Good's Carriers' Bureau Mileage guidelines used by the Controller's Office Travel section. The most direct route is considered the shorter distance from the traveler's home or Amherst to the destination point. If there is a deviation from the rate, justification must be noted on the travel expense voucher.

See Appendix E, page 37, for IRS rate and the Flat Rate Mileage Allowance chart.

### PERSONAL AUTOMOBILE INSURANCE

When using a personal automobile for University business, the registered owner's automobile insurance is the only collision coverage. The University General Liability Insurance is, however, in effect. See Travel Insurance, page 23.

### COMMUTING EXPENSES

Commuting between an employee's home and permanent place of work is not a reimbursable expense.

- If an employee is temporarily relocated at the request of the University, and must travel back to the University for business reasons, actual mileage will be reimbursed based upon the approved mileage rate.

## 18 OTHER TRANSPORTATION

### GROUND TRANSPORTATION

Travelers are expected to travel via the least expensive, most direct, and efficient means available. This includes University-owned vehicles, taxis, limousines, transporter services, and rail service.

- Employees traveling to the same destination should consider sharing ground transportation whenever possible.

### UNIVERSITY-OWNED VEHICLES

- University-owned vehicles shall be used for official business only.
- An operator of a University-owned vehicle shall only transport passengers traveling on official University business.
- A mileage log must be maintained for each University-owned vehicle, identifying the date and purpose of each trip and the beginning and ending odometer reading.
- Reimbursement will be allowed for necessary expenses, such as charges for fuel, oil, garaging, parking fees, toll charges, and reasonable charges for car washing.
- Any operator of a University-owned vehicle must be employed by, or working on behalf of, the University and have a valid driver's license to be covered by the University's Automobile Insurance Policy.

### ACCIDENTS INVOLVING UNIVERSITY-OWNED VEHICLES

Any accident in which a University-owned vehicle is involved must be reported in writing on a *Loss Notice Form* to the Treasurer's Office, (413) 587-2050, as soon as possible (see Appendix K, page 45).

- Travelers are advised to give the other driver the University's insurance company's name and number, Hanover Insurance, (800) 332-2778.

### TAXIS

Receipts for taxis are only required for taxi fares exceeding \$25.00.

### LIMOUSINE/TRANSPORTER SERVICES

- Limousine and transporter services are allowed as reimbursable expenses only if the cost is less than, or equal to, the cost of a customary taxi charge.
- Service for these modes of transportation that exceed the costs of a customary taxi charge are allowed only when justified business reasons preclude the use of more economical modes of transportation.

### RAIL SERVICE

Travelers may use rail service as a means of transportation when convenience and financial savings are achieved.

**PERSONAL MEAL EXPENSES**

The full per diem rate of \$30.00 (\$35 for MA, NYC, DC) is allowed when an employee is traveling for at least 24 hours. One half the per diem rate is allowed when travel status is at least 12 consecutive hours but less than 24 hours.

- The domestic per diem rate includes meals and gratuities.

**CONFERENCE MEALS**

Conferences frequently provide meals to attendees as part of the registration fee.

- The domestic meal per diem rate shall not be reduced when meals are included in the conference registration fee.

**BUSINESS MEAL EXPENSES**

Documentation for business meals must include a statement of business purpose and a list of attendees in order to meet University and IRS guidelines.

- For business meals, original receipts must be submitted with the travel expense voucher.
- Tips included on business meal receipts will be reimbursed. As a general rule, travelers should not tip more than 20% of the bill.

**ALCOHOLIC BEVERAGES**

The use of alcohol for business entertainment purposes is highly discouraged and only allowed in special circumstances.

- Federal regulations prohibit charging alcoholic beverages to sponsored grants and/or contracts.
- Should there be any questions regarding the use of alcoholic beverages for business functions, please contact the Controller's

## 20 PER DIEM

### DOMESTIC MEAL PER DIEM

The full per diem rate of \$30.00 (\$35 for MA, NYC, DC) is allowed when an employee is traveling for at least 24 hours. One half the per diem rate is allowed when travel status is at least 12 consecutive hours but less than 24 hours.

- The domestic per diem rate includes meals and gratuities.

### INTERNATIONAL PER DIEM

Travelers may use a per diem rate or actual expenses to obtain reimbursement for authorized travel outside the United States and its territories and possessions (Guam, Puerto Rico, the U.S. Virgin Islands). The University uses the U.S. Department of Defense Foreign Per Diem rates, which cover meals, incidentals, and lodging.

The current federal per diem rate is applicable to international travel and may be used in all cases of international travel unless the traveler chooses to request reimbursement for actual expenses. In this case, receipts must be submitted with a travel expense voucher. When actual receipts are used, all reasonable expenses shall be reimbursed.

**A traveler must choose either the receipted or the per diem reimbursement method; the two methods cannot be combined.**

If a traveler chooses the per diem rate method and does not want the full amount, he/she must indicate the allowable and the actual being requested on the travel expense voucher. The following formula may be used as a guideline:

- ⇒ 1 - 6 hours = 1/4 per diem rate
- ⇒ 7 - 12 hours = 1/2 per diem rate
- ⇒ 13-18 hours = 3/4 per diem rate
- ⇒ 19-24 hours = full per diem rate

Please contact the Controller's Office for the rates, which are published monthly by the federal government or check out the rates online at:



## **TELECOMMUNICATIONS**

Essential business calls including voice mail access and facsimiles are reimbursable and must be itemized on the travel expense voucher listing the area code, number called and the actual cost.

University employees are encouraged to utilize the University's Telephone Calling Card. The Card provides discounted long distance rates and charges are automatically billed to a University account number as specified by the employee's department. Please contact the Office of Information Technologies at (413) 545-9400.

Non-business calls are considered personal expenses and not reimbursable, with these exceptions:

- Two personal calls of not more than \$10.00 each are allowed to provide notification of safe arrival and to provide information prior to departure.
- In certain situations, such as family emergencies, reimbursement may be requested for additional calls with written justification approved by the Controller's Office and the department head/director.

## 22 MISCELLANEOUS EXPENSE QUICK LIST

### REIMBURSABLE EXPENSES

The following items are examples of reimbursable expenses:

- Air travel booked at lowest available fare (federal tax is reimbursable). Use of University's designated travel agencies is strongly encouraged.
- Lodging for approved business travel in a standard room, single room rate, at a non-luxury hotel including all taxes.
- Meals while on travel status at current per diem rate for domestic travel.
- Mileage for private vehicle use \$.325/mile.
- Reasonable tips for business meals - 20% maximum for housekeeping service, luggage assistance, and taxi, etc.
- Business related telephone calls and faxes. Two personal calls, limited to \$10.00 each, to communicate arrival and departure arrangements. Use of the University issued telephone credit card is recommended.
- Parking and tolls, including airport parking.
- Ground transportation (taxi, bus, subway, airport shuttle, etc.).
- Rental of a compact, economy, or mid-sized automobile.
- Conference registration fees.
- Passport, passport photos, VISA fees for international business travel.
- ATM transaction fees for university Corporate VISA card travel expenses (within established limits).

### NON-REIMBURSABLE EXPENSES

The following items are a representative list of non-reimbursable expenses (not all-inclusive):

- Airline stopover charges or additional rerouting of air flight when made for personal convenience.
- Air travel life insurance; trip cancellation insurance (the University's corporate VISA card provides this coverage).
- Car rental charge over the mid-sized rate unless directed by a specific physical or medical reason.
- Driver's license or renewal fees.
- Actual operating expenses for personal vehicles.
- Traffic or parking violations and fines; court fees.
- Transportation between home and work location.
- Personal expenses i.e., laundry/dry cleaning, toiletries, salons/barbers, city tours, golf fees, country club dues, health and fitness fees, pet care, shoe shine, souvenirs, personal entertainment, baby-sitting, hotel in-room movies and mini-bar services, newspapers, damaged luggage or attaché.
- Articles and/or cash stolen or lost.
- Airphone usage.
- Traveler's check fees & currency exchange fees - these are available at no charge from the designated travel agencies or by using the University's corporate VISA card or corporate checks
- Late fees for University corporate VISA card past due charges.
- Fees for personal credit cards.

### COMMERCIAL GENERAL LIABILITY

The University maintains a Commercial General Liability Insurance policy, which provides liability coverage for employees, volunteers, agents and others while working for or on behalf of the University. The policy limit is \$1,000,000 with a \$5,000 deductible. The coverage can provide protection in cases involving bodily injury, property damage, and personal injury caused by the negligence of an insured while carrying out his or her duties. There are coverage exclusions where certain types of claims are not covered, e.g., discrimination, personal automobile, watercraft, etc.

The coverage is afforded to individuals anywhere in the world. There is no restriction on where injuries or accidents may take place, as long as the suit is brought in the United States. To be covered by the University's policy, individuals on travel status must be working in official capacity at the time of an accident. The facts and nature of the suit will dictate whether coverage will apply.

### UNIVERSITY-OWNED OR LONG-TERM LEASED VEHICLES

The University's automobile insurance policy is primary, i.e.; it provides full value liability and collision insurance. For accidents involving University-owned or long-term leased vehicles used for University business, the driver's personal automobile insurance becomes secondary coverage. The driver will not be responsible for any deductible while the University's primary insurance is in place. The University's insurance policy has a maximum bodily coverage of \$1,000,000. It is possible that these policy limits could be exceeded in extraordinary cases.

If an employee is authorized to use a University-owned vehicle for business purposes and an accident occurs while the employee is using the vehicle for personal business, the University's automobile policy will not provide coverage. The driver's personal automobile insurance would then be the primary coverage. The University's automobile insurance becomes secondary coverage.

### PRIVATE VEHICLES

The University does not provide insurance coverage for employees operating a privately owned vehicle. The owner/driver is solely responsible for automobile insurance coverage. The owner/driver will be responsible for the deductible portion of the owner's/driver's collision coverage.

### CAR RENTAL

The University recommends obtaining Collision Damage Waiver (CDW) insurance when renting an automobile for University business. There are three ways to obtain the CDW:

**1. *Using the University's Corporate VISA card for Car Rental:***

Full value, primary coverage is provided at no charge for most rental cars when the entire rental transaction is made with the University's corporate VISA card. This coverage includes coverage for damage or theft for rentals up to 31 days worldwide. Certain restrictions, limitations and exclusions apply, so please refer to the *VISA Corporate Services and Benefits* notice that was included with the VISA card. For this, free coverage, travelers must decline the car rental company's CDW/LDW coverage.

## 24 TRAVEL INSURANCE

### 2. Using a Purchase Order:

When a traveler rents an automobile in the name of the University, using a University purchase order, the University's insurance will be the primary liability and physical damage coverage. The traveler is not responsible for any deductible.

In this circumstance, the traveler should decline the car rental company's CDW as it unnecessarily duplicates the University's coverage.

### 3. Using a Personal Credit Card:

The traveler should determine if his/her personal credit card provides automatic coverage for CDW. If not, the University strongly recommends purchasing the car rental company's CDW. It is a reimbursable expense.

### PRIVATE AND CHARTERED AIRCRAFT

The University provides accident or aircraft insurance coverage only for travelers who utilize regularly scheduled commercial airlines. Should other aircraft be used in exceptional circumstances:

- The University requires that chartered aircraft owners maintain a minimum of \$1,000,000 per seat in Aviation Liability coverage and that the University is named as an additional insured.
- The same applies if a traveler pilots his/her own or privately owned plane.
- The Controller's office should be contacted prior to finalizing plans regarding the use of private or chartered aircraft.

### ACCIDENT/BAGGAGE INSURANCE

Accident and baggage insurance is provided at no charge by the University's corporate VISA card if travel services are purchased with the Corporate VISA card.

#### TRAVEL ACCIDENT INSURANCE

\$500,000 Common Carrier Travel Accident Insurance is primary coverage, protecting against loss caused by **a)** a common carrier accident, or **b)** an accident occurring on the way to or from the terminal in a common carrier (i.e. taxi, bus, or airport limousine), provided the entire travel fare(s) ticket was charged on the University's corporate VISA card prior to departure for the terminal.

- Please refer to *Corporate VISA card Services and Benefits* included with the Corporate VISA card information packet.

Travel accident insurance applies to the cardholder, his/her spouse, and his/her children while traveling worldwide for business purposes, providing the entire travel fare(s) was purchased with his/her University's Corporate VISA card. Common carrier tickets purchased for fellow employees and tickets acquired with redeemed frequent flyer points or coupons are also covered. This insurance is provided to cardholders and/or Central Travel System (CTS) account users automatically when their entire travel fare(s) is charged to their corporate or CTS account.

***\$1,250 LOST OR STOLEN CHECKED/CARRY-ON BAGGAGE COVERAGE***

Coverage is provided when the common carrier ticket is purchased with the University's Corporate VISA card. The individual will receive reimbursement for the cost of luggage and its contents up to the lesser of **a)** the amount paid to the traveler by the common carrier, or **b)** \$1,250 provided the luggage was checked with the common carrier and lost due to theft or misdirection by the carrier. Reimbursement is made only if the common carrier makes a monetary reimbursement and no other considerations.

Coverage is provided for:

- Checked/carry-on baggage and its contents, bicycles checked as baggage, coats packed in checked baggage, certain personal effects of the Corporate VISA cardholder.

Coverage is not provided for:

- Business contents or effects, umbrellas, hats, coats, cash or its equivalent, credit cards, securities, tickets and documents, contact lenses, artificial teeth and limbs, plants and animals, household effects (items used or displayed in a household not of a personal nature such as silverware, art objects, bedding, and linens), or automobiles, motorcycles, boats or other conveyances.

Coverage for "high risk" items such as jewelry, sporting, photographic, or electronic equipment, computers, and audio/visual equipment is limited to a combined maximum of \$250 per trip.

**Questions concerning the University's travel insurance coverage should be addressed to the University Treasurer's Office, (413) 587-2055.**

**Questions concerning the corporate VISA card travel insurance should be addressed to U.S. BANK VISA, (800) 344-5696.**

## 26 NON-EMPLOYEE TRAVEL

### SPOUSAL/DOMESTIC PARTNER TRAVEL

Travel expenses for an employee's spouse/ domestic partner are not reimbursable except as allowed in specific campus policies such as the University Executive Compensation Policy.

- When an employee traveler and a guest occupy a double room, the single room rate will be reimbursed and must be noted as such on the travel expense voucher.
- Airline mileage and other fares will only be reimbursed at an amount equal to the most economical direct route.

### PROSPECTIVE CANDIDATES

Employees can be reimbursed for incurring travel expenses such as, lodging or airfare on behalf of a perspective candidate/non-employee only when original receipts are attached to the standard invoice. This is due to tax implications.

To provide travel services for a candidate/non-employee, the department may choose from the following:

- Bill travel expenses directly through one of the designated travel agencies.
- Use a purchase order and standard invoice.

If neither of the above are used to provide non-employee travel expenses, the candidate/ non-employee must submit a signed itemized invoice and be reimbursed directly.

### STUDENT TRAVEL

- Graduate students receiving a stipend and individuals on post-doctoral appointments are considered employees under University travel guidelines.
- Undergraduate students are considered non-employees and are reimbursed using a purchase order, paid through a standard invoice with receipts attached.

Graduate students receiving stipends and individuals on post-doctoral appointments may receive a University advance from the Bursar's Office by completing a Bursar's Office advance request form signed by the approving authority and by the Controller's Office.

**POST TRIP REIMBURSEMENTS**

The following applies to the reimbursement process for travelers on University business:

- Expenses must be itemized on the Travel Expense Voucher form with all original receipts attached.
- The department head/approving authority is responsible for auditing the travel expense voucher and for submitting the original voucher and original receipts to the Travel Section of the Controller's Office.
- The travel expense voucher form is available on diskette and may be obtained from the Controller's Office Travel Section.

**CORPORATE VISA CARD BILLING & PAYMENT**

Employees are responsible for prompt payment of their Corporate VISA card bill each month. All Corporate VISA card charges are due and payable within thirty days from the closing date of the billing cycle, the 21<sup>st</sup> of each month.

- Refer to Appendix C, p.35, Corporate VISA card Payment Schedule
- Cardholders who will be away for more than thirty days should contact VISA at (800) 344-5696 (24-hour customer service) or make arrangements to have the bill paid.

For assistance with reimbursement issues, please contact your departmental travel area then if necessary, the Controller's Office Travel Section, (413) 545-0806.

For assistance with Corporate VISA card payments contact:

1. U.S. BANK VISA at (800)-344-5696
2. If necessary, contact the University Travel Management office, (413) 545-0776.

## 28 UNIVERSITY CASH ADVANCE

### CASH ADVANCES

- Travelers are expected to utilize the University Corporate VISA card for all business travel charges. If necessary, cash may be obtained via Automatic Teller Machines (ATM) or Corporate VISA card checks both subject to a 3% transaction fee.
- Cash advances up to \$750/billing cycle may be obtained from Automatic Teller Machines (ATMs) using the corporate VISA card or by writing a VISA FirstCheck. The combination of the two cannot exceed \$750.00 per billing cycle. A fee of 3% of the cash withdrawn from an ATM or Corporate VISA card check amounts will be charged against the traveler's corporate VISA card account. ATMs and FirstChecks should be used only when the VISA Corporate VISA card is not accepted.
- ATM transaction fees will be reimbursed for a maximum cash draw of up to \$50/travel day with a maximum of \$750/(combined with FirstCheck) per billing cycle.
- FirstCheck transaction fees will be reimbursed for checks written for approved travel expenses, usually limited to conference fees, with a maximum of \$750 (combined with ATM cash) per billing cycle.
- Travelers who are arranging extended trips may obtain a University advance from the Bursar's Office, but must complete an authorization/advance request form signed by the approving authority and approved by the Controller's Office.
- In exceptional travel cases where the need for cash exceeds the Bursar's cash advance limit and/or Corporate VISA card ATM limits, travelers may petition the Controller's Office.

- Graduate students receiving stipends and individuals on post-doctoral appointments may receive a University advance from the Bursar's Office by completing a Bursar's Office advance request form signed by the approving authority and by the Controller's Office.
- Travel advances will not be issued more than two weeks prior to the trip date unless a clear cost savings is shown.
- A traveler is not eligible for a cash advance if he/she has an outstanding advance and has not submitted to the Controller's Office Travel Unit a travel expense voucher reconciling the previous cash advance.
- Advances will be deducted from the traveler's paycheck unless settled within ninety (90) days after the trip ends. The traveler must

Note: Travelers in departments that participate in the new **Travel Reimbursement Incentive Program (TRIP)** are expected to utilize the University corporate VISA card for all possible charges. If cash is necessary, it may be obtained via Automatic Teller Machines (ATM) using the corporate VISA card and PIN number. Travelers may also utilize the prepaid airfare and conference fee option. See appendix L page 47.

**TRAVEL EXPENSE VOUCHER COMPLETION & SUBMISSION**

The University strongly recommends that travelers file a *travel expense voucher* form within twenty-four hours of trip completion. These forms are available from the Controller’s office.

Travelers on extended work assignments away from campus should file monthly expense vouchers, at minimum.

**APPROVAL PROCESS**

Travelers must receive the department head’s or approving authority’s signature on the request for payment or *travel expense voucher* form. Travelers may not authorize their own expense reimbursements.

**SIGNATURE DELEGATION**

Authority and responsibility for approval and control of travel by employees rests with the department head/director. In certain circumstances, in the absence of the department head/director, another approving authority may be designated via a signed written document indicating such delegation. Delegating approving authority to anyone below the traveler’s immediate supervisor is not permitted.

**TRAVELER’S CERTIFICATION**

By signing in the certification area on the request for *travel expense voucher* form, travelers certify that the expenses claimed on the expense voucher are allowable, reimbursable travel expenses made under applicable University and campus travel policies and procedures.

If any claimed expenses are subsequently determined by the University to be non-reimbursable

expenses, subject to appeal, travelers will be personally liable for the repayment. Travelers must repay improper reimbursements within fifteen (15) calendar days after receipt of a written notice from the University. Travelers agree to these terms by signing the statement on the travel expense voucher form.

Should repayment not be received by the Controller’s Office within the designated time period, the outstanding amount will be deducted from the traveler’s pay.

**IRS REQUIREMENTS**

**To insure that reimbursements for travel do not become reportable taxable income to travelers, the following procedures are in effect:**

- Reimbursements and advances will be made for University business expenses only.
- Travelers must provide a statement substantiating the amount, time, use, and business purpose of expenses within a reasonable time (not to exceed sixty days) after the expenses are incurred. Original receipts must be attached to travel expense vouchers.
- Travelers, including graduate students on stipends must return any advance amount in excess of substantiated expenses within fifteen days after completion of the trip.

## 30 EXPENSE REPORTING

### REPORTING & RECEIPT REQUIREMENTS

The following information is required on or attached to the traveler expense vouchers:

- The business purpose for the travel
- The itemized amount of each separate expenditure with written clarification for unusual expenditures.
- Original receipts for expenses in excess of \$25 which include the name of the vendor, location, date, and dollar amount.
- When an original canceled check is used as the required document, supporting documentation must be attached to include vendor, location, date, and dollar amount.
- The dates of departure and return for each trip on University business.
- The destination or location (name of city or town) of travel.

### MISSING RECEIPTS

If an original receipt is lost, but a photocopy is available, the photocopy will be accepted only with a written detailed explanation on the expense voucher detailing why the original receipt is unavailable. The explanation must be made in writing, signed by the traveler and the approving authority, and attached to the travel expense voucher.

If an original receipt is lost and a copy is unattainable then the *Missing Receipt Affidavit* form or a memorandum must be completed and signed by the traveler and the approving authority. It must include a complete explanation of the expense and the reason for the missing receipt. See Appendix D, page 32, for a Missing Receipt Affidavit form.

In the event of a missing airline receipt (last page of a ticket stub), an affidavit must be accompanied with a copy of the travel agency's airline ticket copy. All agencies are required by the Airline Reporting Commission to keep copies of tickets issued.

If the traveler is unable to obtain a copy of the airline receipt, a copy of the itinerary and one of the following must be included with the *Missing Receipts Affidavit*:

- credit card charge slip
- record of charge and billing statement
- canceled check or other record of payment

**EXPENSE CLASSIFICATION CODES**

Out of State:

Travel-Domestic	2621
Travel-International	2622
Travel-Airfare	2623
Auto-Domestic	2625
Auto-International	2626

In State:

Travel-Domestic	2641
Auto-Domestic	2645

In State and Out of State

Travel-Hotel/Lodging Registration & Conference Fee	2624  2670
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Long Term Automobile Rental

	6740
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**CONVERTING INTERNATIONAL CURRENCIES**

- Travel expense vouchers must be submitted in U.S. dollars with an explanation and translation of international receipts and their conversions.
- Travelers must use the currency rates that were in effect when the travel took place. Currency receipts should be saved and used for conversion to U. S. dollars on the travel expense voucher form.
- Use of the University’s Corporate VISA card eliminates the need to calculate international currency conversions and usually reflects favorable exchange rates.

To convert international currency the following calculation is used:

- ◆ International Amount X Exchange Rate = U.S. Dollars
- ◆ Dollars / Exchange Rate = International Amount

Rates may be obtained from the:

- Treasurer’s Office, (413) 587-2050.
- O and A Currency Converter Internet address:  
[www.oanda.com/site/cc\\_index.html](http://www.oanda.com/site/cc_index.html)

**Use of the University Corporate VISA card eliminates the need to calculate international currency conversions and usually reflects favorable exchange rates.**

## 32 COMPLIANCE

### COMPLIANCE

- Department heads are responsible for controlling expenses within budgeted amounts. Principal investigators are similarly responsible for controlling expenses within grant and/or sponsored projects.
- Department heads/directors or principal investigators are expected to be diligent in their review of expense reimbursement vouchers for accuracy and for compliance with travel policies and procedures and/or sponsored project travel restrictions.
- Travelers must return any cash advance issued by the University in excess of substantiated expenses within fifteen days after completion of the trip.
- Travelers must repay any improper reimbursements, subject to appeal, which may be identified in an audit review. Travelers must repay improper reimbursements within fifteen (15) calendar days after receipt of a written notice from the University. Should repayment not be received by the Controller's office within the designated time period, the outstanding amount will be deducted from the traveler's pay.
- Traveler's wishing to appeal the audit review finding should contact the campus controller.
- Intentional falsification of expense report documents and/or fraudulent submissions by the traveler may be grounds for termination of employment.
- Travelers utilizing the University Corporate VISA cards are expected to maintain their accounts in good standing to maintain the favorable terms and conditions provided by the Corporate VISA card.

**TRAVEL PROCESSING & RECORD KEEPING****UNIVERSITY OF MASSACHUSETTS****AMHERST****TRAVEL PROCESSING AND RECORD KEEPING SYSTEM**

*Each department shall assign an individual to be responsible for the preparation, initial review, submission, storage, and retention of travel expense vouchers and related documentation.*

**FORM PREPARATION AND INITIAL REVIEW:**

The responsible person within the department shall prepare the appropriate travel expense voucher based on information submitted by the traveler.

Information supplied by the traveler shall be reviewed for compliance with current campus travel guidelines. Associated documentation required by the guidelines shall be reviewed to ensure agreement with the information recorded on the travel expense voucher.

**SUBMISSION OF TRAVEL EXPENSE VOUCHER:**

After the traveler has signed the travel expense voucher and the approving signature has been obtained, the original travel expense voucher, original written authorization, original receipts, and supporting documentation (if required) will be sent to the Travel Unit of the Controller's Office for processing. (A photocopy may be retained in the departmental file.)

The travel expense voucher and the supporting documentation shall be maintained as one package.

**RECORDS STORAGE AND RETENTION:**

Retention of voucher and receipt copies is at the discretion of the department and therefore the length of time they are retained is also a departmental decision. The following may be used as an optional guideline:

**Storage Suggestions**

- The copy of the travel expense voucher and documentation shall be stored in a designated space in a locked steel filing cabinet.
- The preferred method is to maintain travel expense vouchers and documentation in folders filed by traveler's last name and grouped by the fiscal year of processing. This should facilitate timely retrieval and records disposal after the retention period expires.

**OFFICE OF MGMT & BUDGET CIRCULAR A-21****A. GENERAL**

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the institution. Such costs may be charged on an actual basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges, and is in accordance with institution's travel policy and practices consistently applied to institutional travel activities.

**B. LODGING AND SUBSISTENCE**

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, shall be considered reasonable and allowable only to the extent such costs do not exceed charges normally allowed by the institution in its regular operations as a result of an institutional policy and the amounts claimed under sponsored agreements represent reasonable and allocable costs.

**C. COMMERCIAL AIR TRAVEL**

Airfare costs in excess of the lowest available commercial discount airfare, federal government contract airfare (where authorized and available), or customary standard (coach or equivalent) airfare, are unallowable except when such accommodations would:

- require circuitous routing
- require travel during unreasonable hours
- excessively prolong travel
- greatly increase the duration of the flight
- result in increased costs that would offset transportation savings
- offer accommodations not reasonably adequate for the medical needs of the traveler

Where an institution can reasonably demonstrate to the sponsoring agency either the non-availability of discount airfare or government contract airfare for individual trips or, on an overall basis, that it is the institution's practice to make routine use of such airfare, specific determinations of non-availability will generally not be questioned by the government, unless a pattern of avoidance is detected. However, in order for airfare costs in excess of the customary commercial airfare to be allowable, e.g., use of first-class airfare, the institution must justify and document on a case-by-case basis the applicable condition(s) set forth above.

**D. AIR TRAVEL BY OTHER THAN COMMERCIAL CARRIER**

"Costs of travel by institution-owned, -leased, or -chartered aircraft," as used in this paragraph, includes the cost of lease, charter, operation (including personnel costs), maintenance, depreciation, insurance, and other related costs. Costs of travel via institution-owned, -leased, or -chartered aircraft shall not exceed the cost of allowable commercial air travel, as provided for in section c. above.

Source: Federal Grants Management Handbook

**CORPORATE VISA CARD PAYMENT****CORPORATE VISA CARD BILLING CYCLE**

- billing cycle closing date — 21st of month
- bill received by cardholder — 26th of month (subject to mailing and distribution)
- payment due to U.S. BANK VISA by 21st of the following month

**LATE PAYMENTS & FEES**

- At 30 days past due, reminder printed on account statement.
- At 60 days past due, 2.5% (minimum of \$2.00) late fee added to unpaid past due balance; Corporate VISA card account is suspended on 61st day; University is notified; if unpaid past due balance payment is received before the next billing cycle closing date, account is automatically reactivated.
- At 90 days past due, 2.5% (minimum of \$2.00) late fee added to unpaid past due balance; Corporate VISA card account is canceled; University is notified; cardholder must contact Travel Management at 413/545-0776 to request a re-open of account. Note: entire account balance must be paid in full before requesting a re-open. Re-open of account is subject to review by U.S. BANK VISA.

MISSING RECEIPT AFFIDAVIT



UNIVERSITY OF MASSACHUSETTS/AMHERST

MISSING RECEIPT AFFIDAVIT

I certify that each ticket stub or other receipt described below, was lost or not obtained and that I have been unable to obtain a duplicate from the provider of goods or services for which payment was made. It has not nor will not be submitted for reimbursement to the University of Massachusetts or any other organization.

DETAILED DESCRIPTION OF MISSING RECEIPT(S)

AMOUNT

\_\_\_\_\_  
Date

\_\_\_\_\_  
Traveler's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approving Authority Signature

**IRS RATE & FLAT RATE MILEAGE ALLOWANCE**

**INTERNAL REVENUE SERVICE  
MILEAGE RATE**

The University uses the IRS mileage rate, which is \$0.325/mile and covers all automobile expenses such as fuel, maintenance, towing, repairs, tires, depreciation, and insurance.

**SELECTED ROUND TRIP MILEAGE  
RATES CALCULATED AT \$0.325/MILE**

<i>AMHERST TO:</i>	MASS PIKE EXIT (Excluding Tolls)	
ASHLAND	EXIT 12	\$ 45.50
AUBURN/WORCESTER	EXIT 10	\$ 43.88
BARNSTABLE	EXIT 15	\$ 50.38
	EXIT 11A	\$ 97.50
BOSTON AREA	EXIT 14	\$ 55.25
	EXIT 15	\$ 65.00
BRADLEY/HARTFORD		\$ 32.50
DARTMOUTH	EXIT 11A	\$ 78.00
DIGHTON	EXIT 11A	\$ 74.75
E. WAREHAM	EXIT 11A	\$ 81.90
FITCHBURG		\$ 40.63
GREENFIELD		\$ 11.38
GLOUCESTER	EXIT 15	\$ 78.00
	EXIT 14	\$ 76.38
HANSON	EXIT 11A	\$ 69.88
HOLYOKE		\$ 9.75
LOWELL		\$ 56.88
NEW BEDFORD	EXIT 11A	\$ 76.38
NORTH ADAMS		\$ 43.88
NORTHAMPTON		\$ 4.88
PITTSFIELD		\$ 47.13
ROCKPORT	EXIT 15	\$ 79.63
SPRINGFIELD		\$ 14.63
WALPOLE	EXIT 13	\$ 58.50
WALTHAM		\$ 53.63
WESTFIELD		\$ 16.25
WESTHAMPTON		\$ 6.50
WOODSHOLE	EXIT 11A	\$ 97.60

**MASSACHUSETTS TURNPIKE  
TOLL SCHEDULE  
Eastbound from Palmer Exit 8**

**AS OF: 05/1996**

Amount	INTERCHANGE	#
	PALMER	8
\$0.55	STURBRIDGE/I-84	9
\$1.00	AUBURN/WORCESTER	10
\$1.15	MILBURY/WORCESTER	11
\$1.55	WESTBOROUGH/I-495	11a
\$1.60	FRAMINGHAM	12
\$1.75	NATICK	13
\$2.10	WESTON/RT.128/I-95	14
\$2.50	NEWTON/BOSTON	15

**CDC FAX INFORMATION SERVICE**

PAGE 1 OF 2



**CDC FAX INFORMATION SERVICE  
INTERNATIONAL TRAVEL DIRECTORY**

To receive a document dial **404-332-4565** and follow the prompts. Below are the documents you need for international travel. If you know which country you are traveling to but are not sure which region to request, request document #220000. **The six digit document number is to the left**

**of the title. The number of pages is given immediately after the title, "- 2" = 2 pages. The [ ] represent the date the document was last reviewed. All documents are updated as necessary.**

**Reference Documents:**

- |  |   |
|--|---|
| <b>220022</b> Biweekly HIIT Summary (Blue Sheet) -1  | <b>220003</b> Vaccine Recommendations -   |
| <b>240000</b> Overall Immunization schedule (Child-hood vaccines) - 1                          | <u>Health-Care Provider Information</u> - 6   |
| <b>220001</b> Vaccine Recommendations - Infants & Children <u>less than 2 Years of Age</u> - 2 | <b>220004</b> <u>Traveler's Diarrhea &amp; Food and Water Precautions</u> - 2         |
| <b>220002</b> Vaccine Recommendations - <u>2 years of Age and Older</u> - 2                    | <b>220005</b> <u>Comprehensive Yellow Fever Vaccination Requirements</u> - 6          |
| <b>510051</b> Cruise Ship Sanitation Inspections - 2   | <b>220006</b> <u>Spacing of Immunobiologics - Health-Care Provider Information</u> -3 |

**Disease Risk and Prevention Information by Region:**

- |  |  |
|--|--|
| <b>220000</b> Specific Countries Within Regions -3   |  |
| <b>220100</b> North Africa -9 [10/31/95]             | <b>220190</b> East Asia -8 [11/28/95]  |
| <b>220110</b> West Africa -9 [11/28/95]              | <b>220200</b> Southeast Asia -9 [11/28/95]   |
| <b>220120</b> Central Africa -9 [05/01/96]           | <b>220210</b> Australia & South Pacific -7 [11/28/95]  |
| <b>220130</b> East Africa -10 [11/28/95]             | <b>220220</b> Indian Subcontinent -8 [11/28/95]  |
| <b>220140</b> Southern Africa -9 [11/28/95]          | <b>220230</b> Middle East -8 [11/28/95]  |
| <b>220150</b> Caribbean -10 [10/25/95]               | <b>220240</b> Eastern Europe and the New Independent States of the former Soviet Union -7 [10/31/95] |
| <b>220160</b> Mexico & Central America -9 [11/28/95] | <b>220250</b> Western Europe -6 [10/31/95]   |
| <b>220170</b> Tropical South America -10 [11/28/95]  |  |
| <b>220180</b> Temperate South America -7 [10/25/95]  |  |

**Disease Outbreak Bulletins:**

- |  |  |
|--|--|
| <b>221001</b> Kenya: Meningococcal Disease -1        | <b>221006</b> New Independent States of the former Soviet Union: Diphtheria -1 |
| <b>221002</b> Latin America: Cholera -1              | <b>221013</b> Nicaragua: Outbreak Investigation - 3                            |
| <b>221004</b> Tanzania & Burundi: Mening. Disease -1 |  |

**Additional Information:**

- |  |  |
|--|--|
| <b>221010</b> Prescription Drugs for Malaria -3      | <b>221080</b> Spraying of Aircraft for Insects -1    |
| <b>221011</b> Malaria: General Information -1        | <b>221090</b> Tuberculosis Risk on Aircraft -1       |
| <b>221012</b> Malaria Info: Pregnancy and Children-1 | <b>221100</b> Hepatitis A Vaccine/Immune Globulin -4 |
| <b>221030</b> Dengue Fever -1                        | <b>221120</b> Cholera Information -3                 |
| <b>221040</b> Yellow Fever Disease & Vaccine -2      | <b>351601</b> Japanese Encephalitis Info -2          |
| <b>221050</b> Other Insect Diseases -2               | <b>361502</b> Rabies Information -1                  |
| <b>221070</b> HIV/AIDS Information -2                |  |

**CDC FAX SYSTEM INSTRUCTIONS****- General Information**

CDC Fax Information Service is an automated system designed to help callers retrieve health information easily and quickly. This service is available 24 hours a day, year round.

The CDC Fax Information documents are grouped by topic and listed on directories. Each document has a reference number for easy access.

**- Fax Machine Availability**

- To use the Fax Information System you must have access to a FAX machine, and know its FAX telephone number. The fax machine must be turned on and available for transmission.

**- Instructions for use.**

- To receive a document call **404-332-4565**.
- To enter document numbers, choose option 1. When requested, enter the six digit document number followed by the # key. The system repeats the document number for verification.
- Then, the system gives you the option of:
  - (1) to enter your fax telephone number, press 1,
  - (2) to request additional document numbers, press 2, or
  - (3) to correct a mis-entered document number, press the \* key.

**- Requesting Multiple Documents (PLEASE LISTEN TO AND FOLLOW THE PROMPTS)**

- To enter more than one document number: (1) enter the first document number followed by the # key; (2) listen as the system repeats your entry; (3) if correct, press 2; (4) then, the system asks you to enter another document number. You may repeat this process up to four times for a total of five documents.

**- Entering Fax Telephone Number**

- When entering your FAX telephone number include your Area Code plus telephone number (10 digits) and then the # key. The system will repeat it for your verification, and you must validate your fax telephone number by responding to the question "If correct, press 1".

**Document Delivery**

- The Fax system will make 5 attempts to deliver the document. After each attempt the FAX system waits 5 minutes, then inserts the request at the bottom of the queue. After the fifth attempt, the request is dropped and does not transmit. If you do not receive your Fax in a reasonable amount of time, check to see if your fax machine is on and available for transmission.

**IDENTIFIED PROBLEMS:**

- **Fax machine is busy.** Some callers make an immediate second call into the system and order additional documents before their fax machine has finished receiving the documents requested in the first call. Transmission time is about one minute per page. Before calling and requesting a second set of documents, make sure you have received the first set, otherwise your fax line will be busy receiving the initial request.
- **Caller is not using a tone generating telephone set.** All numbers and the # key must generate a tone when pressed. Some phones [ATT Merlin™] require you to press the # key twice to generate a tone.
- **"Tone" and "pulse" telephone sets.** Some telephone sets allow you to switch between "Tone" and "Pulse". If you do not have "Touch-tone Service", you can set your phone to "pulse" and call the system. When the system answers, switch you phone to "tone". You should be able to enter your request.
- **Fax telephone number is incorrect.** Please listen while the system repeats the fax telephone number you entered; to re-enter an mis-keyed fax telephone number, press 2.

June 2, 1994

# U.S. BANK Corporate VISA CARD APPLICATION

## EMPLOYEE APPLICANT INFORMATION

Please print or type:

\_\_\_\_\_  
 Last Name    First Name    Middle Initial

\_\_\_\_\_  
 Department Name    Room/Building    Business Phone

\_\_\_\_\_  
 City

\_\_\_\_\_  
 State

\_\_\_\_\_  
 Zip

\_\_\_\_\_  
 Social Security Number

( ) \_\_\_\_\_  
 Home Phone

Foreign Traveler? Yes  No

For Office Use Only

50-  
 OU Number

## EMPLOYEE UNDERSTANDING/SIGNATURE

In using this card, Employee Applicant understands that it is to be used for business charges only and that Employee Applicant is totally responsible and liable for all expenses charged to the card. Employee Applicant understands and acknowledges that payment is due to U.S. BANK upon receipt of the statement. Employee Applicant further understands that if he/she fails to pay U.S. BANK for all undisputed charges his/her card will be permanently canceled.

Employee Applicant requests that he/she be issued a U.S. BANK VISA Corporate VISA card. U.S. BANK may obtain credit information concerning Employee Applicant for the sole purpose of issuance, renewal, and/or replacement of the U.S. BANK VISA Corporate VISA card. In consideration of this issuance and the use of the U.S. BANK VISA Corporate VISA card, the Employee Applicant agrees to be bound by the U.S. BANK Corporate VISA cardholder Agreement accompanying the card, as amended by U.S. BANK from time to time, for all charges incurred by the use of the card or the related account. Creditor is U.S. BANK of South Dakota (National Association).

\_\_\_\_\_  
 Signature of Employee Applicant/Date

**Your U.S. BANK VISA Corporate VISA card will be mailed within 7-10 days following the receipt of your application. You will be contacted when your card is available. Unless otherwise instructed, please return this application to the Corporate VISA card Program Administrator, Campus Services at 340 Whitmore. Thank you.**

PASSENGER PROFILE

PAGE 1 OF 2

UNIVERSITY OF MASSACHUSETTS TRAVELER PROFILE  
CONFIDENTIAL EMPLOYEE INFORMATION

Dear University of Massachusetts Traveler:

The information requested below will make it possible for the University's designated travel agencies to process your reservations faster and more efficiently. It will remain confidential and will be stored in the agencies' computers; thus they will not have to ask you to repeat these details every time you call. Please complete this form and return it to: Travel Administration, Room 336 Whitmore Building. PLEASE PRINT OR TYPE ALL INFORMATION. Thank you!

<b>NAME</b> Last:                      First:                      Middle:	<b>TITLE</b>
<b>DEPARTMENT</b>	PERSON WHO ARRANGES YOUR TRAVEL
<b>HOME ADDRESS</b> Street City                                      State      Zip Phone	<b>CAMPUS ADDRESS</b> Building Room Phone                                      Fax
<p style="text-align: center;"><b><u>DELIVERY OF TICKETS</u></b> How would you prefer to receive your tickets?</p> <input type="checkbox"/> Delivered on campus (all agencies) <input type="checkbox"/> Pick up at Campus Center agency <i>(for McGreor reservations only)</i> <input type="checkbox"/> Mailed to home (all agencies) <input type="checkbox"/> Pickup at Amherst office <i>(for Carroll Travel reservations only)</i>	
<p style="text-align: center;"><b><u>AIRLINE INFORMATION</u></b></p> Seat Selection                                      Class of Travel <input type="checkbox"/> Aisle <input type="checkbox"/> Window <input type="checkbox"/> First <input type="checkbox"/> Coach <input type="checkbox"/> Smoking <input type="checkbox"/> Non-smoking                                      Business	
<p style="text-align: center;"><b><u>DIETARY REQUIREMENTS</u></b></p> Kosher      Diabetic      Vegetarian      Low Cholesterol      Low calorie      Salt free	
<p style="text-align: center;"><b><u>MILEAGE BONUS PROGRAMS</u></b></p> Name of program                                      ID# Name of program                                      ID# Name of program                                      ID# Name of program                                      ID#	

**PASSENGER PROFILE**

**PAGE 2 OF 2**

<u>HOTEL PREFERENCE</u>		
1.		
2.		
3.		
<u>CAR RENTAL PREFERENCE</u>		
1.		
2.		
3.		
<u>CREDIT CARD INFORMATION</u>		
<u>Card Name</u>	<u>Card Number</u>	<u>Expiration Date</u>
Traveler's authorization for credit cards		
Signature		Date
<u>PASSPORT INFORMATION</u>		
Passport number	Expiration date	Place of issue
Date of issue	Date of birth	Place of birth
<u>SPECIAL TRAVEL REQUIREMENTS</u>		

University Designated Travel Agencies

Carroll Travel /American Express  
15 Cowles Lane  
Amherst, MA 01002  
413-256-8931  
800-446-5580  
FAX 413-256-8165  
Annette Larareo, Manager

McGregor Travel at the Campus Center  
Campus Center Hotel Lobby  
UMass Amherst  
413-545-1700 or 2900  
800-786-1203  
FAX 413-545-2448  
Bev Johnson, Manager

## TOLL FREE NUMBERS

### AIRLINES

American	(800) 433-7300
Continental	(800) 525-0280
Delta	(800) 221-1212
TWA	(800) 221-2000
United	(800) 241-6522
USAir	(800) 428-4322

### HOTELS

Best Western	(800) 528-1234
Comfort Inns	(800) 221-2222
Courtyard	(800) 321-2211
Days Inn	(800) 325-2525
Holiday Inn	(800) 465-4329
Howard Johnson	(800) 654-2000
Marriott	(800) 228-9290
Quality (800) 221-2222	
Radisson	(800) 333-3333
Ramada	(800) 228-2828
Sheraton	(800) 325-3535

### CAR RENTALS

Alamo	(800) 327-9633
Avis	(800) 331-1212
Budget	(800) 527-0700
Hertz	(800) 654-3131
National	(800) 227-7368
Thrifty	(800) 367-2277

### CORPORATE VISA CARD

24 hour customer service	(800) 344-5696
24 hour emergency travel assistance	(800) VISA-911
	(800) 847-2911
International	(410) 581-9994
	(collect calls accepted)

### DESIGNATED TRAVEL AGENCIES




<b>Carroll Travel</b>	(800) 895-9741
<b>McGregor Travel</b>	(800) 786-1203





**LOSS NOTICE FORM**

PAGE 2 OF 2

 <b>Insured Vehicle</b>		
Veh. No.	Year, Make, Model:	V.I.N. (Vehicle Identification):
		Plate No.:
Owner's Name & Address:		Phone No.:
Driver's Name & Address (Check if same as owner):		Residence Phone No:
		Business Phone No:
Relation to Insured (Employee, Family, etc.):	Date of Birth:	Driver's License No.:
	Purpose of Use:	Used with Permission?
Describe Damage:		Est. Amount \$:
		Other Ins. on Vehicle:
Where Can Vehicle Be Seen:		When:
 <b>Property Damaged</b>		
Describe Property (if auto, year, make, model, plate no.):		Other Veh/Prop. Ins?
		Company or Agency Name & Policy No.:
Owner's Name & Address:		Business Phone:
		Residence Phone:
Other Driver's Name & Address (check if same as owner):		Business Phone:
		Residence Phone:
Describe Damage		Estimate Amount \$:
		Where Can Damage Be Seen?
 <b>Injured</b>		
Name & Address:		Phone No:
		PED./Ins. Veh./Other Veh.:
		Age:
Extent of Injury:		
Witnesses or Passengers		

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Travel Reimbursement Incentive Program Appendix****Travel Reimbursement Incentive Program**  
**(TRIP)**

**This section applies only to departments that have completed the requirements for the Travel Reimbursement Incentive Program**

**Travel Reimbursement Incentive Program Appendix**

**TRAVEL REIMBURSEMENT INCENTIVE PROGRAM SUMMARY**

	<b>What</b>	<b>Who approves</b>	<b>Why</b>
<b>Pre-Trip</b>	<b>PRIOR AUTHORIZATION</b>	Department Head / PI	<ul style="list-style-type: none"> <li>•Funds are available</li> <li>•Trip is business related</li> <li>•Traveler may be absent from campus</li> </ul>
	<b>PRE-TRIP PAYMENT AIRFARE AND CONFERENCE</b> A. Reimburse Traveler or B. Direct Pay Corporate Card	Department Head / PI	<ul style="list-style-type: none"> <li>•Arrangements made three or more weeks before trip</li> </ul>
<b>Trip</b>	<b>CASH via Corporate Card</b>	ATM	
<b>Post-Trip</b>	<b>POST-TRIP PAYMENT</b>	Department Head/PI	<ul style="list-style-type: none"> <li>•Funds are available</li> <li>•Expenses incurred while on university business</li> <li>•Reported expenses are in accordance with policies and guidelines</li> </ul>

**TRAVEL REIMBURSEMENT INCENTIVE PROGRAM APPENDIX**

**UNIVERSITY CASH ADVANCE**

Travelers are expected to utilize the University corporate VISA card for all travel charges. If cash is necessary, it may be obtained via Automatic Teller Machines (ATMs) using the corporate VISA card and PIN number.

- Travelers who are planning extended trips may obtain a University advance from the Bursar's Office, but only in exceptional cases where the University corporate VISA card is not accepted or where the ATM limits would be exceeded. In these cases, a travel authorization/advance request form, signed by the approving authority and approved by the Controller's Office, may be completed to receive an advance from the Bursar's Office.
- Travelers should contact Travel Management at 413/545-0776 about the possibility of extending corporate card cash advance limits.

**PREPAID AIRFARE TICKETS & CONFERENCE FEES**

Travelers who prepay airfare on the University's corporate VISA card or who prepay conference fees may use one of the following reimbursement methods:

1. **AIRFARE REIMBURSEMENT TO THE TRAVELER**

A traveler may request reimbursement for airline tickets purchased prior to the trip date, provided the airfare was charged to the University's corporate VISA card. For reimbursement, a travel expense voucher must be submitted to the Controller's Office with the corporate card billing statement attached showing the airfare transaction and a copy of the written authorization

2. **CONFERENCE FEE REIMBURSEMENT TO THE TRAVELER**

A traveler may request reimbursement for conference registration fees paid prior to the trip date. For reimbursement, a travel expense voucher must be submitted to the Controller's Office showing the conference fee paid with an original receipt from the conference, indicating the dollar amount paid, attached to the travel expense voucher and a copy of the written authorization.

3. **DIRECT PAY TO THE CORPORATE VISA CARD**  
(Anticipated implementation Spring 1998)

- Travelers may opt to have the University directly pay all or a portion of their travel reimbursement to their University corporate VISA card account by filling in the desired amount in the appropriate box on the Travel Expense Voucher.
- The University will make payments to U.S. BANK VISA on the 20th of each month to individual corporate card accounts provided the traveler submits a Travel Expense Voucher to the Travel Section of the Controller's Office by the 12th of the month. Note the billing cycle for corporate card accounts closes on the 21st of the month.
- Corporate card payments are made by the University once per month.

TRAVEL REIMBURSEMENT INCENTIVE PROGRAM APPENDIX

TRAVEL EXPENSE VOUCHER

EMPLOYEE TRAVEL

UNIVERSITY OF  
Massachusetts

A M H E R S T

TRIP	DEPARTURE	RETURN
DATE		
TIME		

EMPLOYEE NAME	HOME ADDRESS (Complete only if new address or 1st time traveler)	EMPLOYEE CODE

DESTINATION

PURPOSE OF TRIP

DEPARTMENT
PHONE
EMAIL

ITEMIZED PRE-TRIP EXPENSES	REGISTRATION	AIR FARE	TOTAL EXPENSES
DATE DESCRIPTION			
OBJECT CODE	2670	2623	
ACCOUNT NO.			

TRAVELER'S CERTIFICATION: I hereby certify under penalty of perjury that the above amounts as itemized are true and correct, were incurred by me during necessary travel in the service of the University and conform fully with travel rules and regulations. I authorize the University to deduct from my pay an amount equal to any outstanding improper reimbursements in the event that campus Controller's Office does not receive repayment of such reimbursements from me within fifteen calendar days after my receipt of said notice and demand.

SIGNATURE: DATE:

PLEASE CREDIT MY UNIVERSITY CORPORATE CARD =

**CERTIFIED PREPARER**  
DATE SIGNATURE PRINTED NAME  
**DEPARTMENT HEAD**  
DATE SIGNATURE PRINTED NAME  
**PRINCIPAL INVESTIGATOR** (If neither the traveler nor the approving authority)  
DATE SIGNATURE PRINTED NAME

PRE TRIP

SUMMARY POST TRIP EXPENSES (FROM PAGE TWO)	MILEAGE & TOLL ALLOWANCE	MEAL PER DIEM	REGISTRATION	AIR FARE	HOTEL & LODGING	OTHER TRAVEL EXPENSES	BUSINESS EXPENSES	TOTAL EXPENSES
TOTAL TO BE REIMBURSED	2625	2621	2670	2623	2624	2621	3421	
ACCOUNT NO.								

\* Instate 2641 2645 \*\* Out of State 2621 2625  
\*\*\* International 2622 2626

TRAVELER'S CERTIFICATION: I hereby certify under penalty of perjury that the above amounts as itemized are true and correct, were incurred by me during necessary travel in the service of the University and conform fully with travel rules and regulations. I authorize the University to deduct from my pay an amount equal to any outstanding improper reimbursements in the event that campus Controller's Office does not receive repayment of such reimbursements from me within fifteen calendar days after my receipt of said notice and demand.

SIGNATURE: DATE:

PLEASE CREDIT MY UNIVERSITY CORPORATE CARD =

**CERTIFIED PREPARER**  
DATE SIGNATURE PRINTED NAME  
**DEPARTMENT HEAD**  
DATE SIGNATURE PRINTED NAME  
**PRINCIPAL INVESTIGATOR** (If neither the traveler nor the approving authority)  
DATE SIGNATURE PRINTED NAME

POST TRIP



