



Kutztown University Policy A&F-018

Travel Expense Regulations

A. Purpose

This policy outlines allowable travel costs, rates of reimbursement, and other guidelines as they pertain to expenses incurred while traveling on official University business. This policy consolidates the travel rules contained in the Board of Governor's Travel Policies, State Management and Comptroller Directives, as well as Collective Bargaining Agreement rules.

B. Scope

This policy is applicable to all employees of the University, students, and official University volunteers who travel on official University business.

C. Definitions

American Plan - Refers to the arrangement made at a convention or conference when the room, board, and/or conference fee are all included as part of the fees offered by the host establishment.

Coalition Bargaining Unit - For the purposes of this policy only, a coalition bargaining unit employee includes AFSCME, OPEIU (Nurses), and SPFPA (Police.) This unit also includes any students as well as official University volunteers who have been authorized to travel on official University business and have been approved for expense reimbursement.

Overnight Travel Status -Employees are considered to be in overnight status only if they are traveling on approved official business away from both residence and the University and they stop to obtain lodging and sleep and not merely to obtain rest or a meal.

Symbols -The following symbols have been used in the policy text to differentiate what source was referenced in a particular sentence(s) or paragraph(s). Please refer to this key when these symbols are utilized.

[.....] = Board of Governors' Policy 1986-07

^.....^ = Management Directive 230.10 as amended

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+.....+ = Board of Governors' Policy 1986-07, University Policy also applies to Coalition Bargaining Unit employees

{.....} = Management Directive 230.10 as amended/Board of Governors' Policy 1986-07

..... = Management Directive 230.10 as amended/University Policy also applies to Non-Coalition Bargaining Unit employees

#.....# = APSCUF/SSHE Collective Bargaining Agreement

<.....> = SCUPA/SSHE Collective Bargaining Agreement

~.....~ = AFSCME/SSHE Collective Bargaining Agreement

D. Policy

- **Authorization**

+Reimbursement to employees for official travel shall be made on the basis of authorized travel expense forms.+ Travel expense forms **must be** signed by the employee and by the employee's supervisor **prior** to the occurrence of the travel, listing estimated expense amounts for each line item. When submitting the travel expense form after the trip with actual expended amounts, the employee's supervisor must sign the form **if** any estimated line item amounts were exceeded by more than 10% or if the total estimated amount was exceeded. If claimed expenses fall within the line item estimates, the travel expense form need only be signed by the employee when claiming actual expenses.

Exceptions

1.) Employees who make frequent day trips may use a travel expense log when claiming travel expenses in lieu of the travel expense form. The University President utilizes the President's travel form when claiming travel expenses.

2.) In extraordinary circumstances, employees may be reimbursed for official travel without submitting a listing of estimated costs. In order to claim reimbursement, the employee must submit a properly completed travel expense form listing actual expenses (with applicable receipts). The employee must obtain his/her supervisor's signature on the form. If the reimbursement is \$100 or more, the form must also be signed by the divisional Vice President and the President. Employees are strongly urged to receive approval of estimated amounts prior to traveling to ensure funds availability.

The Provost or his designee must approve all international travel in advance.

Rates of Reimbursement

- **Personal Automobile**

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{The distance from the employee's residence to the travel site, or the distance from the University to the travel site, whichever is shortest, will be used to compute mileage. Employees shall be reimbursed at the rate established by the chancellor or collective bargaining agreement. Any employee traveling as a passenger in a personal automobile is not entitled to mileage reimbursement.} Mileage distances from the University to selected travel locations are listed in the following link: <https://www.kutztown.edu/about-ku/administrative-offices/financial-and-business-services/accounts-payable/travel-expenses/mileage-and-reimbursement-rates.html>.

- **Commercial Transportation**

{The most economical means available, including automobile rentals, should be used consistent with the purpose and constraints of the travel purpose. A receipt is required for reimbursement if the cost of the transportation is greater than the miscellaneous receipt amount established by the chancellor.} *Rental car selection is limited to compact or intermediate unless a larger car can be justified. Liability insurance supplemental, personal accident insurance, safe trip insurance, and personal effects coverage are **NOT** reimbursable.*

Employees are not permitted to use, for personal travel, frequent flyer miles or credits of any other kind obtained as a result of State System paid travel regardless of funding source. However, employees may use such credits on other State System business travel. An employee may not be compensated or reimbursed for using credits obtained as a result of personal travel to obtain tickets for official State System travel. Employees must take adequate precautions to segregate credits obtained from State System travel from credits obtained from personal travel.

- **Overnight Lodging**

{Lodging costs are limited to the rate established by the chancellor. An itemized lodging bill/receipt is required for reimbursement.}

Exceptions

- 1.) {When lodging cannot be located with a reasonable effort within the maximums listed above.}
- 2.) {When employees must stay in a specific hotel or motel where their presence is required by the nature of the official business. This includes staying at a host establishment while attending a conference or convention on official business.}
- 3.) +The President and University Vice Presidents are not subject to the maximum rates herein prescribed and are eligible for reimbursement for actual lodging expenses associated with official travel.+

- **Subsistence**

The allowances for subsistence do not require receipts unless specifically stated. However, they are not flat allowances and only amounts actually expended may be claimed. Alcoholic beverages are strictly prohibited from reimbursement. Subsistence shall be paid as follows:

- 1.) **Overnight Travel Status**

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Employees in overnight travel status may be paid for the actual cost of meals and other subsistence expenses, up to maximum rates established by the chancellor or collective bargaining agreement. The subsistence rate shall cover meals, tips, tax, and all other expenses not specifically addressed in this policy, for each 24-hour period spent in a continuous overnight travel status. The travel period begins at any time of day or night that the employee leaves headquarters or residence to embark upon overnight travel on official business. The chancellor may set separate subsistence rates for high cost areas.

Tips on meals are suggested to be 15% of the total bill.

Exceptions

1.) {Increased subsistence allowances are available in out-of-state and foreign locations designated as high cost areas.} These listings are found in this link:

<https://www.kutztown.edu/about-ku/administrative-offices/financial-and-business-services/accounts-payable/travel-expenses/mileage-and-reimbursement-rates.html>

2.) +The President and University Vice Presidents are not subject to the maximum rates herein prescribed and are eligible for reimbursement for actual subsistence expenses associated with official travel.+

3.) [Employees in overnight travel status while attending breakfast, luncheon, or dinner meetings and seminars or conventions, at which meals are provided and included in the registration fee shall have their total per diem claims reduced by the following percentages for meals provided at such meetings: breakfast 21%, lunch 21%, and dinner 58%. Claims for meal expenses will be allowed under the American Plan when contracted for at the minimum rate when incurred by employees residing at a host establishment while attending a conference or convention on official business.]

4.) [(**Non-Coalition Bargaining Unit Employees Only**) For overnight travel not part of a full 24-hour period, the subsistence rates shall be prorated (rounded to the nearest dollar) as follows:

less than 3 hours -	0%
3 hours to less than 6 hours -	25%
6 hours to less than 15 hours -	62.5%
15 hours to less than 24 hours -	100%]

5.) ^(**Coalition Bargaining Unit Employees Only**) For overnight travel not part of a full 24-hour period, the subsistence rate shall be prorated (rounded to the nearest dollar) as follows:

less than 3 hours -	0%
3 hours to less than 9 hours -	25%
9 hours to less than 15 hours -	50%
15 hours to less than 21 hours -	75%
21 hours to less than 24 hours -	100% ^

- **Non-overnight Travel Status**

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{An employee who works more than two hours before the normal start of the work day or past the scheduled quitting time in non-overnight travel status is reimbursed for the cost of a meal up to the maximum rate established by the chancellor only if the travel assignment takes the employee 50 miles or more from both residence and the University.}

Exceptions

1.) {Employees on official business attending breakfast, luncheon, or dinner meetings are entitled to receive reimbursement for actual costs incurred. This reimbursement must be claimed on an Accounts Payable check requisition form. Such meetings must comply with the following criteria:

- a.) The meeting must be planned in advance and approved by the employee's immediate supervisor.
- b.) The meal must be an integral part of the meeting and served at the same establishment that hosts the meeting.
- c.) The purpose of the meeting must be to discuss business and the nature of the business must be stated on the check requisition or travel expense form along with a listing of attendees at the meeting. Receipts are required if the meal expense exceeds the miscellaneous receipt amount established by the chancellor.}

2.) **^(Coalition Bargaining Unit Employees Only)** An employee who works more than two hours past his/her scheduled quitting time while at the University will be reimbursed for the cost of a meal up to the maximum rate established by the collective bargaining agreement only if the employee has not been given notice of the overtime requirement at least two hours before the commencement of the regular shift.^ In addition, an employee working more than two hours past his scheduled quitting time in non-overnight travel status will be reimbursed for the cost of a meal up to the amount established by the collective bargaining agreement only if the travel assignment takes the employee 50 miles or more from both residence and the University.^

3.) **^(AFSCME, Police and Nurses Only)** An allowance of 25% of the daily rate is granted for half or more of each six-hour period spent in a required non-overnight travel assignment on a day not part of an employee's regular work schedule; that is, a holiday or scheduled day off. The six-hour period need not have been immediately preceded by and in connection with a 24-hour travel period. Such allowances cannot exceed the full-day rate. Reimbursement is calculated as follows:

0 minutes to less than 3 hours -	0% of Daily Rate
3 hours to less than 9 hours -	25% of Daily Rate
9 hours to less than 15 hours -	62.5% of Daily Rate
15 hours to less than 21 hours -	75% of Daily Rate
21 hours to less than 24 hours -	100% of Daily Rate^

4.) **#(APSCUF Student Teacher Supervisors Only)** A student teacher supervisor who is customarily and regularly required to travel 15 miles or more from the University and whose

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work assignment requires that he/she remain away from the University during his/her normal lunch period shall be reimbursed for actual lunch expenses not to exceed the amount stipulated in the collective bargaining agreement.#

5.) **<(Professional Staff (SCUPA) Only)** An employee who works out-of-state for more than 2 hours beyond the employee's scheduled work day can request reimbursement for actual dinner expenses in non-overnight travel assignments and will be paid at 58% of the allowable subsistence rate for the city in question. A qualified non-overnight assignment shall require the following:

1. A minimum of two hours work beyond the professional employee's scheduled workday, excluding a meal period AND
2. The assignment would not permit the professional employee to return to their home prior to 7:00 p.m. AND
3. The assignment must be outside a 10-mile radius from his or her residence.>

Receipts are required for reimbursement.

6.) **~(Coalition Bargaining Units Only) Meal Expenses**

Employees who are required by the employer to travel at least 15 miles from their normal work site, as measured by the shortest regularly traveled route, and whose work assignment requires that they remain away from said normal work site during their normal lunch period, shall be reimbursed for out-of-pocket lunch expenses, not to exceed the amount stipulated in the collective bargaining agreement. These allowances do not require receipts.~

Miscellaneous Expenses

{Employees are eligible for reimbursement for other costs associated with official travel such as:

1. Bus/Taxi
2. Currency Exchange Fees
3. Parking
4. Telephone/Fax
5. Tolls
6. Rental Car – Including Gasoline Purchases
7. Mailing Costs
8. Internet Fees
9. Educational Books and Materials Purchased at Conference}

*All expenses claimed must be business-related. The University does not reimburse employees for personal expenditures including:

1. Parking or moving vehicle fines
2. Personal telephone calls or faxes
3. Internet fees for personal use
4. Dry cleaning and laundry service

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Tips for maid service, bell hops, and valets are reimbursable, but these amounts may only be claimed as part of the employee's per diem allowance, subject to the maximum amount.*

Responsibility

{Employees are responsible for insuring that expenses claimed on their travel expense form are proper and accurate. Careless, fraudulent or negligent preparation of a travel expense form will require financial restitution and may result in disciplinary action. A traveler who knowingly presents a false, fraudulent, or fictitious claim may be subject to penalties under criminal statutes.

Supervisors are responsible for reviewing and approving travel expense forms submitted by employees. }

E. Effective date:

October 21, 1986

F. Adopted by:

President David McFarland
October 21, 1986

G. Amended

July 1, 1995
October 30, 1998
May 15, 2006
October, 2008

H. Last Review

August, 2009
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