



<b>Policy Title: University Travel Policy</b>	<b>Effective Date: 12/14/2022</b>
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**Policy Number: FA PO 1216**

**Date of**

**1. PURPOSE**

The *University Travel Policy* for Radford University provides the constraints and requirements for all travel on behalf of the University.

**2. APPLICABILITY**

The *University Travel Policy* applies to the procurement of travel services and the reimbursement of expenses incurred by the traveler while on official university business. The policy applies to expenditures from Educational and General (E&G), state and local auxiliary, and sponsored program funds.

**3. DEFINITIONS**

**Base Point:** The primary place, office, or building where the traveler performs their duties on a routine basis. Multiple base points are not allowed.

**Commuting Mileage:** Round trip mileage traveled routinely by the employee between their residence and base point.

**Division Head:** President, Provost, or applicable vice president.

**Employee:** Any person employed as a teaching faculty, administrative or professional faculty, classified employee, part time or wage employee, student employee, work/study employee, or any other person paid through the University's payroll process.

**International Travel:** Travel to areas outside of the 48 contiguous United States.

**Meals and Incidental Expenses (M&IE):** Per diem for overnight official business travel.

**Travel Delegate:** An employee authorized to process travel approvals and expense reports on behalf of a traveler.

**Travel Status:** Official university travel more than 25 miles outside of a traveler's base point.

**Traveler:** Individuals, including employees, students, and guests, traveling on

#### 4. POLICY

- A. Radford University will reimburse travelers traveling on official University business for reasonable and necessary expenses incurred. Reimbursements will not be made to accommodate personal comfort, convenience, and taste.
- B. It is a violation of the Radford University Code of Ethics to falsify, alter, or deliberately misrepresent travel expenses. The University does not tolerate or condone any fraud, waste, or abuse of university resources in any manner. Travel expenses are open to and must withstand the test of public review.
- C. Travelers or the traveler's delegate must obtain approval in advance for all travel. The traveler may not commit the University to any travel related expense until full approval has been obtained. Failure to obtain such advance approval may render the travel expenses the responsibility of the traveler.
- D. University employees should make every effort to avoid reimbursement of expenses that can be paid by the University directly (i.e., paid by invoice or the Small Purchase Charge Card (SPCC)).
- E. All travel approvals, travel advances, and expense reports must be processed through the University's electronic travel and expense management system, Chrome River.
- F. University departments are responsible for ensuring budget availability for all travel expenses.
- G. Non reimbursable travel expenses include but are not limited to:
  - 1. Any class other than coach or preferred seating for air or rail tickets
  - 2. Lost or stolen articles
  - 3. Alcoholic beverages and associated taxes
  - 4. Tips in excess of 15% of taxi cab or shuttle service fare
  - 5. Damage to personal vehicles, clothing, or other items
  - 6. Services for entry to locked vehicle
  - 7. Movies charged to hotel bills
  - 8. Entertainment expenses
  - 9. Towing charges
  - 10. Travel insurance (personal injury or loss, trip interruption/cancellation, etc.)
  - 11. Expenses for children, spouses, and companions while on travel status
  - 12. All expenses related to traveler's personal negligence such as fines, late fees, lodging cancellations, or parking tickets.
- H. Travelers must keep receipts and accurate records of all expenses to ensure correct reporting and submission of travel reimbursements.
- I. Travelers must submit their expense report for travel reimbursement within 30 working days after completion of the trip.
- J. Travel that is funded by sponsored programs must comply with this policy in addition to terms and conditions of the grant or contract funding the travel.

- K. Except for Day Meals (see Section 5.E. under Procedures below), reimbursements of travel expenses meet the Internal Revenue Service (IRS) conditions for an “accountable plan”; thus, the travel reimbursement is not considered taxable income to the traveler.

## 5. PROCEDURES

### A. Personal Vehicle Mileage

1. Mileage reimbursement rates for privately owned vehicles used on official University business will be as follows:
  - a

lodging each night and not the average nightly cost. Lodging expenses exceeding 200% will not be



3. For additional information on Enterprise vehicle rentals see the following link on the Radford University Facilities Maintenance and Operations webpage:

[https://www.radford.edu/content/facilities\\_maintenance/home/administrative\\_services/enterprise\\_rentals.html](https://www.radford.edu/content/facilities_maintenance/home/administrative_services/enterprise_rentals.html)

#### **6. EXCLUSIONS**

None

#### **7. APPENDICES**

None

#### **8. REFERENCES**

None

#### **9. INTERPRETATION**

The authority to interpret this policy rests with the President of the University and is generally delegated to the Vice President for Finance and Administration & Chief Financial Officer.

#### **10. APPROVAL AND REVISIONS**

The *Travel Policy* was developed and approved in October 2011 to implement and comply with the Commonwealth of Virginia's travel regulations contained in the