TRAVEL POLICY CHANGES SUMMARY

The revised Travel APL (effective 3/1/18) contains these notable adjustments:

I. Travel Prior Approval Required.

_Current State:_
Prior approval in the form of an approved Travel Request in Concur is required. Compliance with this requirement has been identified as a potential deficiency in the most recent annual audit.

_Future State:_
Policy is updated to require prior approval for out-of-state and international travel only, and includes a feedback loop to supervisors for employees who have traveled without securing prior approval.

_Why the change?_
The University concluded that in-state travel was sufficiently low risk and that requiring prior approval is of little value. The policy better outlines the reasons why prior approval is needed and can benefit the University and traveler. The reporting component for non-compliant trips allows supervisors to follow up with employees and reinforce the requirement.

_Update recap._
- Updated language regarding Travel Requests that includes a process to address failure to obtain a Travel Request prior to travel.
- Clarification that travel paid fully by an outside entity still requires a Travel Request.
- Changing the Travel Request requirement to apply only to out-of-state and international travel (i.e. not required for in-state-travel).
- Quarterly reports will be provided to supervisors listing trips with no prior approval, but for which prior approval was required, for follow up supervisory action.

II. Group Meals.

_Current State:_
Although Travel Meals are capped at a daily limit of $46 in the Travel Policy, in some instances the Group Meal travel expense type has been utilized inappropriately.

_Future State:_
The Meals section of the policy is updated to define the appropriate use of the Group Meal expense type.

_Why the change?_
There has been confusion about the appropriate use of the Travel Meal and Group Meal expense types, this change seeks to better clarify their appropriate use.

_Update recap._
- Updated language regarding group meals to clarify appropriate use of this expense type.
- The Group Meal expense type in Concur should be used when, and only when, the meal includes non-University attendees, athletic team meals, or student group travel.
- Group Meals must be in compliance with APL IV-I, Use of University Funds.
- When there is more than one University employee attending a meal, each should submit their own Travel Meal expense.

III. Extended Day Meals.

**Current State:**
The Meals section of the policy states that travel meals are allowed for overnight travel.

**Future State:**
The Meals section of the policy is updated to explicitly state that extended day meals are not allowable.

**Why the change?**
During the last APL update process, extended day meals were discussed at length and it was determined that extended day meals were not allowed and that was conveyed by stating that an overnight stay is required. In some cases travelers have claimed travel meal expenses for single day travel. This policy change better communicates the change put in place in the last policy update (eff 7/1/15).

**Update recap.**
- Meals are allowable only when travelers are on business and away from home overnight.
- Single day meals are not authorized within this policy.

IV. Tips.

**Current State:**
Current policy allows for 15% tips for meals and ground transportation (e.g., taxis, shared ride services).

**Future State:**
Policy is updated to allow for tips up to 20%.

**Why the change?**
The policy better reflects the norm for tipping and addresses a concern expressed by many travelers about the limitation of the 15% tipping rate. It should be noted that the 20% tipping for meals still falls within the overall daily meal limit.

**Update recap.**
- An updated tip limit from 15% to 20% for meals and taxis/other ground transport.
- However, there will not be an increase in the allowable daily meal expense limit and therefore, there will not be an increase in spend.

V. Trip Interruption Insurance.

**Current State:**
Current policy only allows for purchase of trip interruption insurance in unique circumstances and with prior approval from the campus CBO.

**Future State:**
Policy is updated to allow for trip interruption insurance with prior approval of the University Risk Manager.

**Why the change?**
This minimal change streamlines the process for determination of when trip interruption insurance is acceptable by routing those requests directly to the Risk Manager.

**Update recap.**
- An allowance for trip interruption insurance with prior approval from Risk Management.
- In some instances, Travel Interruption Insurance may be allowed with prior approval of the University’s Risk Manager.

VI. Other changes recapped.

Air Travel.
- Unless approved in advance in writing, by the applicable University CBO AND University Risk Manager, private non-commercial and/or charter services are not allowed.

Car rentals.
- Higher cost vehicles such as convertibles or high performance vehicles are not allowed.
- When the Travel Card is in the name of the driving employee, and the rental is less than 14 consecutive days, the individual should decline additional coverage (e.g., CDW - collision damage waiver and LDW- loss damage waiver).
- International coverage is provided outside a group of specific countries that are excluded by the University’s Travel Card provider. For additional information, contact the Office of Risk Management.

Travel advances.
- Travel Card holders are not allowed travel advances without securing prior approval from the appropriate CBO or designee, or in very specific cases related to athletic team and student group travel.