Travel Policy and Procedures

Xavier University
Travel Policy and Procedures

I. Purpose:

Travel plays an important role in accomplishing the University's educational mission, the professional enhancement of its faculty, staff and students, and in carrying out administrative responsibilities. Good judgment and ethical practices on the part of each traveler remain the most important factors in controlling travel expenses.

Authorization over travel expenditures is the responsibility of the provost, each dean, division chair, department head, principal investigator and/or cost center manager. Approval of an Employee Travel Form and Travel Expense reports indicate that requests and expenses submitted have been reviewed and comply with University and federal regulations regarding travel and authorized business expenses.

Xavier University personnel that are traveling or incurring business expenses on behalf of the University, and those responsible for the approval of the related expenses, are expected to use the following measures to assist in maintaining control over travel expenditures. The policies detailed herein apply to all funds under University control and are superseded only in those instances where funding agencies apply specific and more restrictive rules and rates.

II. Travel Authorization:

Xavier University's travel policy requires that the Employee Travel Form (Exhibit I) and the Travel Expense Report (Exhibit II) must be reviewed and approved by, as applicable, the individual traveler's division chair, department head, dean, principal investigator, vice-president, provost and/or cost center manager. The Employee Travel Form replaces the Travel Requisition Form and is utilized for employee travel advances and/or estimated expenditures. As a matter of budget control, administrators of various organizational units may develop further internal procedures for the approval of travel requests before travel commences and the allocation of financial resources to be utilized.

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III. Travel Arrangements Continued:

If a traveler is uncertain about available budgeted funds, please contact the Office of Fiscal Services (i.e. the Unrestricted Funds Budget Specialist, Trenell Richardson at trichar5@xula.edu or the specific Fiscal Grant Accountant who is responsible for managing the grant) for assistance. Travel arrangements (air, hotel) made by sponsors of conferences are acceptable provided the costs are reasonable and allowable by funding sources. It will be the responsibility of the traveler to ensure that charges are allocated to the appropriate funding source, to collect and retain all receipts where applicable, and to obtain the approval of the cost center manager. The Travel Specialist, Shannon Chase at schase1@xula.edu will review all travel expenditures to ensure that departments are complying with University policies and procedures.

IV. Approved Forms of Payment:

1. The University's American Express card (AMEX card) and the Xavier University P-Card (P-Card) are the preferred methods of payment. The use of the University's AMEX card or P-Card helps to reduce the volume of travel

V. Air Travel Continued:

The contact information for the travel agency is:

Corporate Travel Planners
613 NW Loop 410, Suite 400
San Antonio, TX 78216
(504) 488-1725
USASAT@SWBELL.NET

An approved Electronic Travel Reservation form must be submitted to the Travel Agency to facilitate travel arrangements. **Travelers who wish to make travel arrangements in excess of 60 days must receive approval from either the Provost (in case of Academic Travel) or the Vice President for Fiscal Services.**

Travelers should be aware that some discounts have travel restrictions and cancellation penalties, and therefore good business judgment should be exercised to obtain the most economical airfare. In some circumstances staying over an additional night will make the traveler eligible for special airfare that will decrease the overall cost of the trip. In this situation, the University will reimburse the traveler for costs such as hotels and meals associated with the additional night, provided that the costs are less than the reduction in the airfare. First Class or Business Class travel is normally not reimbursable unless approved by the University's Provost and/or Vice President for Fiscal Services.

It is the traveler's responsibility to closely examine the cancellation/exchange rules and fees before purchasing a ticket. If a trip is cancelled after a ticket has been issued, the airline reservation must be cancelled at least one hour prior to the scheduled flight. If the traveler purchases a ticket that is refundable, the traveler should request a refund. Tickets that are not utilized prior to their expiration lose their value. It is the traveler's responsibility to use airline credits prior to expiration and credits for cancelled tickets should be used as soon as possible. Most airlines require tickets to be exchanged and used within one year from the original purchase date. Credits shall be used for the traveler's next trip if the airline serves the destination. If the traveler separates from the University before using the ticket/credit, the traveler will retain possession of the ticket and is required to reimburse the University for the cost of the airline ticket.

Airlines are now charging for priority (reserved) seating, checked luggage and curbside check-in. The University will not reimburse the traveler for the cost of priority seating.

Charter travel may be necessary under special circumstances. Charter travel must have prior approval of the University's Provost and/or Vice President for Fiscal Services.

The noted general travel guidelines have been provided to the University's identified Travel Agency

V. Air Travel Continued:

VII. Ground Transportation Continued:

Xavier University has negotiated a preferred vendor arrangement with the following companies.

Company	Contract Number
Enterprise Rent A Car	**# DC1379**
Avis	**# B916100**
National	**# 5452880**

Employees can use these contract numbers to check the corporate rate, however it may or may not be cheaper than the regular rate. In the event that the regular rate is cheaper, travelers should take necessary steps to obtain the cheaper rate.

Luxury cars or Sport Utility Vehicles are not allowable vehicles approved by the University or federal funding agencies for vehicle rental. Vans may be rented when there are more than 4 travelers. Travelers must decline optional fuel offerings offered by the car rental vendor and should pay close attention to the fuel amount when they pick up the vehicle to ensure there are no overcharges for gas upon return of the rental car.

Insurance coverage for rental cars
Faculty and Staff who rent vehicles in the course of conducting University business, should obtain liability/physical damage insurance offered through the rental company. Generally, the liability coverage is up to $1,000,000 and the physical damage will cover replacing the automobile, if necessary. Insurance coverage for rentals is not provided through the University's vehicle insurance policy.

Any incident/accident, including an accident resulting in bodily injury involving a rental vehicle, should be reported to the University's Campus Police as soon as possible.
Also, when renting a vehicle outside of the United States**, insurance coverage should be purchased.**

In the event a University employee is transporting students in a rental vehicle, the University's employee must contact the Chief of the Campus Police and the Office of Risk Management (rbrown@xula.edu) regarding the trip including the number of students involved, the destination, and the expected time span of the trip.

• Personal Vehicles:

Expenses of travel by automobile are reimbursable at the IRS authorized rate in effect as of January 1 of each year. To obtain the current IRS rate, go to www.irs.gov, and search for the Standard Mileage Rate. T

IX. Hotels:

Travelers are expected to make reasonably priced hotel reservations. Travelers should always ask for academic or corporate rates when making reservations or registering.

X. Arranging for Visitor Hotel Accommodations Continued:

If direct billing has been arranged with the hotel, the Office of Fiscal Services will submit a purchase order to the originating department for submission to the hotel. For visitor(s) or university groups requiring hotel accommodations that exceed credit card capabilities, the requisitioner should initiate a purchase requisition that will allow a purchase order to be issued to the hotel.

Hotel arrangements which include the rental of conference facilities/meeting room space (both local and out of town) are generally governed by a Hotel Banquet Agreement. Such agreements are subject to University legal review and require an authorized signature by the Provost and/or the Vice President for Fiscal Services. The appropriate procurement method for these arrangements is for the traveler to complete a Banner requisition accompanied by the corresponding agreement. Upon receipt and approval of the requisition and agreement, a purchase order will be generated that will be submitted by the originator to the hotel/conference center. All applicable payments will be processed by the Office of Fiscal Services - Purchasing/Accounts Payable. After review and approval of the final invoice by the originator, a payment will be processed against the assigned purchase order.

XI. Spouse Accompaniment:

As a general rule, Xavier University does not reimburse for spousal accompaniment unless the spouse fulfills a necessary business function. Under no circumstances will expenses for spouse travel be reimbursed unless approval was obtained in advance either from the Provost or Vice President for Fiscal Services. Should the traveler's spouse accompany the traveler for personal purposes, the University will only provide reimbursement for the traveler’s expenses.

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XIV. Non-Allowable Expenses:

The University's policy is to reimburse its employees for all reasonable and necessary expenses incurred while performing or engaging in actions for the University**. However, there are specific types of expenses, which are considered to be personal, and are therefore not reimbursable.** This includes:

a) Personal expenses (movies, spas, valet services, flowers, mini-bar charges).
b) Airline and other trip insurance.
c) Airline reserved/priority seating fees.
d) Airline internet usage charges and fees.
e) Commuting between residence and the airport.
f) Barber, manicurist and shoe shine.
g) Repairs on personal automobiles damaged while on company business.
h) Traffic violations and court costs.
i) Membership fees in airline clubs.
j) Hotel accommodations for meetings that are scheduled more than 1 day prior to the event and/or 1or more days following the end of any meeting or conference.
k) Alcoholic beverages.
l) Additional luggage for recreational purposes.
m) Clothing and toiletry items.
n) Loss or theft of cash advance money or airline tickets.
o) No-show/Cancellation fees or fees related to hotel late check-out.
p) Personal reading materials (magazines, newspapers, etc.).
q) Personal entertainment.
r) Any other item not considered to be official University business.

XV. Employee Travel Form:

In lieu of requesting travel advances, travelers who are issued the University's AMEX or P-Card may utilize the card to charge University-related travel. It will be the responsibility of the relevant administrator to ensure that the AMEX or P-Card charges are allocated to the appropriate account or grant when either preparing a travel reimbursement request or a P-Card Requisition form. Also, AMEX card and P-Card original receipts are to be retained and submitted to the Travel Specialist with the travel reimbursement request or P-Card Requisition form. It is requested that reimbursement requests for AMEX or P-Card charges be received ten (10) working days prior to the date the AMEX or P-Card payment is due.

If the traveler does not have access to the AMEX or P-Card, a travel advance may be issued for an amount that is reasonable and will be maintained subject to timely reporting of all travel expenses. **A travel advance will not be issued if any prior advance is outstanding. A payroll deduction will be processed for any travel advance outstanding greater than 30 days after completion of travel.**

XVI. Travel Expense Report:

The Travel Expense Report must be submitted to the Travel Specialist within ten (10) working days of the related travel with the agenda of the trip provided. The timely submission of travel reports allows the Travel Specialist to immediately process reimbursements to travelers and to clear any outstanding liabilities to the University. **The failure to submit a travel expense report within the required submission period will result in the traveler being denied any subsequent travel advances until the expense report is submitted.**

Travelers should provide as much detailed information of expenses on this statement as possible. Original receipts must be included except for GSA Meal and Incidental Expense reimbursement. **For travel reimbursements to faculty candidates, a New Vendor form must be completed before the processing of any travel reimbursement, since there is no prior information on the individual in Banner.**

Receipts are required for the following items when requesting reimbursement for actual Travel expenditures:

- x Lodging (itemized receipt).
- x Commercial Airfare (including a copy of complete itinerary showing passenger name along with ticket stub).
- x Itemized receipts for breakfast, lunch or dinner.
- x Conference/ Registration fees, including conference agendas.
- x Car Rental.
- x Taxi/Uber (with destination written on receipt).
- x Parking.
- x Cost related to Visa/Passport fees when necessary to accomplish the official business purpose of the trip.
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XVII. Students:

Students traveling on University business/activities shall adhere where applicable to the travel policy. Students are required to coordinate their travel arrangements with either the Principal Investigator for grant travel or the respective Department Head for non-grant activities. Further information can be obtained from the Travel Specialist.

XVIII. Reimbursement:

Effective, August 15, 2018, University personnel can request that their travel reimbursement be deposited directly into their checking accounts in lieu of receiving a check. The process to enroll in the Direct Deposit program for payments of travel reimbursements is provided at http://xula.edu/fiscal/purchasing.html. (How to Enroll in Direct Deposit)

EMPLOYEE TRAVEL FORM

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EMAIL: CAMPUS EXT.:

2. BUSINESS PURPOSE

LOCATION OF TRAVEL: DATES OF TRAVEL:

TRIP DETAIL/PURPOSE:

3. FUNDING

Fund	Orgn	Acct.	Prog.	Actv	Amt.
Fund	Orgn	Acct.	Prog.	Actv	Amt.
Fund	Orgn	Acct.	Prog.	Actv	Amt.

4. TRAVEL ADVANCE INFORMATION

DATES OF TRAVEL								TOTAL
REGISTRATION	$	$	$	$	$	$	$	$
AIRFARE								
HOTEL								
GSA RATE								
ACTUAL MEALS								
GROUND TRANSPORTATION								
MILEAGE								
OTHER EXPENSES								

DETAILS OF OTHER EXPENSES

DATE	AMOUNT	EXPLANATION

Make check payable to: _____

5. APPROVALS

Dean/

CORPORATE TRAVEL PLANNERS
ELECTRONIC TRAVEL RESERVATION FORM

(504)488-1725 (504)488-1381 FAX
email: usasat@swbell.net

DATE: _____

NAME OF TRAVELER: _____

EMPLOYEE'S ID# _____

TELEPHONE NUMBER: _____

DATE OF TRAVEL: _____

PREFERRED DEPARTURE TIME: _____

DATE OF RETURN: _____

PREFERRED RETURN TIME: _____

DESTINATION: _____

REQUIRED RESERVATIONS: _____ **AIRLINE**

_____

FUND CODE: ORGN CODE: ACCT CODE: PRG CODE:

APPROVAL

_____ _____
Dean/Division Chair/Dept. Head **Date**

_____ _____
Signature of Requestor **Email Address**

_____ _____
Print Name **Date**

Travel Greater than 60 Days in Advance

_____ _____
Provost **Date**

_____ _____
Vice President of Fiscal Services **Date**