



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Financial Services/Travel
Issue/Revision Date: 12/01/2017

Other Allowable Expenses

Policy:

PHONE CHARGES, POSTAGE AND OTHER EXPENSES

Phone calls, postage and other expenses included in the Other Authorized Expenses column must be certified at the bottom of the Travel Voucher by the employee that the expenses are for valid business expenses. The employee's signature on the Travel Voucher qualifies as such certification.

Phone calls itemized on a hotel bill should be circled and indication made if they were for business or deducted and not claimed if they were personal calls. Calls home are considered personal expenses and are not reimbursable. Calls to the office to check voice mail are reimbursable.

Calls via personal cell phones are not reimbursable.

TAXI FARES

Fares for taxis or airport transportation services in excess of \$10.00 require a receipt which must be attached to the Travel Voucher to receive reimbursement for that item.

The state does not reimburse taxi fares for optional travel to and from restaurants.

Travel tip: The average tip for taxi drivers runs between \$1.00 and \$2.00 per bag. Some individuals tip between 15% and 20% of the total fare. Tips that exceed \$10.00 must be justified and require a receipt which must be attached to the Travel Voucher.

BAGGAGE HANDLING

For skycaps, the reasonable charges will be allowed without receipt. Reasonable is usually defined as \$1.00 per bag for each level of handling.

At the counter, charges for baggage at check-in may vary per airline. These charges are allowable and will be reimbursed. A receipt is required for charges in excess of \$10.00.

HOTEL/AIRPORT PARKING

For charges in excess of \$10.00 per day, receipts must be attached to the Travel Voucher.

Valet parking tips may be reimbursed between \$2.00 and \$5.00. Shuttle tips may be reimbursed up to \$5.00 per ride and baggage handling may be reimbursed at \$1.00 and \$2.00 per bag.

LAUNDRY CHARGES

One reasonable laundry expense is reimbursable for each 7 consecutive days that travelers are required to be away from their official duty station on official state business. This does not mean that a laundry expense will be reimbursed when the employee returns home at the end of 7 days away from home. It does mean that if the employee will be away from home 7 days, a reasonable laundry or cleaning expense will be reimbursed recognizing that it would be difficult to carry more than 5 days of clothing at a time.

If after a complete, written justification, the agency head deems it necessary for an employee to be paid for additional cleaning/pressing charges while traveling on official State business, the attachment of the approved justification to the request for reimbursement of travel expenses will enable the employee to be reimbursed for such charges.

TRAVEL ADVANCES

Here is the policy for travel advances:

- Advances may be made for group/team travel.
- The group/team coach or leader may request advances.
- Requests for advances of travel funds must be approved by appropriate department administrator.
- The approved Payment Request form and emergency contact list must reach the appropriate department at least 5 work days prior to the date the check is needed.
- Advances are not to exceed estimated expenses.
- An advance will not be issued earlier than 20 days before the travel start date. As soon as the employee returns from the travel, a Travel Voucher must be completed and the advance settled.
- Original receipts are required and should be attached to the Travel Reimbursement Voucher.
- If an advance is not settled within 10 working days after the end of the month in which travel was completed the employee's paycheck will be held until the debt to the University is resolved. Only 1 travel advance shall be outstanding at a time.
- Each advance must include an emergency contact list (the name of each student, the name of his or her parent or guardian and contact phone number).

AIR TRAVEL CREDIT CARD

When University employees use the official travel agents, such as Avanti and Gavin/Robinson, to make

airline reservations, the tickets are charged on the University's air travel credit card (American Express). The agent verifies with the University the approval of the travel request and obtains the travel Purchase Order number or encumbrance number on the travel request. Following verification, the tickets are generated electronically and employees can present proof of identification upon boarding their flight.

Employees must remember to return the pink copy of the approved travel request form on time to ensure their airline tickets are approved for payment and to avoid any delays.