

Travel and Vehicles

FT_BO_IS_20

Responsible Officer
Chris Ronk
Responsible Office
Finance
Approving Body
Board of Trustees
Approval Date
2019-09
Re-evaluation Date
2021

Policy Statement

Use personal funds and/or personal credit cards to cover ordinary travel expenses in accordance with the following procedures.

Policy Procedures

Meals (should be reasonable)

- Itemized receipts should be obtained for each meal.
- When the employee is paying for more than just themselves, they should list the names of the additional people.

Airline tickets (including reservations)

Car rental and fuel (or mileage)

- Unless instructed otherwise, do not purchase additional insurance or coverage on a rental car. CU carries adequate coverage for most rental scenarios.
- Our policy is to reimburse mileage at the current rate listed by the IRS. (2019 Rate: 58.0 cents per mile view latest annual rates)
- Mileage reimbursement is capped at the estimated rental/fuel expense for the trip in question based on a standard car rental.

All mileage reimbursement requests exceeding \$100 per trip should be accompanied by a completed Mileage vs. Rental Comparison.

Hotel charges (including reservations)

Other expenses that occur during your travel for the University

An Expense Report should be submitted upon your return:

An expense report must be completed that includes:

- Supervisor's signature
- General ledger account number
- Itemized expense listing
- Attached receipts

Reimbursement checks will be processed within 5 business days of receipt.

Reimbursements will only be issued for pre-approved, University-sanctioned travel.

The University credit cards will be reserved only for extraordinary travel, meriting an exception to the basic policy. The exception should be approved by the CFO or a member of the Administration.

Exceptions may include arrangements made for guests, visitors, international travel, etc.

Unless an exception has been granted by the Administration, any honorariums/gifts received as a representative of Carolina University should be submitted to the University upon your return.