**Administrative Affairs Policies and Procedures**

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| **TITLE: TRAVEL REGULATIONS** | **REFER QUESTIONS TO:** | **NUMBER:**  **ADM 3 - 009** |  | |
| **EFFECTIVE DATE:**  **March 2020** | **Comptroller’s Office** | **PAGE OF PAGES**  **1 5** |
| A. PURPOSE  To provide and announce the travel policies and regulations for the university  B. PROCEDURE Authority For Travel  **In-State Travel** may be authorized by the appropriate dean, director or department head. In-State travel is deemed to include all travel between points within the State of Maryland, the District of Columbia, Kent and Sussex Counties of Delaware and Accomack and Northampton Counties of Virginia. Passage through the State of Delaware is not deemed to be out-of-state travel as the result of taking the most practicable route between two points in Maryland.  **Out-of-State Travel** includes all travel other than that defined as in-state travel. Authority for out-of-state travel is obtained by completing the electronic Travel Approval Request.  **Transportation**  All travel should be by the most economical means consistent with professional dignity. Travel should be made by the most direct route consistent with the accomplishment of the maximum amount of official business. Round trip tickets must be obtained whenever this results in a saving unless valid reasons are presented for traveling in each direction via different kinds of carrier. Automobile travel should be made by university-owned vehicle whenever such a vehicle is available. Travel by privately-owned vehicle ordinarily is not the most economical means, but may be authorized (1) where a university-owned vehicle is not available, (2) where several employees are traveling together, (3) where the employee is carrying substantial baggage or equipment or (4) where public transportation schedules or other factors such as conservation of the time of the employee, automobile travel seems to be a reasonable selection in the interest of the university.  **Air Transportation** - Air coach or tourist accommodations should be used to the extent possible provided such use does not result in (1) greater total cost due to substantial loss of productive time, (2) greater total cost due to increased cost for subsistence and/or lodging and (3) undue hardship or inconvenience to the traveler. The university will not reimburse travelers for penalties which may be assessed by airlines for failure to comply with regulations concerning cancellations, except in emergency situations. The approving authority shall determine when such reimbursements will be allowed.  The University has contracted with Omega World Travel, Inc., Travel Leaders (formerly Travel-On), and Globetrotter to provide domestic and foreign airline, railway, ship, and bus pre-paid tickets at the most favorable rates available to meet departure and arrival times and locations requested by University travelers. **One of contracted vendors must be used prior to travel reservations**. All agencies will assign and confirm seats routinely. Approval for charging airline fares must be completed on line through the **TRAVEL SYSTEM**. Access to the system must be made through the Comptroller’s Office.  All agencies will provide each ticket holder with $150,000 in free flight insurance. This insurance shall cover all common carriers and airport transfers and shall supplement that of any other coverage.  When requested, all agencies will arrange hotel/motel accommodations by taking advantage of State, Federal, institutional, or special travel agency arrangements or discounts, such as those listed in the REGULATIONS GOVERNMENT TRAVEL DIRECTORY published by Omega and Travel Trust International (TTI) CORPORATE RATE HOTEL DIRECTORY.  When requested, all agencies will arrange vehicle rentals by using the services of any existing State, Federal, institutional or special contracts. The required vehicle shall be obtained at the most favorable rates available. The transportation cost of airline, bus or limousine service to and from the airport is reimbursable.  Where it is necessary to use a means of transportation other than that indicated on the Travel Approval or where it is necessary to change routings, an explanation is to be placed on the electronic Expense Statement, particularly where there are significant differences between the estimated cost and the actual cost.  **Rail Transportation** - Coach rates will be reimbursed unless the trip is overnight. On overnight trips it is expected that a lower berth will be used. Where the employee is carrying a considerable amount of bulky equipment or where he might be carrying very valuable equipment, a more expensive class of railroad transportation may be appropriate. This is to be explained in the "Comment" section of the Travel Approval Form.  **Reimbursement for Expenses**  The university will reimburse the employee for actual travel expenses on the basis of a properly prepared electronic Expense Statement that conforms to the travel regulations. Receipts must be obtained and attached for the following expenses: lodging, public carrier (airplane, train, bus, automobile rental), and registration fees. Please note the printed, signed expense statement from the on-line system must be sent to the Office of Administrative Affairs.  **Automobile** - Where the driver has requested that he be allowed to use his own vehicle in lieu of university-owned vehicle the university will reimburse at half the full mileage rate published on the online travel system. Reimbursement will be at the full rate (1) when university vehicle is not available, (2) when use of private vehicle is most economical, (3) for local trips not exceeding 15 miles in any one day, (4) for trips to local airports or (5) situation authorized in advance to meet special operating problems of departments. Please note rates are subject to change as deemed by the University or State regulations.  Overnight storage at hotel stops, day parking, ferry, bridge and road tolls are reimbursable. The settlement of any fines or penalties imposed for traffic or other violations is the responsibility of the driver and will not be reimbursed.  **Lodging/Housing Expense** - **Receipts must be obtained** for all hotel and other lodging charges and must be affixed to the Expense Statement. Where traveler is accompanied by the spouse and/or other dependents occupying the same room, the university will make reimbursement for the single occupancy rate and is to be noted on the lodging receipt by the hotel or motel clerk. Please note University Visa card should be used by cardholders when allowable. See purchase card information under Procurement.  **Travel Meals** - The cost of meals is reimbursable in accordance with paragraph 1. below, or when incurred under the following circumstances:  1. When an employee is on travel status involving absence from home overnight, all meals are reimbursable.  2. The cost of breakfast is reimbursable when an employee must leave home on official business two hours or more prior to the beginning time of his place of business. The cost of dinner is reimbursable when an employee cannot get home within two hours after his normal quitting time. In both cases, the two hours are in addition to the normal commuting time.  3. Except as provided in Subsection 1. above and where the employee is attending an official meeting or convention at which the cost of the luncheon is part of the cost of attending the affair, no employee shall be reimbursed for the cost of lunch.  4. No reimbursement may be made for the cost of alcoholic beverages.   |  |  |  |  | | --- | --- | --- | --- | | 5. Reimbursable rates for meals are:  Please be advised of the change in travel allowance rates for the current fiscal year (Effective July 1, 2019): | | | | |  |  | **Standard Rates** |  | |  | Breakfast | 13.00 |  | |  | Lunch | 15.00 |  | |  | Dinner | 28.00 |  | |  | Total | 56.00 |  | |  |  |  |  | |  | | | |   **Gratuities and Porterage** - For nominal gratuities, when checking into and out of a hotel or motel, reimbursement will be made by the university. Where bag porterage fees have been prescribed by the airport or terminal facility, reimbursement will be made at the established rates. Where rates have not been established, a reasonable gratuity will be reimbursed as "Porterage".  **Phone/Fax/Communications** charges while in a travel status will be reimbursed only in those instances where the expense statement indicates the person or organization and the business reason.  Prior to approving Expense Statements for reimbursement, department head or dean is expected to review them for the purpose of amending individual items which seem to be excessive or for eliminating items for which the university should not make reimbursement, such as valet charges.  **Sponsored Research Travel**  It is the responsibility of the project director to obtain all necessary written approvals from the sponsoring agency before the travel is undertaken. This includes obtaining written approval for increasing the travel budget when necessary and is required by the sponsoring agency. The project director is responsible for supplying the Grant Accountant with copies of all necessary approvals for inclusion in the official file for the contract or grant.  It must be emphasized that travelers are personally responsible for complying with regulations of both the university and the sponsoring agency. This includes compliance with the “Fly America” U.S. flag carrier requirement. The university will have no alternative other than to bill the traveler personally for travel expenses which are disallowed per audit. This could be most embarrassing because the audit is made months after the traveler has been reimbursed.  **Travel by Non-University Employees** - The university will reimburse non-university employees for travel under the following circumstances: (1) prospective employees interviewed for key positions, (2) guest artists or lecturers and (3) students traveling where the travel is financed through intercollegiate athletic funds, Student Government Association or Grant funds. **The on-line Travel Request From must be fully approved prior to the time when the dean or director makes a commitment to the traveler**. It is important that the traveler be advised in writing as to what receipts will be required before reimbursement can be made. This avoids the possibility of later embarrassment.  **Use and Care of University-Owned Vehicles** - University owned vehicles should be used whenever available. Operators of University-owned vehicles are required to adhere to careful and courteous driving practices and to observe traffic laws and regulations at all times. The following points should be noted:  1. State vehicles will be driven only by State officials and authorized University employees for official business only. Students may drive only in the event they are also employed by the University and are assigned in a driver capacity by the University as a part of their employment duties or work assignment.  2. Anyone driving a State vehicle must possess a valid license to operate a motor vehicle in the State of Maryland.  3. All persons who drive or ride in the front seat of a State-owned motor vehicle, or any other motor vehicle being used to conduct official State business must be properly restrained by the occupant restraint device available at the occupied seating position. Anytime a front seat passenger is not a State employee, it shall be the driver's responsibility to insure that the passenger uses the available restraint device.  NOTE: Personnel found to be in violation of this regulation are subject to disciplinary action.  4. Unless specifically authorized by the President, State vehicles will not be used for commuting.  5. Passengers will be limited to those persons who are properly authorized to participate in a University function with a State Official or a University employee traveling on official business. Under no circumstances will children of faculty or staff members be permitted to accompany the employee in a University of Maryland vehicle.  6. All passenger vehicles used by Eastern Shore based faculty and staff are operated on a pooled basis by the Physical Plant Department, which has the responsibility for the proper care and servicing of these vehicles. The proper procedures to be followed for accomplishing repairs in an emergency or while on a trip are covered by instructions which are found in the glove compartment of each University vehicle.  7. Gasoline Credit Cards are available for use with University-owned vehicles which operate away from the Eastern Shore area. The card is intended for use in purchasing gasoline and motor oil out of the Eastern Shore area. However, it may be used in purchasing minor maintenance items (such as tail light bulbs) provided the amount is nominal, and procurement from a service station is the most expeditious procedure.  Every employee is charged with the responsibility of making certain that each service station charge ticket is completely and correctly written prior to signing. It is particularly important that the vehicle license number is properly inserted and that the "Total" on the ticket is filled in. The customer copy of the credit card charge must be turned in to the Physical Plant along with the keys, credit card and mileage statement. Drivers should take steps to minimize the possibility of improper use.  NOTE: University gasoline credit cards may not be used for gasoline or services provided to privately-owned vehicles.  8. To reserve a State car, complete a Request for Leave of Absence form as early as possible, so that a vehicle can be reserved. Furnish your internal account number or six digit FRS account number to be charged, date vehicle is desired, name of the driver and the destination.  9. In the event of an accident, it is the responsibility of the driver to see that the following procedures are followed:  a. Call the police  b. Obtain the case number from the police  c. File a report with the Department of Motor Vehicles, if the accident requires this report to be filed  d. MUST file accident report with the University Public Safety Department for all accidents involving University-owned or University rented vehicles. | | | |  | |