

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NUMBER: IV:06

DATE: May 1, 1987

REVISION/REVIEW DATES: Oct 1999, Jan 2000, Jan 2001, Jan 2002, Jan 2003, Apr 2003, Jan 2004, Mar 2004, Jan 2005, Sept 2005, Jan 2006, Oct 2010, Jan 2011, July 2012, Jan 2013, Jan 2014, June 2014, July 2015, June 2017, July 2018

SUBJECT: Travel

APPROVED: John M. Beehler, President

PURPOSE

This policy delineates guidelines and procedures for reimbursement of travel expenses incurred during official business of Jacksonville State University.

POLICY

- A. Jacksonville State University reimburses individuals for travel expenses (in-state, out-of-state, or international) incurred during official business as authorized by Code of Alabama, 1975, S 36-7-20, S 36-7-21, S 36-7-22.
- B. Reimbursement for out-of-state travel when on official business for the University will be approved in advance by the President or a divisional vice president or athletic director. All international travel must be approved in advance by the President.
- C. The institution follows IRS regulations to reimburse for the use of privately-owned vehicles. For current IRS reimbursement rates, see Forms [23](#) and [24](#). Travel reimbursement will be from the official travel base or the point of departure, whichever is closer to the travel destination. When multiple destinations are involved in the USA during the same trip, each destination must be identified and the mileage from point-to-point clearly documented. For audit purposes, the address of each destination is required.
- D. The type of travel (in-state, out-of-state, or international) determines the form used and procedures to be followed. When a JSU trip includes both in-state and out-of-state travel, the trip should be reported on [Forms 19](#) and [24](#), "Out of State Travel Authorization/Reimbursement," following JSU's Out-of-State Travel policy. International travel is also reported on [Forms 19](#) and [24](#).
- E. For reimbursement, completed forms with documentation will be sent to the Controller's Office.

IN-STATE TRAVEL

- A. Prior approval is not required for in-state travel unless you are traveling as stated in letter E below. In this case, Form 19, "Request for Travel Authorization" is required.
- B. [Form 23](#), "Request for In-State Travel Reimbursement," must be completed, signed/certified by the individual requesting reimbursement, and approved by the Budget Manager and the immediate supervisor of the individual requesting reimbursement. In addition, if traveling using grant funding, approval must be obtained by the Grants Budget Office. The form should then be sent to the Controller's Office for processing.
- C. Receipts are not required for the meal and per diem allowance. The dates and times of departures and arrivals are required for all trips. The breakdown for reimbursement is as follows:
- For less than six (6) hours duration: mileage only.
 - Over six (6) hours and up to twelve (12) hours: \$12.75 meal allowance and mileage. If a meal is provided during this period, there will be no meal allowance.
 - Over twelve (12) hours but less than overnight: mileage plus \$12.75 meal allowance plus ¼ per diem (\$21.25) for a total of \$34.00. If a meal is provided during this period, the \$12.75 will be deducted from the \$34.00 making the allowance \$21.25.
 - Overnight: \$85.00 per diem per day for travel that requires one night stay and \$100.00 per day for travel that requires a stay of two or more nights, plus mileage.
- D. Receipts are required for registration/conference fees. Receipts are also required for other items \$25.00 or greater. A conference itinerary is required to document the dates of the conference and the meals provided by the conference.
- E. When traveling in-state to attend a convention, conference, seminar or other meeting of a state or national organization of which the **state or individual is a dues-paying member**, actual and necessary expenses will be reimbursed subject to the out-of-state limitations. All documentation **required** for out-of-state travel *along with* documentation supporting the payment of dues must be attached to the travel reimbursement form. This travel should be reported using Form 24, "Request for Travel Reimbursement Out-of-State & International". In addition, Form 19, "Request for Travel Authorization" is required.

OUT-OF-STATE TRAVEL

- A. [Form 19](#), "Out-of-State & International Travel Authorization" requests must be approved by the Budget Manager and the immediate supervisor. In addition, if traveling using grant funding, approval must be obtained by the Grants Budget Office. Approval must be obtained by the President or any direct report to the President prior to travel.
- B. Alabama statute dictates that actual and necessary travel expense is to be

reimbursed. "Necessary" is to be determined by the traveler and budget manager/ vice president.

C. After travel is complete [Form 24](#) must be completed/certified by the individual requesting reimbursement and approved by the Budget Manager and the immediate supervisor of the individual requesting reimbursement. In addition, if traveling using grant funding, approval must be obtained by the Grants Budget Office. The form should be sent to the Controller's Office for processing.

D. Receipts are required for the following: hotel (itemized receipt), air fare, car rental (agency receipt), and registration/conference fees. Receipts are also required for other items \$25.00 or greater. If the registration fee has not been pre-paid through the JSU system, a receipt for payment of conference fees is required for reimbursement.

E. A conference itinerary copy is required to document the dates of the conference and information regarding meals provided by the conference. Reimbursement for meal expenses will be claimed to a maximum of \$45.00 per day without receipts, or \$75.00 a day with itemized receipts for the entire \$75.00 and for the entire trip.

F. Baggage handling is calculated on the basis of what is considered a reasonable charge. Receipts are not required unless an individual baggage expenditure exceeds \$25.00. Commercial carrier (airline, train, bus, etc.) baggage charges require documentation if the charge exceeds \$25.00 and will be reimbursed.

G. Taxi/limousine service allowance is for actual expenditure. Receipts are required when an individual taxi/limousine expenditure exceeds \$25.00.

H. Hotel internet access and telephone calls for official business are reimbursable. Calling home is not considered official business.

INTERNATIONAL TRAVEL

A. Travel outside the United States is considered international travel. Approval of foreign travel by the President must be obtained prior to requesting any commitments or payments applicable to the trip, including the booking of air fare.

B. Meals and incidental actual expenses will be reimbursed up to the current Federal "Meals & Incidental Expenditures" (M&IE) using a per-diem rate for specific international destinations. M&IE expenses include in-country meals, tipping, intra-city taxi, subway, local bus service, and other incidental expenses. (Note: Federal Rate Tables are available from the U.S. State Department website. If the city is not listed on the State Department's table, the rate for "other" in the federal rate table should be used. A printed table must be submitted with the travel documentation for audit purposes.) Receipts are not required.

C. Payment of travel insurance for international travel will be reimbursed.

D. All other regulations governing out-of-state travel expenditures also govern international travel.

PRE-PAYMENT OF CERTAIN TRAVEL EXPENSES

- A. The Code of Alabama permits institutions of higher education to prepay registration and airfare for persons traveling in the service of the University.
- B. In addition to the prepayment of registration and airfare, the University permits the prepayment of hotel/motel accommodations and meals for employees in connection with student/athletic group travel.
- C. For out-of-state or international travel, pre-payment should not be made prior to travel approval.

PETTY CASH FOR STUDENT TRAVEL

- A. Petty Cash may be advanced for student travel expenses. To receive petty cash for student (individual or group) travel, an encumbrance (PCSH) is submitted. Checks are issued for petty cash requests in excess of \$1,000. Normally, the approved encumbrance must be received by the Accounts Payable Clerk a minimum of five (5) working days prior to the date the funds are needed. Petty cash amounts for \$1,000 or less will be distributed in cash. The funds (either check or cash) may be obtained by a full-time University employee at the Head Cashier's window in Bibb Graves Hall between the hours of 8:00 and 11:00 A.M. or 1:30 and 3:00 P.M.
- B. Upon completion of the trip/event, any funds not used, along with full documentation of funds expended ([Form 48](#)), "Petty Cash Voucher,") signed by the University employee; a list of the names of all students involved; a copy of the document authorizing participation in said trip/event; and all receipts) must be turned in to the Head Cashier by a full-time employee within two (2) working days after the completion of the trip/event during the specified hours outlined.

NON-MANDATORY PROFESSIONAL DEVELOPMENT ACTIVITIES

An employee may request University funding for non-mandatory travel for professional development. If the employee's supervisor deems such travel beneficial to JSU, the institution may agree to fund all or part of allowable expenses, in accordance with state regulations. When funding is approved at less than 100%, the traveler must acknowledge prior to the trip that he/she will be personally responsible for the portion of the trip's cost not covered by the institution. The institution's participation and the traveler's acknowledgment will be documented on the [Form 19](#).

GENERAL TRAVEL REGULATIONS

- A. Personal Deviations or Interruptions.** Travel interruptions or deviations for personal reasons will not be reimbursed. However, if the interruption or deviation of the travel is for a business purpose, or a natural phenomenon (such as a snow storm), the travel modification may be approved for reimbursement with appropriate supporting documentation.
- B. Gratuity Limits.** Gratuities for meals are limited to a maximum of 20%.
- C. Alcoholic Beverages.** Purchase of alcohol will not be reimbursed.

- D. Air-Fare-in-Lieu of Mileage.** Reimbursement for round trip mileage cannot exceed the cost of a round-trip flight. Reimbursement will be determined by which is lower, the current mileage rate for use of a private automobile or the lowest economy air-fare. Complete [Form 21](#) to document amount claimed.
- E. Filing of Travel Reimbursement Claims.** A claim for travel reimbursement must be filed within sixty (60) days of the conclusion of the travel. If the claim is received after sixty (60) days, the travel reimbursement is subject to tax withholding.
- F. Missing, Lost, or Misplaced Receipts.** In the event that a required receipt is missing, lost, or misplaced, an employee may complete [Form 25](#) and include it with the travel reimbursement claim in lieu of the receipt.
- G. Meals Provided for Others.** Meals for persons other than the individual on travel status should be submitted in accordance with [Policy IV:03:05](#) Meals/Refreshments.

RESPONSIBILITY

The Vice President for Finance & Administration is responsible for this policy.

EVALUATION OF THE POLICY

This policy will be reviewed every five years.