

Curry School of Education – Off-Grounds Programs
Travel Policy
June 2015

Background:

The following is a narrative explaining the travel policy set forth by the Curry School of Education for travel related to Off-Grounds Education programs. Please note that the travel policy is an expectation for employees of the Curry School of Education and is in addition to the University's travel policies which can be found at <http://www.procurement.virginia.edu/pagetravelbasics>. Travelers should also consult the travel procedures found at <http://www.procurement.virginia.edu/interim/travelprocedures.pdf> for current mileage rates and other information. All Curry employees, whether faculty, staff, or faculty wage teaching appointments are expected to follow both the University's and Curry's travel policies regardless of the fund source. Any questions regarding this policy should be directed to the Curry School Director for Budget and Finance.

*Note: This narrative focuses on the use of State Funds. Questions about the use of Local Funds in any of these areas should be directed to your assigned Fiscal Manager.

Travel Narrative:

1. **LODGING:** Travelers should use the [Rate Guide](#) found on the [Procurement](#) website for lodging limits. Up to a 100% overage (2 times the state rate) is allowed with justification and approval from the traveler's supervisor. No amounts are allowed over the 100% overage. Typically, lodging will be reimbursed when a travel obligation for Curry spans two consecutive days; in such cases, the lodging will be reimbursed only on nights between Curry obligations. Lodging for instructors travelling more than 100 miles each way to a course meeting might be eligible for lodging reimbursement, pending approval of the traveler's supervisor and the Director of Off-Grounds programs. In the event of extenuating circumstances, lodging may be approved for an additional night however the individual must provide justification and have approval from the department chair. Supervisor's approval is required for all lodging expenses. Any exception to the standard noted above must have justification and be approved by the department chair in advance.
2. **LODGING ARRANGEMENTS:** Kathy Gillette-Mallard (kmallard@virginia.edu; 703-536-1114) coordinates lodging arrangements for Curry Off-Grounds. She will arrange hotel accommodations for traveling instructors through direct billing with hotel(s) near the travelers' destinations if allowable by the hotel. If travelers wish to arrange their own accommodations and seek reimbursement, they should notify both Kathy Gillette-Mallard and their supervisor.
3. **LODGING – "NO-SHOWS":** Changes in travel plans must be communicated to the hotel as soon as possible when a confirmed reservation is being held. Since hotels can charge for non-canceled reservations, these charges will **not** be reimbursed if the traveler is negligent in canceling reservations. If a "no-show" fee is incurred, the traveler will cover this expense personally.

4. **LODGING AT A CONFERENCE FACILITY:** Travelers should use the [Rate Guide](#) found on the [Procurement](#) website for lodging limits. If exceeded, justification must be provided. Supervisor's approval is required for all lodging expenses. Lodging expenses exceeding \$500 will need the approval of the supervisor's supervisor as well as final review by the Curry School Director of Budget and Finance before processing reimbursement.
5. **MEAL REIMBURSEMENTS & INCIDENTALS:** The Curry School will reimburse for meals using a reduced rate per diem. Travelers will not be reimbursed for meals or incidentals if the date of departure and the date of return are the same. On the day of departure, the breakfast and lunch reimbursements will be eliminated unless justification is provided. On the day of return, the dinner reimbursement will be eliminated unless justification is provided. Other adjustments can be made by the traveler's supervisor, based on the time of departure and return. Daily incidentals of \$5 are included in the per diem. The traveler should use the [Rate Guide](#) found on the [Procurement](#) website for meal allotments. These amounts cannot be exceeded and any additional money spent on meals will not be reimbursed. Meals provided as part of a function or Business Meal will be deducted from the per diem amount, in accordance with Procurement Services' guidelines. Supervisor's approval is required for all meal expenses.
6. **TRAVEL WORKBOOK:** Travelers must submit a [Travel Workbook](#), with all necessary documentation and original signatures for the traveler and supervisor, to receive reimbursement for meals and lodging while in travel status. If the travelers are claiming meals per diem, they should complete the Meals Per Diem portion of the workbook and turn it in along with the travel reimbursement request. Once they have completed the travel workbook and gathered the necessary documentation, travelers should submit original copies to their supervisor for approval; the supervisor will submit the paperwork to the appropriate fiscal contact for further processing. All workbooks for off-Grounds programs must be reviewed and signed by the supervisor before reimbursements are processed. The Travel Workbook must be submitted within 30 days of the return date of travel.
7. **BUSINESS MEALS (Non-Travel):** Employees must receive pre-approval from his or her supervisor via the [Business Meal Certification form](#). Use the [Rate Guide](#) found on the [Procurement](#) website for meal allotments. Up to a 50% overage is allowed with justification and approval from the Dean or the appropriate Dean's designee. No amounts are allowed over the 50% overage and any additional money spent on meals will not be reimbursed. An approved [Business Meal Certification form](#), with all necessary signatures, is required for all meal expenses. Once signatures are attained documentation should be forwarded to the respective fiscal contact for processing.
8. **BUSINESS MEALS (Travel):** Travelers must receive pre-approval from his or her supervisor, either via email or the Business Meal Certification tab on the Travel Workbook. Use the [Rate Guide](#) found on the [Procurement](#) website for meal allotments. Up to a 50% overage is allowed with justification and approval from the Dean or the appropriate Dean's designee. No amounts are allowed over the 50% overage and any additional money spent on meals will not be reimbursed. Business meals must be deducted from the per diem section of the Travel Workbook. Supervisor's approval is required for all meal expenses as part of the Travel

Workbook. Once signatures are attained documentation should be forwarded to, the respective fiscal contact for processing.

DAY TRIP MEALS: Day trip meals CANNOT be reimbursed, regardless of the fund source. This is an IRS regulation.

ALCOHOL: The purchase of or reimbursement for alcohol is prohibited with state funds. Any requests for the purchase or reimbursement of alcohol must be pre-approved by the employee's supervisor and the Dean or the appropriate Dean's designee. Any and all events which involve alcohol on University property must be pre- approved by the Office of the Vice President for Student Affairs. The alcohol service approval form is available via the following link: <http://www.virginia.edu/vpsa/forms/index.html>

9. **TRAVEL PRE-APPROVAL FORM:** A pre-approval form is no longer required for Travel. Use of pre-approvals within individual units is optional. Responsibility for approving travel requests and insuring that unit budgets cover such expenses is a function of the supervisor.
10. **PROCESSING TRAVEL REIMBURSEMENT FOR CURRY EMPLOYEES:** Curry employees should submit approved travel workbooks and documentation within 30 days of their return to receive reimbursement. All travel workbooks should be completed by the traveler and include all necessary documentation for reimbursement. Workbooks must be signed by the traveler's supervisor.
 - a. **TRAVEL REIMBURSEMENTS OVER 30 DAYS OLD (CURRY EMPLOYEES):** Travel workbooks submitted more than 30 days past the return date of travel must include a written justification for their lateness. Travel workbooks submitted more than 60 days after the return date of travel requires approval from the Dean or appropriate Dean's designee. If a traveler submits three or more reimbursement requests more than 30 days old, the Dean will be notified and the request may be denied entirely.
11. **PROCESSING TRAVEL REIMBURSEMENTS FOR RESIDENT AND WAGE FACULTY:** Travelers can submit their travel reimbursements for teaching assignments immediately following each travel date or at the completion of the course. Travel reimbursements for resident and wage faculty will be reimbursed, at the latest, upon the completion of the teaching assignment. Special consideration will be given to areas with wage faculty who accrue a significant amount of travel throughout the teaching assignment. Requests for special consideration must be made in writing and submitted to the supervisor for prior approval. All travel workbooks should be completed by the traveler, include all necessary documentation for reimbursement, and signed by the traveler's supervisor.
 - a. **TRAVEL REIMBURSEMENT OVER 30 DAYS OLD (RESIDENT AND WAGE FACULTY):** For wage faculty making multiple trips to the same location throughout the semester, use the following exception for travel more than 30 days old:

"Curry School instructor travel is reimbursed 30 days from the final return date of the teaching assignment; this includes multiple trips per semester. Exception

for this has been approved by Audit and [Assistant Director for Procurement Services] Terry Butler.”

Travel workbooks submitted more than 30 days past the completion of the teaching assignment must include a written justification for their lateness. Travel workbooks submitted more than 60 days past the completion of the teaching assignment requires approval from the Dean or appropriate Dean’s designee. If a traveler submits three or more reimbursement requests more than 30 days past the completion of the teaching assignment, the Dean will be notified and the requests may be denied entirely.

12. **MEANS OF TRAVEL:**

- a. **RENTAL VEHICLE:** The University has contracts with Enterprise, Hertz, and National for car rentals. The traveler should make the rental car reservation at least 24 hours in advance and forward the necessary information to the holder of the departmental P-card for payment. State employees and authorized agents should decline the rental car insurance offered by the rental car company. University contract rates with Enterprise and National include the Collision Damage Waiver (CDW) which covers damage to the rental vehicle, and University insurance covers liability damage.

Rental vehicles must be returned with a full tank of 87 grade gasoline, which is reimbursable with a receipt.

- b. **MILEAGE:** Curry will follow the mileage rates set forth by the University. The current reimbursement rates for 2015 are \$0.575 per mile for full reimbursement and \$0.246 per mile for partial reimbursement (partial reimbursement applies when a rental would be less expensive, but the traveler elects to use his/her own vehicle), but the traveler should check the Procurement Services website for the current rate. If a traveler has a home-base, the daily commute must be deducted from the traveler’s mileage. If the traveler does not have a home-base, 60 miles must be deducted from the traveler’s mileage to be equitable for a reasonable commute. Home-base is defined as follows:

Curry on-Grounds faculty: Curry School of Education

Curry off-Grounds faculty: Primary work location

Curry off-Grounds wage instructors: No home-base

Employees with approved telecommuting arrangements or multi-location responsibilities should have prior written approval from the supervisor and he/she will work with the appropriate fiscal contact to calculate mileage reimbursements.

- c. **AIRFARE:** Travelers should contact a contracted travel management vendor and work with an agent to secure the best airfare rate. An approved list of contracted travel management vendors can be found on [Procurement’s website](#), under Travel Management services. The agent will then work with the designated Curry contact to obtain approval and payment information before booking the flight. If the traveler chooses to book a flight with his or her

personal credit card, the traveler will not be reimbursed if the flight is cancelled. Upon their return, travelers must submit boarding passes with the approved travel workbook, regardless of who purchased the airline ticket.

- d. ***MASS TRANSIT:*** Mass transit expenses will be 100% reimbursable as long as it is cost-effective and the appropriate documentation, including boarding passes, is submitted with the approved travel workbook.

- e. ***PARKING FEES & TOLLS:*** All parking fees and turnpike tolls will be reimbursed based on actual expenditures, regardless of the number of miles traveled. (Note: Parking at the Northern Virginia Center is not a reimbursable expense, however, University faculty and staff who have pre-paid for semester parking on Grounds (Charlottesville) and received a University hangtag will be admitted to the University Parking lot. Faculty and staff must identify themselves as such and show the hangtag to be admitted. A photocopy of the hangtag should be sent to the Northern Virginia Center in advance to ensure the parking attendant is aware of the traveler's affiliation with the University.)