

FERRIS STATE UNIVERSITY

BUSINESS POLICY 2012:15 TRANSPORTATION & TRAVEL POLICY (Supersedes 2012:01)

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FERRIS STATE UNIVERSITY

BUSINESS POLICY 2012:15

To: All Members of the University Community

Date: JULY 2012

TRANSPORTATION & TRAVEL

(Supersedes 2012:01)

PURPOSE AND SCOPE

The purpose of this policy is to outline the guidelines for transportation and travel. The policy is applicable to the following:

- All full-time, part-time, and student employees of Ferris State University who are required to travel and/or operate University-owned, privately-owned, rental vehicles, or vehicles on loan to the University to perform business-related tasks in the course of their job duties
- All students, volunteers, or other persons who travel and/or operate University-owned, rental, private vehicles, or vehicles on loan for any University-related and/or funded activities
- All University- and privately-owned vehicles, as well as all vehicles leased by, rented by, or on loan to the University, for any purpose related to or funded by the University

POLICY

In accordance with the Policy Guidelines, full-time, part-time student employees, and volunteers as well as members of Registered Student Organizations or athletic teams, who meet the necessary requirements, may operate University-owned vehicles, as well as vehicles rented by or on loan to the University. Travel (and related expenses) by University personnel and others defined in the following procedures must be in support of University operations, a specific program of instruction, research or public service, or more general programs of professional improvement. Travel expense guidelines, limitations, and reimbursement rates apply to all units of the University, regardless of the source of funds. When travel and related expenses are funded by a grant or contract, the use of these funds will be governed by the more restrictive of either the grant/contract or the University policies. The account managers also have the option of imposing more restrictive guidelines than those set forth in this policy for their individual units.

POLICY GUIDELINES

I. USE OF VEHICLES

- A. Driver's License Requirements. All operators of University-owned vehicles, as well as vehicles leased by, rented by, or on loan to the University, must be approved, in advance of use of a vehicle, by the Office of Risk Management & Insurance. The Office of Risk Management & Insurance will verify that the Driver's License Requirements have been met for the class of vehicle being requested or operated and will provide said verification to the University Motor Pool and/or the applicable hiring/requesting department(s).
1. Driver's License Requirements for Full- and Part-time Employees
 - Full- and part-time employees must possess a valid operator's license. Student employees must meet the requirements listed in Section 2, below.
 2. Driver's License Requirements for All Others

All other persons, including student employees, students, and volunteers are subject to the following requirements:

 - Must possess a valid driver's license, i.e., a license that is not expired, suspended, restricted, or revoked.
 - Must have less than 6 points on their driver's license.
 - Must not have had an OUIL, DUID, Driving Impaired, or Reckless Driving offense in the last three years.
 - Must not have had their driver's licenses suspended or revoked for a traffic-related violation in the last three years.
 - Must not have had two or more at fault accidents in the last three years.
 - Must not have been convicted of a crime using a motor vehicle.
 3. Persons applying for positions that require motor vehicle operation will not be hired if they do not meet the requirements set forth in the applicable Section A1 or A2 above.
- B. All vehicles must be authorized and obtained in accordance with the University's Transportation and Travel Policy.
- C. All persons are required to operate University-owned vehicles and vehicles rented by or on loan to the University in accordance with State motor vehicle regulations.
- D. All persons are required to wear seat belts when operating and/or riding in University-owned vehicles and vehicles rented by or on loan to the University.

II. TRANSPORTATION

A. University-owned Vehicles or Vehicles Obtained via Long-term Lease or Loan

1. Vehicles owned by the University, vehicles obtained via long-term lease, or vehicles on loan to the University may be used by University employees, provided that the requirements set forth in this policy have been met. Students or volunteers who are not University employees are not allowed to operate University-owned vehicles or vehicles rented by or on loan to the University unless they meet the following criteria:
 - Are a member of a Recognized Student Organization or are a member of a Varsity Athletic team
 - Have been approved by the Director of Student Activities and Leadership or the Athletic Director, as applicable
 - Have met the Driver's License Requirements described in Section I of this policy. The Director of Student Activities and Leadership or Athletic Director is required to obtain verification from the Office of Risk Management & Insurance that the student or volunteer has met the Driver's License Requirements. Where applicable, said verification will also be provided to the University Motor Pool.
2. Insurance Coverage for University-owned Vehicles, Vehicles Obtained via Long-term Lease, or Vehicles on Loan to the University
 - a) The University provides coverage for vehicles owned by the University, vehicles obtained via long-term lease, or vehicles on loan to the University.
 - b) To ensure coverage, University departments obtaining vehicles must notify the University Motor Pool before obtaining the vehicle and when the vehicle is sold or returned.

B. Rented Vehicles

1. Many rental agencies will give a discount to employees for either personal or business use upon presentation of the University identification card.
2. Rental cars should be the most economical class available to accomplish the business purpose of the trip.
3. Insurance Coverage for Rented Vehicles
 - a) Employees should rent vehicles in the University's name so they are protected by liability insurance carried by the University; therefore, the employee should sign the rental agreement as "*your name* for Ferris State University". Evidence of the University's liability insurance can be obtained through the office of Risk Management & Insurance.
 - b) **Collision damage/loss of use coverage is not provided by the University.** If the vehicle is rented using the JPMorgan VISA Corporate Travel Card, coverage is provided by VISA, **provided that the Collision Damage Waiver (or similar option) is declined.** (For more information, refer to VISA Commercial Card "Guide to Benefits" provided with the card.)

- c) In the case of travel related to Varsity athletic teams ONLY, the University Departmental Purchasing Card may be used to rent vehicles. If the vehicle is rented using the University Purchasing Card, coverage is provided by Visa, **provided that the Collision Damage Waiver (or similar option) is declined. However, certain exclusions and restrictions apply. For example, coverage is provided only for those vans manufactured and designed to transport a maximum of eight people and which are used exclusively to transport people. Coverage for certain luxury makes and models is also excluded.** (For more information, refer to the Visa agreement provided with the card.)
- d) If the vehicle is not rented using the JPMorgan VISA Corporate/Commercial Card, **the purchase of collision damage/loss of use coverage should be purchased as part of the rental contract and is a reimbursable travel expense.** The employee's personal automobile insurance will be primary if this coverage is not purchased.
- e) Employees who rent vehicles in their own names, and not as directed above, may be covered by their personal automobile insurance or through their major credit card insurance. Employees should check with their automobile insurance carrier and/or credit card company to ensure that coverage is provided.
- f) NOTE: Employees who rent vehicles in foreign countries should purchase both liability and collision damage/loss of use insurance from the vehicle rental agency.

C. Private Automobiles

1. Transportation by private vehicles may be authorized, if a University-owned vehicle is not available.
2. Insurance coverage for Private Automobiles
 - a) Employees, students, or volunteers who are using a privately-owned vehicle for University-related business or travel must comply with the Policy Guidelines in this policy.
 - b) If an accident occurs when any Ferris State University employee or student is using their personal vehicle for University-related business or travel, the employee's or student's personal insurance will be the primary coverage utilized. University liability coverage is the secondary coverage in this case; the University does not provide comprehensive or collision damage coverage nor cover deductibles for privately-owned vehicles.

D. 15-Passenger Vans

The use of 15-passenger vans, owned by the University or rented by/loaned to the University, must comply with the following requirements:

- Occupancy of the van must be limited to 10, including the driver of the vehicle. The rear seat in all University-owned 15-passenger vans will be removed prior to such vans being put into service. Drivers of 15-passenger vans must meet the Driver's License Requirements stated in Section A of the Policy Guidelines.
- In addition, drivers of 15-passenger vans must be at least 21 years of age.

- Under certain circumstances **and with the approval in advance by the Office of Risk Management & Insurance**, exceptions may be made to the above requirements.
- All drivers and occupants of 15-passenger vans must wear a seat belt at all times.
- Cargo in 15-passenger vans must not be loaded in a manner that obstructs vision, i.e. above the bottom of the windows.
- No cargo should be loaded on the top of the vans.
- Only persons possessing a valid Commercial Driver's License (A, B, or C with a P endorsement) will be eligible for approval to tow a trailer with a van.

E. Reporting Accidents

1. All accidents involving vehicles owned or leased by the University, or vehicles on loan to the University, must be reported immediately to the police department in the enforcement jurisdiction.
2. The driver of the vehicle or an authorized representative of the department must also report the accident to the University Motor Pool office and/or the Office of Risk Management & Insurance within one working day. A M.U.S.I.C. Motor Vehicle Loss Report must be completed to process the claim.

F. Use of Cellular Phones While Driving

The following guidelines should be applied regarding the use of cell phones while Operating University- or privately-owned vehicles, as well as vehicles rented by or loaned to the University:

- Make driving safely your first priority. Always keep your hands on the wheel and your eyes on the road.
- Make sure the phone is positioned where it is easy to see and reach.
- Be familiar with the operation of the phone so that you are comfortable using it on the road.
- Use the speed-dialing feature to program frequently-called numbers.
- When dialing manually, without the speed-dialing feature, dial only when stopped.
- Never take notes when driving.
- Avoid making calls and let the voicemail feature pick up your calls when you are driving during inclement weather, heavy traffic, or other dangerous/distracting conditions.
- If your conversation looks like it will take a good deal of time, agree to call back when you are off the road.
- Texting, use of data on smart phones, and all tablet use is prohibited while driving.

G. Commercial Airline, Ship, or Rail

1. Airplane fare must be economy, coach, or tourist class rates unless the traveler certifies via Concur Travel that such classes were not available.
2. When travel is by automobile, ship, or rail, the fare should not exceed the cost of air travel by the most direct route. Sleeping car accommodations are limited to berth or roomette.

H. Charter Air Service or Private Airplane

1. Travel by charter air service may be authorized when it reduces travel costs and travel time. Certain insurance requirements (e.g., per-seat insurance limits and exclusion for charter planes that seat more than 40 passengers) may restrict the use of charter aircraft. Persons arranging travel for charter air service **must obtain approval from the Office of Risk Management & Insurance prior to making arrangements.**
2. Travel by privately owned or personal plane is **not permitted (commercial airline or charter only).**

III. TRAVEL

A. Travel Requests

1. **All travel must be authorized in advance of departure and prior to any expenses being made.** Using one of the following methods.
 - a) *FSU Employees, Volunteers, Students, and Trustees will use the Concur Travel Request* (standard or blanket form) -- The completed form must be approved by all appropriate levels of authorization (including the account manager) in advance of departure.
 - b) Candidates, University Guests, or other non-employee situations where the University may be booking and paying for the travel will not require a Travel Request. When departments are booking travel arrangements they must refer to the document authorizing and requesting the travel booking as the “Prior Authorization Reference” in Concur Travel (i.e. fully executed and approved contract, grant, project proposal or other formal communication).
2. Authorization
 - a) Local and in-state travel must be authorized by the traveler’s supervisor and the departmental account manager.
 - b) Out-of-state travel must also be approved by the vice president or his/her designee.
 - c) Foreign travel, with the exception of Canada, must also be approved by the respective vice president and the President (or his/her designee).
 - d) Blanket Authorizations -- Blanket authorizations may be utilized for frequent and routine travel. Blanket authorizations may also be used for persons who travel on a regular basis for the same purpose (generally recruiting, UA&M major gift officers and Alumni Office) or when several related trips are to be made by the same person during a short period of time. In instances as those noted above, the following procedures must be followed:
 - i. A recording of the individual trips must be kept on file in the departmental account manager’s office, with the traveler(s) signing in and out to help determine when an individual is on University business while out of the office.

- ii. Whenever reimbursement is requested, the *Expense Report* must be completed and approved by the appropriate account manager. The supporting documentation, including the approved *Travel Request (default or blanket)*, must be attached to the *Expense Report*.
- e) Provost and Vice Presidents have blanket travel authority for the United States and Canada. All other travel must be authorized in advance according to the standard procedure. Any travel reimbursement will be requested by completing an *Expense Report* approved by the President or his/her designee.
- f) Sabbatical leave travel funding may be authorized if the travel plan relates to a sabbatical leave assignment approved by the Provost/Vice President for Academic Affairs.
- g) Persons under contract to the University via personal service agreements should not process a *Travel Request or Expense Report*. *Reimbursements, if appropriate, will be via Requisition/PO*.
- h) *Non-employees who are not under contract (e.g. candidates, athletic recruits, etc.) will be reimbursed via Accounts Payable for any out-of-pocket expense.*
- i) If the traveler plans to use a less direct route, more expensive mode of travel, or if the length of stay is longer than authorized for business purposes (bearing these extra costs him/herself), these plans must be noted on the *Travel Request*.

B. Advances

1. The primary method of payment for travel related expenses is through the University Travel Card.
2. Employees must request and be approved by the traveler's respective divisional vice president for eligibility to receive Cash Advances. If an exception is approved:
 - a) The Cash Advance option will be added to the employees Concur profile to request the advance.
 - b) Advances for travel are limited to \$500 (Exception: Blanket Authorizations, team travel, and foreign travel).
 - c) All cash advances for expenses such as parking, tips, tolls, some meals, etc. are requested through Concur and issued via check by the Accounts Payable Office.
 - i) The employee requests a travel advance via Concur Cash Advance. The travel advance will be issued by Accounts Payable and mailed to the employee's home address.
 - ii) Employees must provide at least 5 business days advance notice to the Accounts Payable Office for cash advances.
 - d) Limitations and Exceptions

- i. Advances are recorded as Employee Accounts Receivable and, if not returned to the University or vouchered by properly documented and approved expenses, may be collectable through payroll deduction as per the accepted Privacy Statement on Concur Travel.
- ii. The account manager's approval authorizes recovery of the travel advance from departmental funds if not recoverable from the employee. The advance still remains as an obligation of the traveler until the advance has been properly cleared.
- iii. An advance for student travel will be issued only to a faculty or staff employee of the University. The *Cash Advance request* must list the name of the student(s) in the Comment field. The advance may then be distributed to the student(s); however, the faculty or staff member remains responsible for clearing and/or repayment of the advance.
- iv. Travel advances will not be issued to an employee with a delinquent travel advance or where payroll deductions were required within the last two years to recover a previous travel advance.
- v. When a trip is canceled for any reason, the travel advance must be repaid immediately. Repayment of travel advances must be made to the Accounts Payable Office within seven business days after the trip is completed. If the trip is rescheduled, a new *Cash Advance request* must be processed for the advance to be reissued.
- vi. No advance will be made for travel to be charged against an Agency Fund account.

C. Travel Arrangements & Booking

1. Whenever possible travel arrangements that are being paid by the University should be made through Concur Travel online.
2. The University Travel Agent can assist with travel bookings when needed for multi-leg trips, group travel, international travel, or extenuating circumstances requiring additional assistance. Additional fees may apply.

D. Payment of Travel Expenses

Travel expenses can be paid via the following means:

1. University Travel card – The preferred method of payment is through the University Travel Card. Employees can apply for a Travel Card (VISA) through the Financial Services Office.
2. Purchase Order – Travel-related expenses that cannot be charged to the Travel Card, can be paid by the department via a purchase order. This payment needs to be noted on the *Travel Request* form.
3. Personal Credit Card – if an employee elects to use his/her personal credit card as the method of payment for business travel expenses, he/she will be reimbursed only upon completion of the travel (no advance vouchers for pre-trip expenses).

E. Destinations Defined

1. Local Travel – Local travel is travel within the confines of the city where the traveler’s base office is located.
2. In-State – In-state travel is defined to include travel for which the destination is outside the local area but within the State of Michigan.
3. Out-of-State – Out-of-state travel is travel for which the destination is outside the State of Michigan but within the United States, including Alaska, Hawaii, and Canada. For U.S. Government-supported projects, Canada and Mexico may or may not be considered foreign travel, as determined by the grant limitations.
4. Foreign – All other destinations are considered foreign travel.

F. Reimbursement for Travel Expenses

Reimbursement for travel expenses will be allowed according to the following procedures:

1. Eligibility – The following persons are eligible for reimbursement for travel:
 - a. Employees of the University
 - b. Persons who are invited to the University (athletic, faculty, staff, etc.) or who are asked to travel for the University. Meals and lodging furnished to guests in the local area and charged to University accounts are encouraged to be furnished by University facilities whenever available.
 - c. Students representing the University in intercollegiate athletic, scholastic, or music competitions or other sanctioned University events. (University funds may not be used for travel to collect data primarily for a thesis or dissertation.)
 - d. Expenses for an employee’s spouse may be reimbursed only if the presence of the spouse is required for a business purpose by the University and with prior approval of the divisional Vice President or designee (see the Business & Special Expense Policy for authorization form). The approved Spouse Expense Authorization Form must be attached to the Expense Report..
2. *Expense Reports* – The *Concur Expense Report* must be used to request reimbursement for travel.
 - a) Each traveler must submit a separate *Travel Request and Expense Report* for his/her own expenses unless the travel is team travel.
 - b) Reimbursement requests that do not exceed the approved *Travel Request* amount by more than 10% only require the account manager’s approval. If the reimbursement request is for an amount greater than that approved on the *Travel Request* plus 10% , the *Expense Report* must have all approvals required on the original request.
 - c) *Expense Reports can contain multiple trips. When a cash advance is issued the Expense Report* must be submitted within 7 (seven) business days of the completion date of the trip.
 - d) If travel card charges have not been expensed the employee and supervisor will be notified in writing of the problem. Delinquent (over 30 days)

- outstanding advances and/or travel expenses not expensed may be deducted from the employee's paycheck or charged to the department, as appropriate.
- e) Reimbursement for travel expenses will be allowed according to the amounts indicated in the Reimbursement Chart shown in Appendix A.
 - f) A University-owned or private vehicle may be used in lieu of a commercial carrier; however, expenses will be reimbursed at the rate for the least expensive mode of travel. (Determining least cost must include all related expenses, i.e. hotel, per diem, parking, rental car, etc.)
When the use of a vehicle is the personal preference of the traveler and will require the traveler to extend his/her absence from the University longer than that necessitated by commercial travel, the traveler must use vacation leave to cover the extended travel time.
 - g) Travel reimbursement is based on travel by the usual direct route for the authorized mode of travel. If the traveler has used a less direct route or more expensive mode of travel, those costs must be borne by the traveler. Additional costs resulting from stops for personal reasons will not be reimbursed.
 - h) Two or more persons traveling by University-owned or private vehicle to the same destination at the same time should travel together whenever possible.
 - i) Meals for employees on institutional travel are reimbursed on a per diem basis. Thus, a meal involving only employees traveling together may not be claimed as a business meal, but will be reimbursed at the appropriate per diem rate. In the absence of extenuating circumstances, when ~~if~~ employee meals are provided by the hotel, host, or included in the cost of the conference/registration fee, no additional reimbursement will be authorized. Non-business meals charged to the University Travel Card are to be marked as a personal expense. Concur will automatically deduct these amounts from the allowable per diem. If the actual charges exceed the allowable per diem, resulting in a negative balance due the employee (an amount that the employee owes the University), the employee is responsible for reimbursing the University for any over-payment. (For those who travel frequently, processing a monthly expense report may prove helpful in reducing any potential negative balances due).
 - j) When hosting non-employees for a business meal, the meal for the non-employees is a reimbursable expense. Such expense must be described on the *Expense Report*, and itemized receipts must be attached to the *Report*.
 - k) Taxi, bus, or limousine services incurred with authorized travel and related to business (e.g., taxis between hotel and airport) are reimbursable; however, expenses for sight-seeing trips are not reimbursable. Any business meal charged to the University Travel card must be documented using the Business & Special Expense Policy procedures.
 - l) All supporting documentation such as receipts, transportation ticket stubs, must be attached to the expense in the *Expense Report*.
 - m) If the traveler is claiming expenses for business or entertainment, the name of the persons participating, their organization, the nature of the business, and type and location of the expenditures must be documented. This

documentation must be included on the *Expense Report*. When all persons participating are FSU employees it does not qualify as a business meal unless an agenda or other documentation is provided that verifies the business nature along with explanation of why the meeting was scheduled during a meal time.

- n) Reimbursement for meals taken in the local area will be made only when attendance at a meal is necessary for participation in a conference or business meeting. Reasons for this exception must be stated when requesting reimbursement, and receipts documenting the expenditure, the business purpose, and the names and organizations of the participants are required (see Business and Special Expense Policy).
- o) Employees whose base offices are elsewhere in the state are eligible for reimbursement for lodging including per diem meals in the Big Rapids area. Meals and lodging in the local area and charged to University accounts should be furnished by University facilities whenever available.
- p) If the traveler's reimbursable expenses are limited by grant, contract, or other agreement to an amount less than actual, the amount over the allowable expense must be indicated as personal or the amount over the allowable expense, up to the University per diem rate may be reimbursed using departmental funds if authorized by the department.
- q) Persons under contract to the University via personal service agreements should not process a *Travel Request or Expense Report*. Reimbursements, if appropriate, will be via Requisition/PO.
- r) Preconference/workshop/meeting events such as golf outings, tours, etc. are not a reimbursable expense.

G. Grants and Contracts

1. Transportation

- a) Grants and contracts supported by the U.S. Government generally require that travel be on American carriers, by the most direct route, and at economy or coach fare. When travel is by ship, the fare may not exceed the cost of air travel as authorized by the most direct route. Per diem is not payable on board ship where meals and lodging are included in the fare.
2. Reimbursement – Reimbursement for lodging and meals will be subject to the limitations, if any, of the grant or contract and made on an actual cost or per diem basis, in accordance with these procedures.

H. Accident Insurance for Travelers

- 1. The University carries a group travel accident insurance policy that provides coverage for accidental death or dismemberment to full-time employees and members of the Board of Trustees while traveling on authorized University business.
- 2. The University also carries accidental death and dismemberment coverage for part-time and student employees, as well as students, volunteers, and other persons who are authorized to travel for any purpose related to or funded by the University. The following persons or circumstances are **excluded** from coverage:

- a) Employees commuting to and from work, on vacation travel, on sick, sabbatical, or terminal leave; consulting leave; or leave with or without pay. However, sabbatical leave travel, with approved travel plans related to the sabbatical leave assignment, will be covered.
- b) Persons who are traveling to the University for job interviews, even though reimbursed by the University.
- c) Persons whose salaries are paid by other organizations or persons under contract to the University via personal service agreements (i.e., independent contractors).
- d) Losses caused by or resulting from suicide or intentionally, self-inflicted injuries; war or losses sustained while in the armed services; or piloting or serving as a member of the crew of any aircraft.

Jerry L. Scoby
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APPENDIX A

TRANSPORTATION & TRAVEL – REIMBURSEMENT CHART

TYPE OF EXPENSE	REIMBURSEMENT RATE	RECEIPTS REQUIRED
Lodging (tax exempt)		
Room	Actual cost at single rate (If room is shared, reimbursement will be made to payee.)	Itemized receipt of payment from hotel or motel
Conference Room or Suite	Actual cost	Itemized receipt of payment and statement of use
Meals, including tips. (Meals included in conference/registration or provided by the host fee will not be reimbursed. Also, a meal involving only employees traveling together may not be claimed as a business meal, but will be reimbursed at the appropriate per diem rate.)		
Domestic Travel	<p style="text-align: center;">Standard Rate = \$50.00/day (\$8.75/\$15/\$26.25)</p> <ul style="list-style-type: none"> • Single day travel (no overnight stay) is not eligible for per diem. • First day and last day of travel will be paid at 75% of the FSU full day rate. <p>NOTE: providing per diem for single day travel or 75% on first or last day is taxable to the employee</p>	None
International Travel	<ul style="list-style-type: none"> • The same as Domestic Travel except that the per diem meal rates for International Travel will be set at 90% of the GSA standard M&I Rate. 	None
Transportation		
University-owned Vehicle	None	None
Privately-owned Vehicle	62.5 cents per mile	None
Parking	Actual cost	Itemized receipt of payment for expenses over \$25.00
Bridge and Toll Road	Actual cost	None
Gas, Repairs, & Towing ***	Actual cost	Itemized receipt of payment
Rental Vehicle	Actual cost	Itemized receipt of payment
Commercial Carrier (plane, train, bus, ship)	Actual cost at lowest available rate	Itemized receipt of payment
Taxi	Actual cost	None
Shuttle	Actual cost	Receipt Required
Limousine	Actual cost	Itemized receipt of payment
Private Charter - Plane	Lowest of round trip commercial air fare or car mileage	Itemized receipt of payment and mileage calculation.
Other		
Conference Fees	Actual cost	Itemized receipt of payment
Gratuities (non-meal)	Actual cost	None
Telephone, internet service, & fax	Actual cost	Itemized receipt of payment

** The University does not reimburse mileage for commuting. Mileage must be computed to and from the place of employment.

*** Reimbursement for gas, repairs, & towing applies only to University-owned vehicles.