



**Eastern
Kentucky
University**
Policy and Regulation Library

Administrative Regulation: 6.1.3ADR

Responsible Office(s): Office of Financial Affairs

Effective: June 12, 2014

Next Review Date: June 12, 2019

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Travel Requirements and Procedures

Statement

The purpose of this regulation is to clarify the requirements of and procedures for making travel arrangements, and reporting and approving expenses incurred while traveling.

The requirements contained in this regulation shall apply to all Approved Business travel regardless of funding source. Travel associated with state and federal grants and contracts may also be governed by state and federal regulations. The terms set forth in any grant or contract agreement governs only when such terms are more restrictive than University travel requirements and procedures.

Colleges and departments may choose to develop and implement more restrictive travel procedures in compliance with general University policies and this regulation. Any college or department choosing to implement more restrictive travel procedures must inform the Office of Financial Affairs.

Entities Affected

- Faculty, staff, students or job candidates who travel on Approved Business or have been approved to travel on behalf of the University.
- Travelers who travel for Approved Business who are not employed by the University.
- The Office of Financial Affairs.

Regulation Background

Eastern Kentucky University (EKU) Travel Requirements and Procedures derive from the Commonwealth of Kentucky Employee Travel Regulations as stated in 200 KAR 2:006. Text of 200 KAR 2:006 may be found at the following link: <http://www.lrc.ky.gov/kar/200/002/006.htm>.

Procedures

Pursuant to the [Fiscal Misconduct Policy](#), the University requires that all employees preserve and use University resources for their designated purposes, as prescribed by law, regulation and policy. Also, pursuant to the University's Code of Ethics, University employees shall protect and conserve public property, including monetary funds or resources, and shall not use such for purposes other than authorized activities.

The University may pay for or reimburse University related Travelers for reasonable and proper expenditures incurred in the conduct of Approved Business up to predetermined limits. Such expenditures shall be reasonable in amount and proper in nature and the purpose of the expense shall be for the benefit of ECU. The University cannot reimburse Travelers for amounts reimbursed by other sources. Also, Travelers cannot be reimbursed by any other organization for any of the expenses paid by the University.

When traveling on official Approved Business, Travelers are expected to comply with all University policies and requirements. Good business practice requires that all expenditures be clearly and correctly recorded and any unusual items or amounts must be fully explained. Receipts are required for all expenditures except per diems.

A Travel Expense Voucher must be properly completed and documented, inclusive of the entire travel period, properly approved and forwarded to the University Accounts Payable office as soon as possible but no later than 60 days. Travelers should be aware that Internal Revenue Service (IRS) regulations (26 CFR 1.62-2) require that Travelers report all travel expenses accurately and completely within 60 days or the amount will be treated as personal wages on the Traveler's IRS Form W-2. **Travelers must include sufficient documentation as described herein (or original documentation as required herein) to support the amount, time, place, and business purpose of the travel expense.** Travel expenses that are not accurately and completely reported are required to be included as personal wages on the Traveler's IRS Form W-2.

I. MAKING TRAVEL ARRANGEMENTS

When considering air travel or ground travel, Travelers and those authorizing Approved Business travel must make reasonable cost-effective decisions considering travel schedules, travel time, layover time, personal, health and safety issues, etc.

Airline Transportation

Purchasing Airline Tickets:

- It is the intent of the University to affect maximum practical savings in the purchase of air transportation. Travelers are urged to seek discounted airfares through the air line or web-based resources such as www.expedia.com, www.travelocity.com, www.priceline.com, www.kayak.com and any other airline and/or travel-related websites offering discounted airfares.

- Except in the case of group or international travel, Travelers shall avoid the unnecessary expense of utilizing a travel agent for the purchase of air transportation.
- All Travelers must travel coach or on special reduced fares when available. First class travel is not permitted and will not be paid or reimbursed by the University.
- Generally, it is more cost effective to avoid purchasing refundable airline tickets. Travelers must justify to their supervisor any travel changes after tickets are purchased.
- Procurement card holders may purchase airline tickets for others who have been approved for travel.

Use of Charter or Private Aircraft:

- The use of charter or private aircraft is not permitted unless specifically authorized in advance by the University President or President's designee.

Airline Incentives:

- Airline incentives which provide benefits directly to the Traveler (such as mileage programs) must not be considered in selecting a particular flight or airline.

Documentation for Travel Expense Voucher:

- Electronic email ticket confirmation documentation must be attached to the Travel Expense Voucher. Original travel receipts are required for international travel.

Travel Insurance:

- Travel insurance is normally not permitted.

Baggage Fees:

- Travelers will be reimbursed for reasonable baggage fees.

Ground Transportation

Please see the Motor Vehicle Use Regulation before making ground transportation arrangements. ECU employees and student employees must be deemed an Approved Driver (as set forth in the Motor Vehicle Use Regulation) to operate an ECU Vehicle, a rental vehicle or their personal vehicle (only when transporting students) to conduct Approved Business.

Fuel Purchases:

For ECU Vehicles, Travelers may use the fleet card provided in the vehicle for fuel purchases. If in an area where this card is not accepted, Travelers may use a University procurement card or personal funds for fuel purchases.

For rental vehicles, Travelers may use a procurement card or personal funds for fuel purchases and submit receipts in accordance with this regulation.

For personal vehicles, Travelers must use personal funds for fuel purchases and claim mileage in accordance with this regulation.

Parking and Transportation fees:

Properly documented parking fees and toll charges are reimbursable for ground transportation. A maximum of \$20 per night will be reimbursable for parking or camping expenses.

ECU Vehicles:

If possible and practical, an available ECU Vehicle should be the first vehicle of choice for Day Travel. Contact the Parking and Transportation Department for ECU Vehicle reservations.

ECU Vehicles may be used only for official Approved Business.

Passengers in ECU Vehicles:

Passengers permitted in ECU Vehicles are limited to employees of the University, individuals on Approved Business, and official guests of the University, individuals to whom the University wishes to extend a courtesy, and enrolled student of the University. Family members who are not employees of the University or on Approved Business may not ride in ECU Vehicles. Hitchhikers and casual riders are not permitted.

Personal Vehicles:

- No Traveler should be required to use their personal vehicle for Approved Business.
- Travelers may seek reimbursement for Approved Business travel at the current per-mile rate for the state of Kentucky. The rate is available at <http://www.accounts.eku.edu/>. When requesting reimbursement, travel shall be listed separately by trip including date, miles, and purpose. Mileage may be calculated using mileage calculation software available on the internet at

www.randmcnally.com, <http://maps.google.com> or www.mapquest.com. Mileage claims, based on official mileage maps, must be more economical than alternate means of transportation, including vehicle rental and air transportation.

- If a Traveler's point of origin is the Traveler's residence, mileage shall be paid for the shorter of mileage between the Traveler's residence and travel destination, or the Traveler's Regular University Workstation and the travel destination.
- If the Traveler's point of origin for travel is the Traveler's Regular University Workstation, and after proceeding to a travel destination, the Traveler's final destination is the Traveler's residence, mileage shall be paid for the shorter of mileage between the residence and travel destination or the Traveler's Regular University Workstation and the travel destination.
- Commuting mileage from the Traveler's residence to the Traveler's Regular University Workstation is not a permitted reimbursable expense and will not be paid or reimbursed by the University.
- For personal vehicles, Travelers must use personal funds for fuel purchases and claim mileage reimbursement as described in this regulation.

Day Travel:

Employees should seek the most economical means for day travel.

Rental Vehicles for Individual or Group Travel:

- Rental vehicles may be used only for Approved Business (as defined in the Motor Vehicle Use Regulation). All drivers of rental vehicles must qualify under University's Motor Vehicle Use Regulation.
- Vehicle rentals within the United States for Approved Business are covered by the University's automobile insurance policy in generally the same way as coverage is provided for University-owned vehicles. Various forms of insurance (Collision Damage Waiver [CDW], Loss Damage Waiver [LDW], Physical Damage Waiver [PDW], Liability Insurance Supplement [LIS], Personal Accident Insurance [PAI], Personal Effects Coverage [PEC], etc.) if purchased from the rental agency by the Traveler are neither authorized nor payable as an approved University travel expenditure.

It is recommended that rental car insurance be purchased on vehicles rented outside the United States. The cost of this insurance will be reimbursed by the University.

- When renting a vehicle, ensure that Eastern Kentucky University is listed as the lessee (i.e. “Eastern Kentucky University / Jane Doe”).
- Employees should seek the most practical and economical vehicle for rental.
- The use of or rental of ***fifteen (15)-passenger vans is not permitted.***
- When returning a rental vehicle, please adhere to the rental agency’s policy regarding refueling and ***do not purchase fuel through the rental agency.***
- All vehicle rentals must be reported on a Travel Expense Voucher accompanied by original documentation sufficient to support the amount, time, place, and business purpose of the travel expense.

Ground Transportation at the Airport:

- Travelers are encouraged to use an airport shuttle bus or mass transit at their destination, including to and from the airport but should make reasonable cost-effective decisions considering travel schedules, travel time, layover time, personal, health, and safety issues, etc.
- Taxi fare with tip or a rental vehicle is permitted only when other more economical transportation is not available.
- A rental vehicle should be used only when absolutely necessary to conduct Approved Business. A vehicle rented as a personal convenience is not permitted and will not be paid or reimbursed by the University. If a rental vehicle is required, it must be pre-approved by the budget unit head and rented only for the specific time needed.

Traffic Violations:

- Fines or other expenses incurred as a result of traffic violations while on Approved Business are the personal responsibility of the violator.

Reporting Accidents:

The Parking and Transportation Department will place within the glove box of each EKU owned vehicles (intended to be driven more than three miles from Campus) a disposable camera (for accident documentation only), emergency flares, and a Vehicle Accident Packet that includes:

1. “Proof of Insurance” Card, and
2. “Procedures to Follow in a Vehicle Crash” Form

At the time of any vehicle accident, an Approved Driver must do the following:

1. Stop. Pull off the roadway and turn on vehicle hazard flashers;
2. Contact Police #911 (An official police report is required.);
3. Contact medical care #911, if necessary;
4. Open and use the Vehicle Accident Packet; and
5. Call the insurance company's phone number on the "Proof of Insurance" card.

It is the duty of the Approved Driver to report accidents involving any ECU Vehicle to Public Safety as soon as possible but within 24 hours of the accident (859-622-1111).

The following information is required when reporting an accident:

1. The Police Accident Report (as soon as it's available) including the date and time of the accident;
2. The name, address, and telephone number of any and all other drivers involved in the accident;
3. The name, address and telephone number of any and all insurance company(ies) related to any and all drivers involved in the accident;
4. The name and contact information of any witnesses to the accident, if known; and
5. **If possible, take pictures of the accident.**

Lodging

- Travelers are required to select the most cost-effective lodging but should make reasonable cost-effective decisions considering travel schedules, travel time, layover time, personal, health, and safety issues, etc.

Making Lodging Arrangements:

- The University does not have a pre-negotiated, sole-source contract or agreement with any travel agent or travel-service provider. Travelers are urged to seek discounted lodging via web-based resources such as www.expedia.com, www.travelocity.com, www.priceline.com, www.kayak.com, and any other travel-related websites offering discounted room rates.
- It is expected that Travelers will patronize reasonably priced lodging establishments in close proximity to their travel destination (i.e., conference site, meeting site, etc.) to minimize local transportation expenses and also consider state government travel discounts at state parks and resorts.

Eligible Lodging Reimbursement:

- Generally, lodging must be more than 40 miles away (one way) from the Traveler's Regularly Assigned University workstation to be eligible for payment by the University.
- The University will reimburse for actual expense incurred including tax, not to exceed the single room rate. If two or more Travelers share a room and all are eligible for reimbursement, reimbursement will be at the lesser of the single room rate or one-half (1/2) the double room rate.
- Personal expenses are not eligible for payment or reimbursement by the University. These include but are not limited to charges incurred for items such as laundry, movies, mini-bar, alcohol, health club facilities, recreational events, etc.
- Lodging expenses included with conference registration fees or otherwise provided at no cost to the Traveler are not eligible for reimbursement.

Extended Residence:

- For extended residence, the Traveler should attempt to obtain accommodations on a weekly or monthly basis at reduced rates. Travelers should check with University Purchases & Stores for any pre-negotiated, long-term extended stay rates. Attention should be paid to restrictions, cancellation policies, etc.

Cancellations:

- In the event it is necessary to change or cancel guaranteed reservations, it is the responsibility of the Traveler to cancel the reservations. Be sure to obtain a cancellation number or the name of the person who took your cancellation call.
- Employees should follow the cancellation policy on their itinerary.

Business Travel Meals

Purchasing Business Travel Meals:

- Approved Business travel meals may not be purchased with the University procurement card.

Subsistence Per Diem Rate:

- Subsistence per diem is paid when the Traveler's authorized work requires an overnight stay and a travel destination of more than 40 miles away (one way) from

the Traveler's Regular University Workstation or home, whichever is less. Lodging receipts are required to substantiate an overnight stay.

- The University subsistence per diem rate for Approved Travel meals, including associated taxes and gratuity (no more than 20% of the cost of the meal), is \$30 for low rate travel areas and \$36 high rate travel areas. The University will prorate the subsistence per diem rate for departure days and return days as shown by the chart below:

Subsistence Per Diem Chart

Travel Days	Low Rate	High Rate *
Departure Days	\$23	\$28
Away Days	\$30	\$36
Return Days	\$23	\$28

*High rate travel areas:

<http://finance.ky.gov/services/policies/Documents/FAP%20120-17-03%20DSAS.pdf>

- Receipts are not required for subsistence per diem reimbursements.
- Meal expenses that exceed the subsistence per diem rate are the personal responsibility of the Traveler.
- There is no subsistence per diem for meals included in the cost of lodging, conference or meeting registration expenses, or otherwise provided at no cost to the Traveler as part of the event. Travelers must deduct all included meals from the subsistence per diem rate as follows:

Low rate areas: \$7 for breakfast, \$8 for lunch, and \$15 for dinner

High rate areas: \$8 for breakfast, \$9 for lunch, and \$19 for dinner

- For international business travel meals, the reimbursement rate is the actual meal costs substantiated by an original, itemized receipt. Expenses associated with travel to Canada will be treated the same as travel in the U.S. Credit card receipts without itemization are not acceptable documentation. If the Traveler does not submit original, itemized receipts, then the Traveler will be reimbursed at the subsistence per diem rate of \$36.
- The purchase of alcoholic beverages is not a permitted reimbursable expense and will not be paid or reimbursed by the University.

Other Meals:

- Travelers attending a function such as a luncheon or dinner meeting may be reimbursed for the actual meal cost instead of subsistence per diem when the employee's attendance is required. The Traveler must submit with the travel voucher the original, itemized receipt for the meal and a memorandum from his or her supervisor noting the employee's required attendance.
- Employees chaperoning student group travel that does not include an overnight stay and who are required to remain on duty during a group meal may be reimbursed at 75% of the Away Day subsistence per diem rate.
- Students traveling on University activities with faculty and staff may be exempt from the subsistence per diem limits. Exemptions must be reasonable and justifiable and must be substantiated with original, itemized receipts.

Other Permissible Expenses

Other permissible business and travel-related expenses include:

- A reasonable non-meal gratuity paid in accordance with local custom.
- Telephone calls, facsimile charges, and internet access charges for official Approved Business purposes.
- Any other Approved Business and travel-related expenses that are reasonable, fully explained, and approved by the budget unit head.

Travel Insurance

Neither travel interruption insurance coverage nor trip cancellation insurance coverage is currently purchased as a part of the University's commercial insurance portfolio of coverage and neither should be considered covered by the University. Please contact the Office of Risk Management & Insurance regarding any travel-related coverage questions.

Special Note for International Travel

Travelers must file travel documents and a complete itinerary, along with evidence of the approval of the appropriate Dean/AVP and Provost/Vice President, and the Center for International Education no fewer than 30 days in advance of international travel. If the Traveler is supervising students during international travel, appropriate travel documentation must be completed for each student. Failure to complete the reporting process with the Center for International Education may result in travel being prohibited

or non-reimbursement of travel expenses. Violations may result in taxable income to the traveler.

United States Department of State Travel Warnings

Travelers are advised not to travel to those countries listed on the United States Department of State Current Travel Warnings list. All international travel must be approved by the appropriate Dean and Vice President. For current U.S. Department travel warnings, see http://travel.state.gov/travel/travel_1744.html.

II. REPORTING TRAVEL EXPENSES

Travel Forms

All travel forms are available on the University website.

Procurement Card/Travel Voucher/ Receipts

All other travel and travel-related expenditures should be paid with the Traveler's University procurement card. All travel-related expenditures paid with the University procurement card must be reported on a Travel Expense Voucher accompanied by documentation sufficient to support the amount, time, place, and business purpose of the travel expense.

- The University procurement card may not be used to purchase business travel meals.
- The University Procurement Card Policy requires that all original, detailed receipts be retained with Traveler's procurement card statement. For this reason, duplicate copies of receipts are permissible on the travel voucher for any relevant charges to the Traveler's procurement card.
- All other receipts attached to the travel voucher must be original.
- Even if no reimbursement of personal expenses are reported, a "zero balance" Travel Expense Voucher must be submitted.

Non-Meal Expenditures-No Receipt

The University recognizes that occasionally Travelers may incur minor, out-of-pocket, non-meal expenses while traveling on University business that require payment with the Traveler's personal funds. In order for any such expenses to be reimbursed, Travelers are required to submit original receipts with the Travel Expense Voucher to support the

amount, time, place, and business purpose of the travel expense. Original receipts are required for any non-meal expenditure of \$10.00 or more.

Travel Expense Vouchers

Travel Expense Vouchers must detail and properly categorize mileage, lodging, meals, transportation, and miscellaneous expenses; and must include a full conference or meeting agenda/program, when applicable. Regardless of the method of payment for travel expenditures, a Travel Expense Voucher must be properly completed and documented, inclusive of the entire travel period, properly approved and forwarded to the University Accounts Payable office **as soon as possible but no later than 60 days**.

Travelers are expected to arrange and manage their own travel expenditures and submit their own Travel Expense Voucher. Procurement cards may be used for payment of travel related expenditures subject to procurement card guidelines. Under certain circumstances arrangements for direct billing may be made.

Internal Revenue Service/Inaccurate Reporting:

- Travelers should be aware that Internal Revenue Service (IRS) regulations (26 CFR 1.62-2) require that all Travelers report all travel expenses accurately and completely within 60 days or the amount will be treated as personal wages on the Traveler's IRS Form W-2. **Travelers must include sufficient documentation as described herein (or original documentation as required herein) to support the amount, time, place, and business purpose of the travel expense.** Travel expenses that are not accurately and completely reported are required to be included as personal wages on the traveler's IRS Form W-2.
- This voucher allows for the reimbursement of personal funds and also provides for the complete and accurate reporting of expenses for the entire trip.
- A Travel Expense Voucher must be submitted even when all travel expenses are paid with a University procurement card.

Properly Approved:

- Travelers must submit the Travel Expense Voucher to his/her respective supervisory authority as outlined below:

Traveler	Supervisory Authority
Budget Unit Head	Dean or Non-academic VP
Dean or Associate VP	Vice President
Vice President	President

Shared Rooms:

- In instances of shared rooms, the names of both occupants and room cost allocation must be clearly explained on the Travel Expense Voucher.
- Each Traveler must provide a separate folio issued by the lodging facility detailing his/ her share of the actual expenses incurred. Travelers should stipulate the need for separate folios when signing in or paying in advance. The University will not accept copies of receipts or notarized statements in lieu of a folio receipt.

Ineligible Charges:

- Personal expenses are not eligible for payment or reimbursement by the University. These include but are not limited to charges incurred for items such as laundry, movies, mini-bar, alcohol, health club facilities, recreational events, etc.

Receipts:

- Original, itemized receipts are required for any non-meal expenditure of \$10.00 or more. However, Travelers may choose to include with the travel voucher receipts for all non-meal travel expenditures. Copies of receipts or written explanations are not acceptable. All travel-related expenditures paid with the University procurement card must be reported on a Travel Expense Voucher accompanied by a copy of the receipt for each expense regardless of amount. An incomplete or inaccurate Travel Expense Voucher will be returned to the Traveler for correction.
- For international travel all original, itemized receipts are required. Expenses associated with travel to Canada will be treated the same as travel in the U.S.

Substitution of Expenses:

- Reimbursement will not be made for any expenditure which is in lieu of a normally valid or reimbursable expense. For example, if employee Traveler elects to stay at a relative's or friend's home instead of a commercial establishment, there will be no University payment or reimbursement for lodging expenses.

Definitions

- **Approved Business:** Approved Business is defined as work assisting in the completion of the mission of ECU, within the scope of ECU employment, and approved by the supervisory position at the level of Director, Department Chair or higher.
- **Away Day:** A day in which a Traveler is on an overnight trip and is away from his or her Regular University Work Station for the entire day.

- **Commuting Mileage:** Mileage between Traveler's home and his or her Regular University Work Station. Commuting Mileage is not a reimbursable University business expense.
- **Day Travel:** Travel for a day or less, usually locally or within the state of Kentucky. No overnight stay is required; the Traveler departs and returns within the same day.
- **Departure Day:** The day in which a Traveler departs on an overnight trip; the first day of travel during an overnight trip. The Traveler may or may not be at his or her Regular University Work Station for some part of the day. For subsistence per diem rate purposes, travel on a Departure Day beginning before 6:30 a.m. constitutes an Away Day.
- **EKU Owned or Leased Vehicle:** A licensed vehicle for expected highway use that is owned or leased by Eastern Kentucky University and available only for Approved Business.
- **High Travel Rate Area:** A city, state, or metropolitan area in which it has been recognized that higher meal costs and lodging rates have historically prevailed and that has been designated as a high rate area by the Kentucky Finance and Administration Cabinet.
- **International Travel:** Any travel outside the United States or its territories.
- **Low Travel Rate Area:** A city, state, or metropolitan area that has not been designated as a high rate area by the Kentucky Finance and Administration Cabinet.
- **Out-of-State Travel:** Does not include travel to a bordering state that does not require airfare or an overnight stay.
- **Properly Documented:** Sufficient documentation as described herein (or original, itemized documentation as required herein) to support the amount, time, place, and business purpose of the travel expense.
- **Rental Vehicle:** A vehicle rented through a rental agency for Approved Business travel. Rental vehicles are not owned by the University; departments and organizations may reserve vehicles by contacting the contracted rental agency.
- **Regular University Work Station:**
 - 1) The Regular University Work Station of an employee assigned to an office shall be the street address where the office is located.
 - 2) The Regular University Work Station of a field employee shall be established by the Office of Human Resources, based solely on the best interests of the University.
 - 3) If an employee is permanently reassigned or is stationed at a new location for two (2) months, the new location shall become that employee's Regular University Work Station.

- **Return Day:** The day in which a Traveler returns from an overnight trip; the last day of travel during an overnight trip. The Traveler may or may not be at his or her Regular University Work Station for some part of the day. For subsistence per diem rate purposes, travel on a Return Day extending past 9:00 p.m. constitutes an Away Day.
- **Subsistence Per Diem:** A daily allowance for meal expenses while traveling on official Approved Business. Subsistence Per Diem varies based upon Away Day, Departure Day, or Return Day.
- **Traveler:** Anyone who has been appropriately authorized to travel for University Approved Business.
- **Travel Forms / Travel Expense Voucher:** All required University travel forms are available on the University's website.
- **University:** Eastern Kentucky University

Responsibilities

- Traveler
 - Obtain appropriate approvals for travel.
 - Notify direct supervisor of all travel plans and provide complete travel itinerary, conference registration information, complete all required pre-travel forms (including out of state travel request if appropriate), and provide all relevant information, including emergency contact information prior to departure.
 - Select the most cost effective means of travel and lodging but should make reasonable cost-effective decisions considering travel schedules, travel time, layover time, personal, health, and safety issues, etc.
 - Be in compliance with the University's Motor Vehicle Use Regulation if driving on Approved Business.
 - Submit to his or her supervisor a Travel Expense Voucher with **sufficient documentation as described herein (or original documentation as required herein)** sufficient to support the amount, time, place, and business purpose of the travel expenses within as soon as possible upon return from travel but no later than 60 days. A full conference or meeting agenda/program (when applicable) must be included with the Travel Expense Voucher.
- Budget Unit Head
 - Approves travel request prior to travel occurring and carefully reviews and approves travel expenditures reported by Travelers.

- Ensures that the expense was necessary in the conduct of Approved Business and that expenditures were made in accordance with policies.
- Signs each Travel Expense Voucher and is responsible for monitoring travel budget and informing Travelers or non-employees of travel requirements and procedures.
- If the Budget Unit Head is the Traveler, the Budget Unit Head must submit to his or her supervisor a Travel Expense Voucher with original receipts sufficient to support the amount, time, place, and business purpose of the travel expenses within 30 days of return from travel. Budget unit heads cannot approve his/her own Travel Expense Voucher.
- University Vice President / Dean / President
 - Authorizes all Out of State Travel plans prior to departure and forwards signed out of state travel forms to University Accounting & Financial Services.
- Parking and Transportation Department
 - Responsible for ECU Owned or Leased Vehicle reservations. See Motor Vehicle Use Regulation for additional responsibilities concerning ground transportation.
- University Provost and Vice President for Financial Affairs and Administration
 - The University Provost approves all international travel for faculty.
 - The University Vice President for Financial Affairs and Administration approves all other international travel request.
- University Claims Specialist
 - Receives and processes reports of vehicle accidents occurring on Approved Business.
- Office of Risk Management and Insurance
 - Provides information concerning travel-related insurance coverage issues.
- University Accounts Payable Office
 - Processes the timely submitted and properly approved Travel Expense Vouchers for reimbursement of expenses.
- Supervisor
 - Approves travel request.

- Carefully reviews and approves travel expenditures reported by employees or non-employee Travelers.
- Ensures that the expense was necessary in the conduct of Approved Business and that expenditures were made in accordance to policies.
- Signs each Travel Expense Voucher.
- Authorizes all Out of State Travel plans prior to departure and prior to approval by the Budget Unit Head and appropriate Vice President, Dean and/or President.
- University Colleges and Departments
 - Must inform and provide copies of any additional, more restrictive travel procedures implemented in their respective College or department to the Office of Financial Affairs.
- Procurement Card Administrator
 - Administers the University's procurement card program.

Violations of the Policy

Violations of this policy may prohibit travel or result in non-reimbursement of travel expenses. Violations may result in taxable income to the Traveler.

Statutory of Regulatory References

[200 KAR 2.006](#)

[26 CFR 1.62-2](#)

Relevant Links

[Motor Vehicle Use Regulation](#)

[Code of Ethics](#)

[Fiscal Misconduct Policy](#)

[For frequently asked questions regarding this regulation, see http://accounts.eku.edu/travel-faq](http://accounts.eku.edu/travel-faq)

Regulation Adoption Review and Approval

Regulation Revision

<u>Date</u>	<u>Entity</u>	<u>Action</u>
June 6, 2014	President	Approved

Regulation Issued

<u>Date</u>	<u>Entity</u>	<u>Action</u>
April 9, 2013	President	Approved