



TRAVEL GUIDE

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INTRODUCTION

The YSU Travel Guide is to assist faculty, staff, and students in understanding travel rules established by the University.

Travel is expected to be by the most expedient means at the most reasonable cost while ensuring compliance with applicable state, federal, Internal Revenue Service, sponsored agreement regulations and applicable YSU policies and code of conduct. Claims for reimbursement not covered by these guidelines will be returned to the traveler. Upon written recommendation of the traveler's area division officer or the Chief Research Officer in the case of externally sponsored programs, and appropriate justification, the President (or designee on file) has the sole authority to approve exceptions to this policy.

These Guidelines, forms, links and information are available online at: [Travel Services](#).

It is the responsibility of Financial Managers to ensure compliance with these guidelines. All travel expenses are subject to further review and non-compliance reporting.

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Pre-Authorizations

A Travel Request (Request) must be entered in Concur and approved by the designated approver(s). Funds availability must be verified prior to travel. Even when no reimbursement will be requested, the traveler should prepare an Insurance Purposes Only (IPO) Request in Concur but will not need to enter an Expense Report. See [CT&E Travel Tips – Issue 8](#) for additional guidance.

The Request shall include the estimated expenses and the complete FOAP to be charged. Multiple FOAPs can be designated on a request and the allocation will carry to the Travel Expense Report (Expense Report), however, the Request will only route to the Traveler's designated approver. It is up to the approver to forward the Request to another approver if applicable. If the Traveler and the Financial Manager are the same person, the traveler's supervisor must approve the Request. The Financial Manager or supervisor may limit the amount of reimbursement.

Those approving should verify that:

- the purpose of the travel is directly related to official University business;
- the estimated cost is reasonable and within the approved budget; and
- the appropriate FOAP(s) are identified and adequately funded.

A Traveler may request an advance to pre-pay conference fees over \$100. The approver will approve the advance request as part of the Request approval. When personal time is used to extend the stay, costs must be pro-rated for business/personal time.

Blanket Authorizations

For frequent and routine travel, blanket authorizations may be utilized for extended periods of time not to exceed the fiscal year. A blanket authorization would be appropriate for persons who travel on a regular basis for the same purpose (e.g., recruiting), or for instances when the same traveler makes several trips during a specific period of time (e.g., IUC/OBOR meetings, clinicals, teacher supervision, etc.). The traveler should periodically submit the completed approved Expense Report for reimbursement.

Timely Submission Of Expense Report

The traveler should submit their Expense Report within 10 days of completion of travel. If the Expense Report is submitted more than 30 days after completion of travel, it will not be paid. All duty and care should be taken not to cross over fiscal years. Exception – for several small dollar transactions – these can be accumulated and submitted prior to the end of the fiscal year. Also, travels throughout a semester can be submitted once a semester or recruiting travels on a monthly basis.

Mandatory Use Of Traveline/Concur Booking Tool

Effective March 17, 2014, usage of the University's Travel Management Company, Traveline (direct assistance or through the on-line booking tool) is mandated for domestic air travel, hotels (excluding conference hotels) and car rentals; and although preferred, not required for foreign air travel and other travel expenses such as taxis, shuttles, parking, etc. Any deviations require a pre-approved exception.

Booking fees

Traveline Direct Assistance

Airfare	\$25
Car*	\$7
Hotel	\$7
All inclusive:	
Air, Car and or Hotel	\$25

Traveline through Concur Booking Tool

Airfare	\$10
Car*	\$7
Hotel	\$7
All inclusive:	
Air, Car and or Hotel	\$10

Fees are based on transactions. Separating travel transactions will result in additional fees. Travelers are encouraged to book all trip components at one time to reduce fees. These fees are offset by the overall cost benefits realized by using an automated system. Booking through Concur/Traveline enables YSU to manage and ensure reasonable cost and travel accommodations are selected, including utilization of lodging and car rental contracts, which carry lower costs and enhanced protections for travelers. In addition, travelers can contact Traveline 24/7 for travel assistance. Departments are responsible for the direct assistance fees; whereas the online booking tool fees will be absorbed centrally and not begin to be charged to the departments until FY2015.

*Mandatory use of the booking tool for car rentals is required except for Enterprise/National and U-Save for travelers with Travel cards, and U-Save only for travelers without travel cards. For Enterprise/National the reservation can be made directly through the portal link and paid for on the traveler's travel card and for U-Save Youngstown can be made by calling U-Save at 330-792-5580 or by emailing millcreekauto@hotmail.com or [USave website](#) (for these methods there is no \$7 booking fee).

Transportation

Travelers are encouraged to compare all costs associated with each mode of transportation (plane, train, and automobile, etc.) and select the one that is the most cost effective. Since the University has very competitive contracts for vehicle rentals, the traveler is strongly encouraged to compare the cost of the rented vehicle plus gas with the mileage claimed for personal vehicle use. Keep in mind that vehicles from Enterprise and National Car Rental companies are covered by collision damage waiver and supplemental liability protection. While traveling on University business in any vehicle (i.e., personally-owned, rented or University-owned), the driver and passengers must comply with all applicable laws, including the wearing of seat belts. Travelers shall avoid the use of cell phones, especially texting, while driving.

Rental Cars vs. Private Vehicle

Should you choose to drive your personal vehicle the mileage reimbursement will be capped at the rental rate through Enterprise for a full size car times the number of days rented plus gas equivalent cost (this would also include the cost for the early start program offered through Enterprise for rentals that need to be picked up before the start of the business day at Enterprise).

If personal car mileage claimed exceeds 120 miles per day, then the traveler will need to compare the mileage reimbursement to the cost of a rental car/gas by using the Car Rental vs Mileage Reimbursement calculator and attaching the calculator page to the Expense Report (this requirement excludes courtesy car mileage reimbursement). The amount will be entered in the mileage limited expense type rather than the personal car mileage type on the Expense Report. Mileage to and from the Pittsburgh Airport, Cleveland Airport, Akron/Canton Airport, and the Youngstown Municipal Airport is excluded from the limitation. The traveler may claim the full amount to the airports.

Personal Vehicle

A traveler may choose to drive their personal vehicle, but may be subject to a limited reimbursement (see above).

The vehicle owner's insurance coverage is the primary coverage for auto physical damage and liability. The University's coverage is secondary for liability coverage only. Any expenses related to auto physical damage for a personal vehicle, including deductibles are the responsibility of the driver/vehicle owner and cannot be reimbursed by the University. It is, therefore, the responsibility of the vehicle's owner to maintain adequate insurance coverage when the vehicle is used for business travel. Ohio Revised Code (4509.51) requirements for vehicle owner's liability insurance are: \$12,500 because of bodily injury to or death of one person in any one accident; \$25,000 because of bodily injury to or death of two or more persons in any one accident; and \$7,500 because of injury to property of others in any one accident. Employees must meet these requirements in order to drive personal vehicles for university business.

A traveler who uses a personal vehicle will be reimbursed at 85% of the authorized current federal rate, which will be updated regularly, for the actual driving distance. Mileage Reimbursement Rates are posted to the [Travel Services webpage](#). If two or more individuals are traveling in the same vehicle, mileage reimbursement is payable to only one traveler, and the names of all persons traveling should be listed only on the Request of the individual claiming mileage reimbursement. **If commencing travel from your home, the reimbursement shall be the lessor of the distance from your home or workplace to your destination.**

Rented Vehicles

Mandatory use of the booking tool for car rentals is required except for Enterprise/National and U-Save for travelers with Travel cards, and U-Save only for travelers without travel cards. For Enterprise/National the reservation can be made direct through the Enterprise/National portal and for U-Save Youngstown can be made by calling U-Save at 330-792-5580 or by emailing millcreekauto@hotmail.com or [USave website](#) (for these methods there is no \$5 booking fee).

Travelers may utilize their Travel card, be reimbursed or have their department charged back

(Enterprise/National and LOCAL U-Save only) for a rented vehicle and for purchased gasoline for official University business. University guidelines do not provide for payment or reimbursement for luxury vehicles. The University has contract rates with Enterprise/National, Hertz, and U-Save Auto Rental.

If you need assistance with vehicle rentals contact Procurement Services at 2313. Copies of itemized rental and gas receipts are required for reimbursement. When personal time is used to extend a trip, the rental expense is to be pro-rated for the days of business travel.

Drivers **must be 18 years of age or older**, (21 for vans seating 8 or more passengers) for rented vehicles and must meet all other requirements for drivers listed below.

Employees and students may be authorized to operate University-owned or leased, vehicles under the following conditions:

- Occupancy is limited to the number of seatbelts available.
- The driver **must be at least 18 years of age and hold a valid driver's license.**
- A Motor Vehicle Report (MVR) must be obtained.

All drivers must meet the insurability standards mutually set between the University and its insurance provider. The Department of Environmental & Occupational Health & Safety determines driver insurability by reviewing the person's driving record.

Violations that affect insurability include:

- Losing a driver's license
- Driving under the influence of alcohol or drugs
- Operating a vehicle during a period of suspension or revocation
- Using a vehicle in the commission of a felony
- Reckless operation
- Drag racing
- Committing a hit and run
- Excess points due to many violations

Please visit the Department of Environmental & Occupational Health & Safety's Motor Vehicle Use Policy for information on insurance coverage, driver requirements, and safety recommendations: Vehicle Use and Insurance.

Passenger Vans – (8 seat and larger)

These guidelines pertain to any leased or owned passenger vans that seat 8 and larger when used in conjunction with University-sponsored events such as field trips, athletic events and educational- related travel, etc.

- Occupancy is limited to nine in 15 passenger vans including the driver because of the increased propensity for rollover when fully loaded. Occupancy in smaller vans is limited to the number of seatbelts available. The driver and occupants are required to wear seatbelts at all times.

- No unauthorized passengers such as hitchhikers, family or friends are to be transported in the vehicle.
- The driver **must be at least 19 years old** and hold a valid driver's license. A Motor Vehicle Report (MVR) is required as well as the University-sponsored Van Defensive Driving Course for all drivers.
- No person is to drive under the influence of alcohol or drugs, including prescribed medications that could impair driving ability or cause drowsiness.
- No driver should operate the vehicle for more than eight hours in a 24-hour period.
- All cargo must be secured inside of the van. No items are to be placed on the roof of the vehicle.
- Towing procedures for trailers must comply and be in accordance with the vehicle manufacturer's recommendations.
- The vehicle must be turned off, locked, and the keys removed any time it is left unattended.

Ground Transportation To/From Airports

A traveler using a personal vehicle may be reimbursed for the mileage to/from the air terminal. Airport parking charges are also reimbursable. If the traveler is not able to leave his/her vehicle at the airport, mileage for two round-trips will be reimbursed for the traveler's drop-off and pick-up, along with reasonable short-term parking charges.

The traveler may be reimbursed for the use of round-trip taxi or airport limousine service if the round-trip fare does not exceed the maximum allowable mileage for one round-trip by personal vehicle to the terminal plus long-term parking or two round-trips by personal vehicle to the terminal plus reasonable short-term parking.

Other Transportation Expenses

For travel between business locations, travelers are encouraged to choose the most cost effective means of ground transportation available and will be reimbursed for shuttles, taxis, local mass transit and reasonable charges for limousine services based on comparable modes of transportation. Other reimbursable transportation expenses include parking, bridge, highway and tunnel tolls.

Auto Allowances

Individuals who receive an auto allowance will not be reimbursed for local mileage less than 50 round-trip miles per day.

Dealer-Supplied Cars

Individuals who are provided a dealer-supplied car will be reimbursed for mileage at 85% of the current Federal rate reduced by the depreciation component. Mileage reimbursement rates are posted on the [Travel Services webpage](#). Ohio Revised Code (4509.51) requirements for vehicle owner's liability insurance are: \$12,500 because of bodily injury to or death of one person in any one accident; \$25,000 because of bodily injury to or death of two or more persons in any one accident; and \$7,500 because of injury to property of others in any one accident.

Airfare

Effective March 17, 2014, all travelers booking domestic travel must book their reservations through Traveline either agent direct or through the on-line booking tool for flights – any deviations would require an approved exception. IF no valid exception, the traveler will not be reimbursed. For Foreign air travel the preferred method is to go through Traveline, but is not mandatory. Use the Traveline/Concur on-line booking tool or call Traveline at 2391 to make travel arrangements. Travelers will not be reimbursed for: 1) airline tickets that are acquired with frequent flier certificates*; 2) costs associated with a change in the reservation for personal reasons unless they are beyond the control of the traveler; 3) charges assessed by the airline for failure to cancel the reservation within a specified time limit; or 4) overweight luggage fees unless this expense is related to University business. **5) Tickets not booked through Traveline without an authorized exception.** The employee will be personally responsible for the incremental cost for travel class upgrades. Travelers may also be reimbursed for travel on chartered or private aircraft provided that it is not greater than the lowest available common carrier airfare plus ground transportation to the destination.

*** In accordance with Ohio Ethics Commission Advisory Opinion No. 91-010, University employees are prohibited from accepting, soliciting, or using the authority or influence of their positions to secure, for personal travel, discounted or free “frequent flyer” airline tickets or other benefits from an airline if they have obtained the tickets or other benefits from the purchase of airline tickets for use in official University travel.**

Lodging

Travelers will be reimbursed at the actual reasonable single room rate, including applicable taxes, for University business that is conducted more than 50 miles from campus. The maximum daily reimbursement for hotel rooms will be limited to 150% of the daily federal per diem rate for that location. If the traveler is attending a conference, it is permissible to stay at the hotel that is hosting the conference even if the cost exceeds 150% of the federal per diem rate. If the hotel requires prior financial commitment (e.g., prepayment for one night or credit card guarantee), the traveler is responsible for notifying the hotel of a cancellation and payment of any penalty if he/she fails to make the cancellation notification. The traveler’s supervisor may approve an exception if the failure to notify the hotel of the cancellation is due to extenuating circumstances beyond the traveler’s control. Just as with car rentals, when personal time is used to extend a trip, the lodging expense is to be pro-rated for the days of business travel.

Certain states have agreed to grant YSU a tax exemption. See YSU Reciprocal State Tax Agreements on the YSU Travel Services webpage.

Travelers will not be reimbursed for free accommodations awarded in connection with hotel frequent guest programs.

Conference Fees

For Travelers without a Travel Card, a request for a Cash Advance may be made for conference registration fees greater than \$100 by completing the advance column on the Request. The conference registration form

must be attached to the request to be approved. The request should be submitted 2 weeks prior to the registration deadline. The Traveler will receive the advance and pay the conference fee. The Traveler will submit the receipt for the conference fee when submitting their Expense Report in order to substantiate the advance. Travelers with Travel Cards should use their card to pay conference fees whenever applicable. Membership fees necessary to attend a conference or meeting are also reimbursable. Personal dues and memberships are not reimbursable *unless* the benefit to the University is greater than the cost of the membership, it reduces the cost of attendance for conferences, AND an institutional membership is either not available or not economically justified. The Vice President of Finance and Administration must approve all individual membership requests.

Travel Meals

Non-Reimbursable Meals

When the business travel does not include an overnight stay and a traveler's meal does not qualify as a "Business Meal" (see below), the meal is defined by the IRS as "personal." Personal meals do not qualify for reimbursement under these guidelines.

Reimbursable Meals

Meals incurred while traveling on University business will be reimbursed to the traveler on per diem basis using the current Federal Standard Meal Allowance, only when overnight travel takes place. **Meals that are included in a conference fee are not reimbursable.** If meals are included in the conference fee but the traveler chooses to eat elsewhere, such expenses are not reimbursable. Meals for the first and last days will be paid at 75% of the current federal per diem rate for that location.

The Executive Director of Athletics may impose lower reimbursement levels for athletic travel than those provided in the guidelines for University travel.

Per Diem Meal amounts include gratuities. Incidental expenses include fees and tips given to porters, baggage carriers, bellhops and hotel maids.

The meal per diem amount is based on Federal Travel Regulations in effect at the time of travel and varies by city. U.S. per diem rates are typically set by calendar year. Foreign meal per diem rates are revised more frequently, as often as monthly. When a trip includes more than one University business stop and the cities involved have different per diem rates, the per diem rate for each calendar day (beginning at 12:01 a.m. local time) is determined by the location of the lodging for that night.

Other Reimbursable Expenses

Travelers may also be reimbursed for actual reasonable telephone, fax, copying, computer connection, and other necessary business costs as authorized by the Financial Manager or above. If the traveler is away from home for more than 5 days, he/she may also be reimbursed for the actual expenses for laundry services.

Student Travel (Non-Athletic)

Student travel is intended to support or enhance the educational mission of the University. Remember, the University's Travel Guidelines apply to anyone who travels on University business, including students. Any exceptions to the general Travel Guidelines, specific to students, are detailed below.

All student travel under the auspices of the University or for which reimbursement is to be claimed must be approved before the fact by the President or designee. For this purpose, the President designates the dean of the appropriate college for academic field trips and the Executive Director of Student Life for all other student travel.

Student Travel Procedures

- Prior to travel a faculty/staff member will complete a Travel Request including all of the students traveling and all of the required information for the expenses for the entire trip.
- If a student is traveling alone, they will complete the Travel Request.
- No reimbursement shall be made for the cost of entertainment or alcoholic beverages.
- Public monies may not be utilized to fund, in whole or part, student excursions. Excursions shall be defined as travel off campus to an event or activity, which has limited or no direct educational value and which is primarily of direct personal benefit to those traveling.
- Prepayment for student conference registrations are paid as an advance to a faculty/staff member and requests MUST be received by YSU Travel Services two weeks prior to the registration deadline. The Traveler will submit the receipt for the conference fee when submitting their Expense Report in order to reconcile the advance.
- All other approval and reimbursement procedures detailed in the University Travel Guidelines shall apply to students.

Student Athlete/Team Travel

Student-athletes, cheerleaders, student managers, student trainers, student coaches, and student staff are required to travel as representatives of the University to participate in athletic events, make promotional and/or community outreach appearances, or attend meetings. Any exceptions to the general travel guidelines specific to the students listed above are detailed below.

Prior Approval of Travel

All Athletic Department student travel must receive prior approval by the Executive Director of Athletics or designee. For this purpose, the Executive Director of Athletics designates the Athletic Business Manager for Intercollegiate Athletic travel.

Athletic Department Student Travel Procedures

- A Travel Request must be approved in advance. The Travel Request will be completed by the coach's or a staff member's name and a list of student travelers will be attached using only one travel form for the entire group.
- The coach or staff member may request an advance for anticipated costs of the travel provided the Request is received in sufficient lead time for YSU Travel Services to prepare payment. In the event of a last-minute travel (e.g., playoffs) when travel plans cannot be made in advance,

- Arrangements will be made by the Athletic Business Manager with YSU Travel Services to expedite funds whenever possible.
- All NCAA rules will be followed in addition to the established University guidelines for reimbursement.
- An exception to the University Travel Guidelines lies in the area of entertainment. NCAA guidelines allow a coach to entertain the students while on travel status in certain instances. However, all entertainment expenses will be approved in advance by both the Associate Director of Athletics/Senior Administrator and the Athletic Business Manager and will be charged to the sport's Restricted Gifts (fund raising) account. A pre- or post-game meal or snack is also permitted in addition to the three meals provided.
- All other approval and reimbursement procedures detailed in the University Travel Guidelines shall apply to Athletic Department student travel.

Travel Advances

Travel advances are limited to student group travel and athletic team travel and are limited to the estimated cost less any prepayments (with the exception of conference fees – see above). The Advance column must be completed on the Request and the Travel Advance Budget Worksheet must be attached. The Advance Request should be approved at least two weeks prior to the initial travel dates. The Travel Advance Budget Worksheet must be signed by the person requesting the advance. Travelers must return any advance amounts in excess of substantiated expenses no later than when the related Expense Report reconciliation is submitted (within ten (10) days of last day of travel). If the trip is canceled or the advance is not needed, the travel advance must be returned or repaid within five (5) working days of the trip cancellation date. Failure to comply with these guidelines may result in denial of any further advances and/or a billing from the University to repay part or all of the entire advance.

The **Traveler** is responsible for depositing any excess advances with Student Accounts/University Receivables and submitting the receipt with the Expense Report reconciliation.

Foreign Travel Guidelines

Locate and Alert

Travel to Countries under State Department Advisory - The U.S. State Department maintains a list of countries for which travel advisories have been issued. The State Department's Web page states: "**Travel Warnings** are issued when long-term, protracted conditions that make a country dangerous or unstable lead the State Department to recommend that Americans avoid or consider the risk of travel to that country. A Travel Warning is also issued when the U.S. Government's ability to assist American citizens is constrained due to the closure of an embassy or consulate or because of a drawdown of its staff". Warnings often apply only to specific regions of a country. Refer to the following website for current warnings U. S. Department of State Current Travel Warnings.

YSU has a Business Travel Accident Insurance Policy. Coverage provides \$100,000 for Accidental Death & Dismemberment for each employee while traveling on University business.

Information regarding Medical Claims while traveling abroad can be found on the YSU Human Resources

website – YSU Traveling Abroad Instructions for Claims Handling.

YSU provides Foreign Workers' Compensation. Travel insurance policies exclude certain countries.

Foreign Currency Exchange

The U.S. dollar equivalent will be calculated by Concur on the Expense Report. If a copy of the traveler's credit card statement is included with receipts, reimbursement will be for the amount shown for the item on the credit card statement.

Foreign Per Diem Rates

The University's foreign travel per diem rates are based on the U.S. Department of State's International M&IE Link and will automatically calculate once the proper steps are followed to enter the itinerary in Concur.

Foreign Travel Using Sponsored Funds

Occasionally, some sponsored projects and contracts require that the sponsor's administrative officer approve all foreign travel in advance. When agency approval is required, the Principal Investigator (PI) should contact the Office of Grants and Sponsored Programs for assistance with writing a letter to the sponsor explaining the business purpose of the travel and the anticipated costs. The Dean of Graduate Studies and Research (Authorized Institutional Official) must countersign this letter before it is submitted to the sponsoring agency. Written approval from the agency must be received before any travel-related costs are charged to the account. The Dean of Graduate Studies and Research, or designee, must approve all requests for foreign travel reimbursement using Sponsored Funds.

If using sponsored funds for air travel, the federal requirement (i.e., The Fly America Act) states that domestic grantees must use U.S. flagged carriers to the maximum extent possible when commercial air transportation is the means of travel between the United States and a foreign country or between foreign countries. This requirement shall not be influenced by factors of cost, convenience or personal travel. The detailed implementation practices adopted to conform to the Fly America Act may differ among federal agencies. Accordingly, individuals traveling abroad should consult agency guidelines and/or contact the Office of Grants and Sponsored Programs to ensure compliance with the respective agency requirements. Additionally, travelers on foreign trips sponsored by federal funds should use the University-preferred travel agent and inform the agent that they are subject to this Act when making airline reservations.

Visa and Vaccination Costs

Reimbursed by providing supporting documentation.

Study Abroad and Foreign Travel by Students

Visit the website for the Center for International Studies and Programs.

Travel Card

The Travel Card is part of the Commercial Card Program administered by Procurement Services. Anyone using the Travel Card must be in compliance with the approved Travel Guidelines and those set forth by Procurement Services. The authorized Travel cardholder may use the card only for his/her travel or business-

related expenditures. Contact Procurement Services for details or view the Travel Card User Guide at Procurement's P-Card web page.

Spousal Travel

The University will not reimburse a spouse's travel expenses when the spouse performs only incidental duties during the business travel. Expenses for an employee's spouse may be reimbursed if the spouse who attends a function has a significant role in the proceedings or is involved in fundraising activities, which constitutes a valid business purpose. Spousal travel reimbursement requires pre-approval of the President or the President's designee.

Business Meals, Entertainment, And Other Business Expenses (AS PART OF Travel)

All Business Meals, Entertainment, and other business expenses must comply with the Business- Related and Entertainment Expense Guidelines posted on the Vice President for Finance and Administration website. The attendees and business purpose will be entered on the Expense Report.

If a business meal is claimed, then the traveler will not be reimbursed the per diem for that particular meal. A check request may not be used to request reimbursement for business-related entertainment expenses incurred during University travel.

Reporting And Documentation Of Expenses

The traveler may request reimbursement for travel-related expenses by completing the Expense Report through the Concur Travel and Expense system within 10 days of the completion of the trip. The Financial Manager or traveler's supervisor is responsible for reviewing the travel expenditures for compliance with policy and ensuring proper documentation is included. In situations where there is reason to believe the expenditures may be inappropriate or extravagant, the Financial Manager or supervisor may deny or limit the reimbursement.

The following documentation is required to substantiate expenses for reimbursement:

- Air/Rail – Passenger receipt or e-ticket printout
- Lodging – **Itemized** hotel receipt
- Car Rental – Rental receipt
- Business Meals/Entertainment – Receipt plus names of the individuals present, business affiliations, business purpose of the meal/meeting and the date/place of the meeting
- Travel Meals (per diem) – no receipts required
- Conference/Registration Fee (if not prepaid) – Receipt showing proof of payment
- Travel expenses exceeding \$25.00 per expenses require receipts (unless paid on Travel Card which requires receipts for all expenses)

Grant Funded Travel

Travel funded by a grant must at a minimum follow YSU Travel Guidelines. Travelers should refer to the grant agreement for possible additional restrictions and requirements for documentation.

Non-Reimbursable Items Include (But Are Not Limited To):

- Alcoholic beverages (except when Business-Related/Hospitality and charged to discretionary accounts)
- Personal entertainment expenses (e.g., airline headsets, movies, tours, sporting events)
- Traffic fines, parking tickets and court costs
- Lost and overweight baggage
- Personal auto repairs, personal credit card annual fees, personal telephone charges
- Credit card interest charges due to traveler late filing for reimbursement
- Insurance for rental vehicles
- Medical expenses
- Additional life insurance
- Travel interruption insurance (requires pre-approved Travel Exception)

For Specific Instructions on entering a Travel Request, booking a trip, and entering an Expense Report – see the [Travel Services webpage](#).