



## Travel Regulations – Proposed Changes Fall 2018

#	Current	Proposed
1	The last day of per diem is based on the traveler's return location.	The last day of per diem is based on the traveler's last business travel location. Reason: synchronize with federal and state regulations
2	When travel status is more than 12 hours, the first and last days of per diem are calculated as follows: if traveling before noon the traveler receives a full day of per diem and if traveling after noon the traveler receives a half day of per diem.	When travel status is more than 12 hours, first and last day of per diem is calculated at 75% of the per diem for the travel location. Reason: synchronize with federal and state regulations
3	Per diem is \$60 per day for the communities of Fairbanks, Anchorage and Juneau	Per diem is \$70 per day for the communities of Fairbanks, Anchorage and Juneau. Reason: inflation adjust per diem so amount is more representative of costs incurred
4	Regulations state that a Travel Authorization requires approval of the supervisor and the expenditure authority if he/she is not the supervisor.	A Travel Authorization requires one approval by an authorized approver. Reason: streamline the approval process
5	Travel Auditors currently spend time reviewing conference material and search websites to determine if meals were provided at conferences/events in order to ensure a per diem deduction occurs. When meals are provided and the traveler does not deduct for the meals on the expense report, the travel coordinator or travel auditor is then spending additional time discussing with the traveler and determining if a deduction is necessary.	When a meal is provided, the traveler will certify that any provided meal is deducted when submitting their expense report. Reason: simplify, reduce administrative burden.
6	When a meal is provided, the traveler deducts ¼ of the daily M&IE rate.	When a meal is provided, the traveler deducts the proportional amount for the meal. The deduction amount will be based on the Federal rates for locations except where the M&IE rate was set by the UA President in which case the breakdown will be posted on the travel website. (This will be calculated by the system). Reason: synchronize with federal regulations



7	Travelers use their personal credit card or a UA issued travel card to pay for travel expenses	Travelers use a UA-issued corporate card that is UA-paid to pay for travel expenses. Reason: reduce traveler's out of pocket cost, streamline expense report process, get tax-exempt lodging rates, get negotiated discounts, enhance card incentive receipts.
8	Currently there is an inconsistent practice in applying per diem rates for travel more than 30 days. In some cases, when travelers stay in a location for more than 30 days the short term per diem rate is applied for the first 30 days and the long term per diem rate is applied on the 31 <sup>st</sup> day. In other cases, the long term per diem rate is used for the entire period.	Clarify that when travel in one location exceeds 30 days the long term per diem rate applies on the 31 <sup>st</sup> day and forward. Reason: clarify for consistent application.
9	Currently, UA has inconsistent business practice regarding employees conducting UA business within a 50 mile driving radius because current Regulations are silent on this issue. Some campuses require following the travel process for reimbursement, some follow a direct pay process.	An employee conducting business within a 50 mile driving radius of the traveler's work location or residence is not considered to be in travel status. Reason: clarify for consistent application in accordance with IRS standard.
10	<p>When a traveler has a morning business event and a flight is available to get the traveler to the meeting location the same day, then that ticket is purchased. Traveling the day before is not allowed without additional justifications and approvals,</p> <p>When a traveler's event ends and there is a night flight to return home, then that ticket is purchased. Traveling the next day is not allowed without additional justifications and approvals.</p>	<p>*When a traveler has a morning business event and the available flights depart prior to 7am, the traveler can travel the day before the business event.</p> <p>*When a traveler's event ends and the available flights arrive to the traveler's return location after 10pm, the traveler may stay an extra night after business concludes.</p> <p>Reason: clarify for consistent application.</p>
11	When a traveler has a long transit time (e.g., international) the most direct flight is purchased, not allowing for a period of rest.	When a traveler's transit time exceeds 14 hours, a rest stop of 24 hours or less is allowable. Reason: clarify for consistent application.
12	Travelers can be reimbursed up to \$25 per expense report without a receipt.	Receipts are required for all travel expenses. However, allow reimbursement for any expense \$75 or less to be reimbursed with the exception of airfare, lodging, and vehicle rental. This is an exception for lost/misplaced/unobtained receipts; should not be a regular practice. Reason: provide a more reasonable threshold so administrative burden is reduced.



13	<p>Coach class tickets are purchased, however, UA is not consistently handling purchases for priority boarding or upgrades within coach such as: Premium, Early Bird, Economy Plus, exit row, aisle seat, etc. First class tickets are not reimbursable, there are times such as to meet an ADA accommodation where UA needs to purchase first class. Global Entry and TSA Pre Check are not clearly noted as non-reimbursable expenses.</p>	<p>For ADA accommodations, tickets and expenses for first class tickets or other coach class upgrades are allowable.</p> <p>Global Entry, TSA Pre Check and fees for fares other than coach class are not reimbursable.</p> <p>Reason: clarify for consistent application.</p>
14	<p>Regulation requires the approval of the Travel Administrator when reimbursing for cancelation insurance or when purchasing chartered flights.</p>	<p>Shift to allow the reimbursement or payment of cancelation insurance if there is a business need and only require the approval of the purchasing officer for chartered flights. Reason: streamline the approval process</p>
15	<p>Currently there is not guidance for purchasing airfare in the following areas:</p> <ul style="list-style-type: none"> <li>• timeframe for when to book airfare</li> <li>• traveler’s responsibility to ensure booking is correct</li> <li>• business reason provided for and additional cost (current verbiage is for change fees) from the original purchase</li> <li>• cancellation and change fees for family emergencies</li> </ul>	<ul style="list-style-type: none"> <li>• requires booking of airfare to be prior to 14 days of traveling, under 14 days requires approval, this was also a Legislative Audit recommendation</li> <li>• clarify that the traveler is responsible to ensure their bookings are correct</li> <li>• any additional cost for airfare can only be paid/reimbursed with a business reason</li> <li>• cancelation and change fees for family emergencies are reimbursable</li> </ul> <p>Reason: clarify for consistent application.</p>
16	<p>If a traveler received an airfare credit as compensation for an inconvenience such as a flight delay, this credit is to be provided to the university unless nominal in value.</p>	<p>Define nominal in value as less than \$25. Reason: clarify</p>
17	<p>Travel to US territories is considered international travel.</p>	<p>Travel to US territories is not international travel. Reason: clarify</p>
18	<p>Personal time must be identified on the TA and a comparison must be provided. University personnel are not to arrange personal travel.</p>	<p>Booking tool is not to be used for trips that are only personal, as it violates terms of negotiated contracts, and is a misuse of university resources for personal purposes. Reason: clarify</p>
19	<p>Additional cost for travel due to adding personal time is not paid by the university, reimbursement is based on the cost associated with UA business</p>	<p>Personal travel connected with business travel continues to be allowed, however, there are some changes to the process by which the travel is booked. Generally, personal travel may not be booked through the booking tool because negotiated contracts only apply to business travel.</p> <p>An FAQ will be developed to address the process aspects of booking business/personal travel.</p>



20	There is not currently an established process for when a traveler does not identify on the TA that there will be personal time and also doesn't provide a cost comparison to establish the business cost. Regulation states if a comparison is not provided reimbursements may be disallowed. In practice this leads to UA staff spending time attempting to establish a reasonable cost for business travel by either pulling comparisons from the future or making a judgement call on what is reasonable.	Adopt the practice the State of Alaska uses for these situations. The traveler contacts the TMC to pull a business comparison. The TMC has access to past flights and the cost in the GDS (Global Distribution System) for about a month. When the trip is outside of the month time period the TMC pulls an itinerary to represent the business cost of the past trip from the future availability (using contract rates when applicable) to establish the business only cost. The traveler is responsible for the agent fee associated with this service. Reason: provide a process for resolution
21	There is confusion around the phrase "most direct and efficient mode" to mean cheapest.	Replace with "necessary, prudent and economical as possible" and further explain in regulations.
22	Regulations state that reimbursements for expense reports submitted after 90 days of travel may be denied.	Reimbursements for expense reports submitted greater than 90 days after completion of trip are reported as taxable income to the traveler in accordance with IRS accountable plan rules. Reason: compliance with accountable plans
23	The university president or university chancellors will designate individuals authorized to approve international travel.	All international travel must be approved by the supervisor, including international travel of those otherwise authorized to approve their own travel. Reason: simplify and clarify
24	Unclear approval process for third-party paid travel.	Travel partially or wholly paid by third parties should follow the same travel approval and travel regulations as university-paid travel. Reason: consistent processing and accountability