



the university or through the use of a personal credit card for reimbursement by the university, university employees may not accept, accrue, or use “frequent flyer” benefits for personal use if

- (6) This policy establishes certain minimum rules that must be followed. Department heads and budget managers must take full responsibility for expenses incurred by their units in order to assure maximum utilization of resources. One-time exceptions to this policy may be granted on a case-by-case basis by the vice president

(c) International currency exchange.

The U.S. dollar equivalent should be included on receipts(a)4eU.S

- (ii) If using sponsored funds for air travel, the federal requirement (i.e., The Fly America Act) states that domestic grantees must use U.S. flag carriers to the maximum extent possible when commercial air transportation is the means of travel between the United States and an international country or between international countries. Cost and/or personal convenience are not included in the exception criteria used to determine the non-availability of a U.S. flag air carrier.
  
- (8) Student travel.
  - (a) University business.
    - (i) Student travel is intended to support or enhance the educational mission of the university. The university's travel rules apply to anyone who travels on university business, including students. "University business" may include the representation of the university at a conference,

defined as a class that is scheduled to meet or travel off site as part of the regular academic course curriculum. For all such learning, all participants must sign a release liability form, which must be maintained in the department with a complete list of the participants. A person shall not attend the academic field trip or field class unless they have signed the release liability form. Additionally, a schedule of the activity, including locations and times, must be maintained in the department. Students may be reimbursed for this travel( pa)4(4(i)7 r)5(B6/c

All athletic department student travel must receive prior approval by the sport administrator.

- (ii) Policies specific to student athlete and team travel.
  - (a) The athletic department request for professional leave and travel authorization form, and athletic department team travel form shall be completed in advance. The travel shall be issued in 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.
  - (b) The coach or staff member heading the group travel may request an advance for anticipated costs of the travel.
  - (c) All "NCAA" rules shall be followed in addition to the established university rules for reimbursement.
  - (d) The director of athletics may impose lower reimbursement levels than those provided in the rules for university travel.
  - (e) All other approval and reimbursement procedures detailed in this rule apply to athletic department individual and team travel.
- (d) Other university-related student travel.

Additional policies and procedures implemented by the department of student life regarding other university-related student travel shall be followed. These policies and procedures are located online at the department of student life's website.

(9) Other group travel.

The purchasing department shall be contacted for assistance in making travel arrangements for group travel.

(B) Transportation.

(1) Introduction.

Travelers shall compare all the costs associated with transportation and select the most cost effective, to the extent practical. While traveling on university business in any vehicle (i.e., personally-owned, rented, leased, or university-owned), the driver and passengers shall comply with all applicable laws.

(2) Personal vehicles.

(a) Travel in privately owned automobiles will be reimbursed up to the current "IRS" standard rate when traveling on official business. Reimbursement for privately owned motorcycles is authorized up to the state of Ohio motorcycle mileage rate. The stated mileage rate is a full and complete reimbursement for all fixed and variable expenses of operating a vehicle, including maintenance and repairs, tires, gasoline (including all taxes thereon), oil, insurance, and license and registration fees. In the event of a lower allowable mileage reimbursement on a sponsored research grant, the overage may be charged to the department originating the request if approved by the supervisor. 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 must be listed on the travel expense report in the comments section.

(b) A university employee driving a privately owned vehicle is not



insurance is carried in the minimum amount required by the state of Ohio. The traveler must certify on the request for professional leave and travel authorization form that the traveler is covered by personal vehicle liability insurance in the minimum amount required by the state of Ohio.

- (c) Miles traveled must be detailed by using the start/finish location as the university or the actual point of departure, whichever results in fewer miles traveled. If the travel expense report does not provide sufficient space, the detail may be attached as a supplementary schedule, listing miles driven by date and destination. An attached list showing detailed mileage is especially appropriate for those persons who regularly drive in and around the city and state on university business.

### (3) Rented Vehicles

- (a) Travelers may be reimbursed for a rented vehicle and for any gasoline purchased for that rented vehicle when said rental vehicle is for official university business and prior approval is obtained from the traveler's supervisor. University rules do not provide for reimbursement for premium/luxury vehicles. When a premium/luxury vehicle is rented, the traveler shall pay the difference to upgrade from the standard rental.
- (b) Travelers using commercial transportation (e.g., air, train, or bus) may also be reimbursed (or use a university credit card with travel authorization) for a rented vehicle and associated expenses (gasoline, parking, tolls, etc.) while on official university business. A rental vehicle can be obtained personally, on the internet, or by contacting the department of purchasing for assistance. Original detailed and itemized rental and associated expense receipts are required for reimbursement.
- (c) Rental vehicles shall only to be obtained when the total expense for the vehicle is less than other estimated means of transportation. Rental vehicles shall not to be obtained

solely for the convenience of the traveler. Any personal use of the rental vehicle shall be pro-rated and deducted from the requested reimbursement.

(4) Fuel Card

The voyager fleet fuel card (voyager card) is available for university vehicles (owned / leased) that will be off campus and unable to obtain fuel at the university fueling station. The voyager card is provided through the Ohio department of administrative services to be used by state of Ohio agencies. The voyager card automatically exempts the university from all fuel/gasoline taxes that are incurred when a personal or university credit card is used. The voyager card is accepted at fueling stations that accept mastercard and visa cards. Please contact the department of purchasing to obtain a voyager card for all university vehicle fuel purchases.

(5) Airfare.

(a) Travelers shall seek the lowest airfare available (consideration may be given to the number of stops or connections and/or the day/time of the flights) for both in-state and out-of-state travel and are encouraged to take advantage of advance reservation discounts. Travelers should not be unreasonably inconvenienced in their travel plans; this will be reviewed on a case by case basis, as necessary. The following methods may be used to pay for approved university travel: reimbursement; the university credit card with travel authorization; or purchased in advance by creating a requisition within the university's purchasing system.

(b) Separately purchased travel insurance is not an allowable expense. This restriction does not include carrier provided insurance or insurance provided by a credit card issuer. Cancellation insurance at a reasonable rate may be allowed with justification.



reimbursed for the traveler's drop-off and pick-up, along with reasonable short-term parking charges. For short-term parking reimbursement, the original parking receipt/ticket is required.

- (b) The traveler may be reimbursed for the use of shuttle/car/taxi service if the fare is reasonable when compared to similar transportation expenses in that location. An original receipt shall be provided for all fares (one way) greater than twenty-five dollars.

(7) Passenger vans (eight seats and larger).

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

- (a) Occupancy is limited to the number of seatbelts available. The driver and occupants are required to wear seatbelts at all times.
- (b) No passengers not authorized by the coordinator of the event are to be transported in the vehicle. A list of travelers shall be available and maintained in the fard in te 2(y)]TJ 0 Tw 2

essential to fulfillment of the academic mission. All safety regulations shall be followed.

(f) The vehicle shall be turned off, locked, and the keys removed any time it is left unattended.

(8) 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, and local mass transit based on comparable modes of transportation and the provision of original receipts. Other reimbursable transportation expenses include parking, bridge, and highway and tunnel tolls. Such transportation expenses exceeding ten dollars per expenditure require detailed and itemized receipts, except for tolls paid into an automatic coin drop.

- (b) The total per diem will not be granted when a meal is included in the travel. For example, meals are often included in conference registration fees. In such cases, reimbursement for meals will be prorated for those meals not already provided for in the travel costs.
  - (c) When travel is to a location designated by the “IRS” as a high-cost area, the traveler may be reimbursed at the higher per diem rate. If the destination is not a high-cost area, then the meal reimbursement will be limited to the lowest “FSMA” rate.
  - (d) If travel includes multiple locations in one day, the per diem rate used for reimbursement purposes will be the location where the traveler has dined. To claim reimbursement for meals, the traveler must be on university business within the following time frames for the meals noted:
    - (i) Breakfast – one minute after twelve a.m. to eight a.m.
    - (ii) Lunch – one minute after eight a.m. to six p.m.
    - (iii) Dinner – one minute after six p.m. to twelve a.m.
- (3) Lodging.
- (a) Travelers will be reimbursed at the actual standard single room rate including applicable taxes for university business, providing this amount does not exceed twice the general services administration’s lodging per diem for the designated location. The “GSA” lodging per diems are located on the office of the associate vice president/controller’s website. If the traveler is attending a conference, it is appropriate to stay at the hotel that is hosting the conference, even if it falls outside the approved “GSA” lodging per diem. In all cases, the traveler must make every effort to obtain applicable discounts, including







- (a) Newly hired employees may request reimbursement for moving expenses using the travel expense report or direct payment form. In either case, the detail of all expenses must be provided with the following information: date, vendor, expense amount, expense type, etc. Additionally, original, itemized receipts must be attached to the travel expense report or direct payment form when submitted to accounts payable for reimbursement. The reimbursement of moving-related expenses is further addressed in university rule 3359-20-04.3.
- (b) Candidates for employment must be reimbursed on the honorarium and expense authorization form, following the honorarium and expense authorization policies and procedures. The honorarium and expense authorization form and instructions for completion are provided on the associate vice president/controller's website.
- (c) Individuals who are eC /LBody <0 -2.21 -1.1p(-10(i)t)-6(co6(e)10(t)-2(he)4( ))-dures. The honie2(ho a-2(a)4(r)3(i)-2(um)-2( )-10(a)4(nd e)4(x)-10(pe)-

- (b) Airline tickets,
- (c) Lodging, and
- (d) Other pre-approved expenses.

Cash advances are primarily used by the athletic department and are otherwise only approved under special circumstances. The athletic department requires cash advances to comply with “NCAA” rules and regulations. Cash advances are limited to the estimated cost less any prepayments. If a cash advance is required and approved, the traveler should review the petty cash and advances policy located on the office of associate vice president/controller’s website.

- (2) Visa purchasing program.
  - (a) Travel and travel-related purchases may be charged on university-issued credit cards if proper authorization is provided by the cardholder’s supervisor. Once authorized, cardholders will be allowed to purchase or reserve travel items such as airfare, hotel rooms, vehicle rentals, meals, registrations, and memberships. In all cases, the travel and/or hospitality expenses shall be pre-approved by the cardholder’s supervisor and the amounts must be in line with this rule.
  - (b) If meals are charged to a university-issued credit card, the cardholder shall not exceed the per-meal allowance established by this rule. In addition, if the cardholder uses the reimbursement based upon the daily per diem limits, any unused per diem amount shall not be reimbursed.
  - (c) The university is a tax-exempt organization. The university tax ID number is printed on the university-issued credit card. The university is always exempt from state of Ohio sales tax, has been granted state sales tax exemption in several other states, and is not subject to many federal taxes. Cardholders shall remind all vendors of our tax-exempt status and be sure that Ohio sales tax is not added



traveler and the signature authority for the account(s) to be charged. If the traveler and the signature authority are the same person, the traveler's supervisor is required to approve the request for professional leave and travel authorization form. Those reviewing and approving by signature shall verify:

- (i) the purpose of the travel is directly related to official university business;
  - (ii) the estimated cost is reasonable and funding is available; and
  - (iii) the appropriate account(s) are identified for charges.
- (e) Signed request for professional leave and travel authorization forms shall be filed and retained in the authorizing supervisor's unit(s).
- (f) Blanket authorizations.

For frequent and routine travel, blanket authorizations may be utilized for extended periods of time not to exceed one 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., recurring professional meetings). In those cases where a blanket authorization is appropriate, the anticipated travel dates and total expenditures must be noted on the request for professional leave and travel authorization form. The blanket travel request box shall also be marked yes. The traveler shall periodically submit the completed travel expense reports to accounts payable in the appropriate time period. Grant-funded and university-funded travel expenses shall be submitted within ninety days from the return travel date, to assist with accountability and auditing procedures.

- (4) Travel expense report.
- (a) The university of Akron travel expense report has been designed to meet internal revenue service reporting

requirements and the rules of the university board of trustees. The traveler shall complete the university's

- (5) The following documentation is required to substantiate expenses for reimbursement:
- (a) Air/rail – Original passenger receipt, confirmation, or e-ticket printout and proof of payment.
  - (b) Lodging – Original detailed and itemized hotel bill or folio, including telephone calls, providing proof of payment.
  - (c) Car rental – Original rental agreement providing proof of payment.
  - (d) Business meals and business-related expenses – See university rule 3359-31-06.
  - (e) Travel meals (per diem) – No receipts required.
  - (f) Conference/registration fee (if not prepaid) – Conference brochure and original receipt showing proof of payment.
  - (g) Travel expenses exceeding ten dollars per expenditure require original detailed and itemized receipts, except for

- (e) Insurance for rental vehicles.
- (f) Medical expenses.
- (g) Additional life insurance.

Replaces: 3359-31-01, 3359-31-02, 3359-31-03, 3359-31-04

Effective: August 30, 2009

Certification: \_\_\_\_\_  
Secretary  
Board of Trustees

**Appendix A**  
**Advisory Opinion No. 91-010**  
**December 5, 1991**

Syllabus by the Commission:

- (1) Divisions (D) and (E) of Section 102.03 of the Revised Code prohibit a state official or employee from accepting, soliciting, or using the authority or influence of his or her position to secure, for personal travel, a discounted or free “frequent flyer” airline ticket or other benefit from an airline if he or she has obtained the ticket or other benefit from the purchase of airline tickets, for use in official travel, by the department, division, agency, institution, or other entity with which he or she serves, or by which he or she is employed;
  
- (2) Division (A)(4) of Section 2921.42 and Division (A) of Section 2921.43 of the Revised Code prohibit a state officer or employee from accepting or using, for personal travel, a discounted or free “frequent flyer” airline ticket or other benefit from an airline if he or she has obtained the ticket or other benefit from the purchase of airline tickets, for use in official travel, by the department, division, agency, institution, or other entity with which he or she is connected.