

Bowie State University Policy and Procedures Manual

VIII - 11.00 - Travel Policy and Procedures

I. Purpose:

The Bowie State University travel policy is intended to facilitate travel and travel arrangements; to provide full reimbursement for all necessary expenses; to protect travelers against the risk of loss and to maintain the necessary controls for accountability.

II. Applicability:

- A. This policy applies to all University personnel traveling on University business.
- B. All travel is to be documented.
- C. Preapproval is required for all travel, except travel to local meetings or travel occurring in the course of everyday duties. (Unless overnight stay is necessary).
- D. All Out-of-State travel must be approved by the President of the University.

III. Procedures:

A. Approval

- 1. A BSU Form BF-40 Request for Travel must be completed at least one month prior to the date of travel except for travel to local meetings or travel occurring in the course of everyday duties. Signatures required for the approval of all types of travel are: Department Head/ Supervisor, Provost (Faculty or Academic Affairs) or area Vice President, Department Budget Officer and University Budget Officer. For Out-of-State travel, an additional approval of the University President is required.
- 2. For in-state travel, complete Request for Travel Form BF-40 and forward the original plus the three carbon copies to the Department Head/Supervisor for signature. The Department Head/Supervisor forwards the request to the Vice President/Provost. The Vice President/Provost forwards all copies to the University Budget Officer. Following the budget approval, a copy of each travel request is returned to the Vice President, Department and Traveler and the original is forwarded to the Controller's Office for fund disbursement.

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3. For out-of-state travel, the same procedures apply except following budget approval, all copies will be forwarded to the President's Office for signature. The President's Office will retain a copy and forward all other copies to the University Budget Officer. The University Budget Officer will notify the traveler of the travel approval and forward the original to the Controller's Office for fund disbursement.
- B. Payment for University Travel - Upon receipt of the approved (original) travel request by the Controller's Office, the following process will take place:
1. If an advance is desired, the approved travel form is submitted to the Controller. The maximum advance is 80% of total estimated cost, if funds are available. Registration Fees and other costs paid in advance by the Controller's Office are deducted from the traveler's advance.
 2. Within 10 days of completion of travel, the traveler must submit an approved State of Maryland Expense Account Form with all required signatures and all required receipts to the Controller's Office. Signatures required for approval of the Expense Account are: Department Head/ Supervisor, Provost (Faculty or Academic Affairs) or area Vice President and the University Budget Officer. The University Budget Officer forwards the Expense Account and original receipts to the Controller's Office for reimbursement.
 3. If proper documents or unused money is not returned within 10 days of completion of travel, the University will immediately begin the process of recovering advances by the use of payroll deduction from the employees payroll check; per Central Payroll Procedure Manual (IV.87).
 4. The Tax Exemption certificate must be obtained from the Controller's Office and used when staying in-state to avoid payment of State tax charged on hotel expenses; however, the University will pay the tax if the certificate is not used.
 5. If a purchase order is desired for registration fees, the completed registration form from the sponsoring conference must be submitted with the approved travel request to the Purchasing Department.
 6. If the method of payment is reimbursement or corporate credit card, then the approved travel form is returned to the traveler to be submitted with the State of Maryland Expense Account Form and original receipts within 10 days of the completion of travel.

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7. The approved rates for hotels, meal expenses mileage rate for the use of personal vehicles, the designation of high-cost locations for travel, and other rates are specified in the BSU Policy - VIII-11.10.

C. Travel with Spouse

When spouses travel with University employees but are not themselves acting as agents of the University, travelers should be careful to maintain a record of individual expenses. The University will not reimburse any expenses incurred on behalf of the spouse. Likewise, airfare or any other travel expense that is directly billed to the University must not include expenses for the spouse.

D. Reservations and Ticketing

1. Travelers should ensure that all arrangements are reasonable and appropriate. Hotel services, airfare and rental car services should be purchased at the discount rates available to the University (the vendor should be able to provide you with discount information). Travelers are expected to make advance bookings for transportation by using the least expensive fare.
2. Where a car rental is deemed necessary, the University expects the lease of the lowest priced vehicle which will accommodate the trip's requirements. Travelers should take advantage of University System, Federal and State Government, and University vendor discount rates which are available. (The vendor should be able to provide discount information).
 - a. The University does not reimburse employees for any purchased car rental insurance, including Collision Damage Waiver (CDW) for vehicle rental within the United States but will reimburse for CDW for foreign rentals.
 - b. The State provides tort liability protection within Maryland. Out-of-State, the employee must rely on the rental agreement, his/her own automobile policy, or purchase the higher limits available; however, the University does not reimburse for additional liability coverage.
3. Cancellations and other penalties will be paid by the University provided that the cancellation or change was made for the convenience of the University or was necessitated by circumstances of an emergency nature

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affecting the traveler.

E. Hotel, Meal and Other Expense Reimbursement

1. The cost of hotel accommodations will be reimbursed on the basis of receipts. Reservations should be made at the single room rate. The traveler is to take every step possible to keep the cost of the hotel room to a minimum. Less expensive hotels should be used, as long as they are available and as convenient as the more expensive hotels.
2. Any cost above the single-room rate which is a result of non-official travelers using the accommodations will be the personal financial responsibility of the traveler.
3. For domestic travel, meal expenses will normally be reimbursed on per diem rates for standard and high-cost areas. Foreign travel is reimbursed at actual cost with receipts or at the applicable U.S. Department of State meal and incidental (M&IE) rate without receipts.
4. Travelers are not required to provide individual meal receipts or to show a per meal breakdown for daily travel when using the standard and high-cost rates for domestic travel or the U.S. Department of State (M&IE) rate. A traveler may be reimbursed for meals during a partial day's travel if travel includes at least two hours before and two hours after the meals; however, a breakdown of cost per meal is required.
5. Any circumstances that may warrant a level of reimbursement above the per diem rate must receive prior approval from the appropriate Vice President or Provost and be accompanied by receipts.
6. Miscellaneous expenses such as business telephone calls, laundry/valet, parking fees, and the like are reimbursable. Traveler must maintain receipts for miscellaneous expenses for reimbursement. The University will not reimburse for personal calls.
7. Institution funds may not be used for the purchase of alcoholic beverages or flight insurance.

F. Use of Personal Vehicles

1. Use of institution - owned vehicles are governed by BSU Policy VIII-11.50 - Policy & Procedures for Use of State Vehicles.

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2. Properly insured personal vehicles may be used for travel on University business. The use of a personal vehicle will be reimbursed at the rate established in UMS Policy on Schedule of Reimbursement Rates (see BSU VIII - 11.1). If an employee prefers to use a privately owned vehicle when the University owned vehicle is available for conducting official business, the employee will be reimbursed at one-half the rate allowed for the use of a privately owned vehicle.
3. Authorized employees will be reimbursed for reasonable parking and toll expenses incurred while conducting University business in a privately owned vehicle.
4. The University will not reimburse University employees for any increased insurance premiums for the use of their vehicle for business. Reimbursement for insurance is reflected in the mileage reimbursement rate.
5. Reimbursement for BSU employees that use private vehicles will be made only when mileage exceeds their normal daily mileage to and from the University.
 - a. An employee who leaves the office to conduct business in the field and returns to the office may be reimbursed for all mileage directly connected with the business trip.
 - b. An employee who leaves home to conduct business without stopping at the assigned office may be reimbursed for all mileage directly connected with the business trip.
 - c. An employee who conducts business prior to coming into the assigned office, or on the way home from the assigned office, may be reimbursed for all mileage in excess of the commute miles normally traveled.
 - d. This policy applies to any normal working day, after hours business travel and business travel on Saturday, Sunday or Holidays. BSU will not reimburse employees for commute mileage traveled in a private vehicle including weekends and holidays.

IV. Definition - In-state travel; for purpose of this policy, is defined as travel within the State & Washington, D.C. Metropolitan Area.