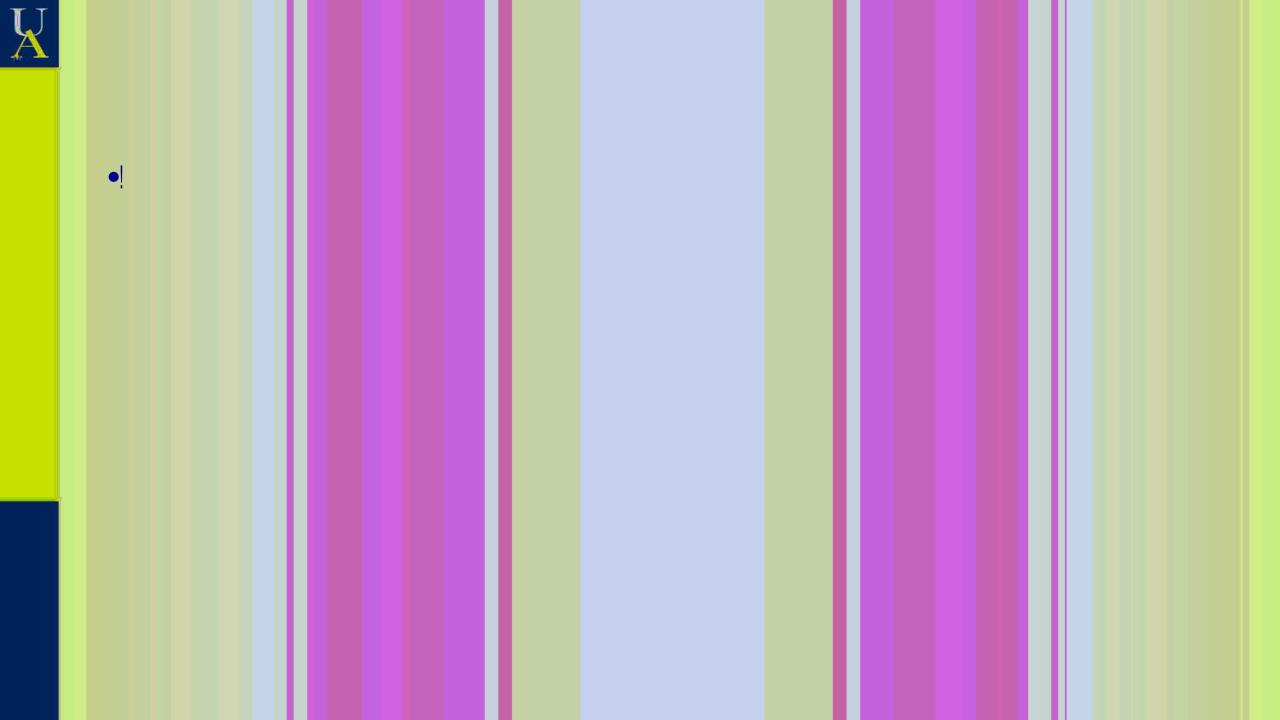


Travel Policies and Procedures





•! Most economical means

- -! Rental car when total expense is less than other means of transportation
- Air lowest fair available, but traveler should not be unreasonably inconvenienced. Unnecessary optional amenity fees will not be paid.
- Personal Vehicle up to current IRS standard rate, \$0.575. Miles must be detailed with start/finish location as the university or point of departure Đ

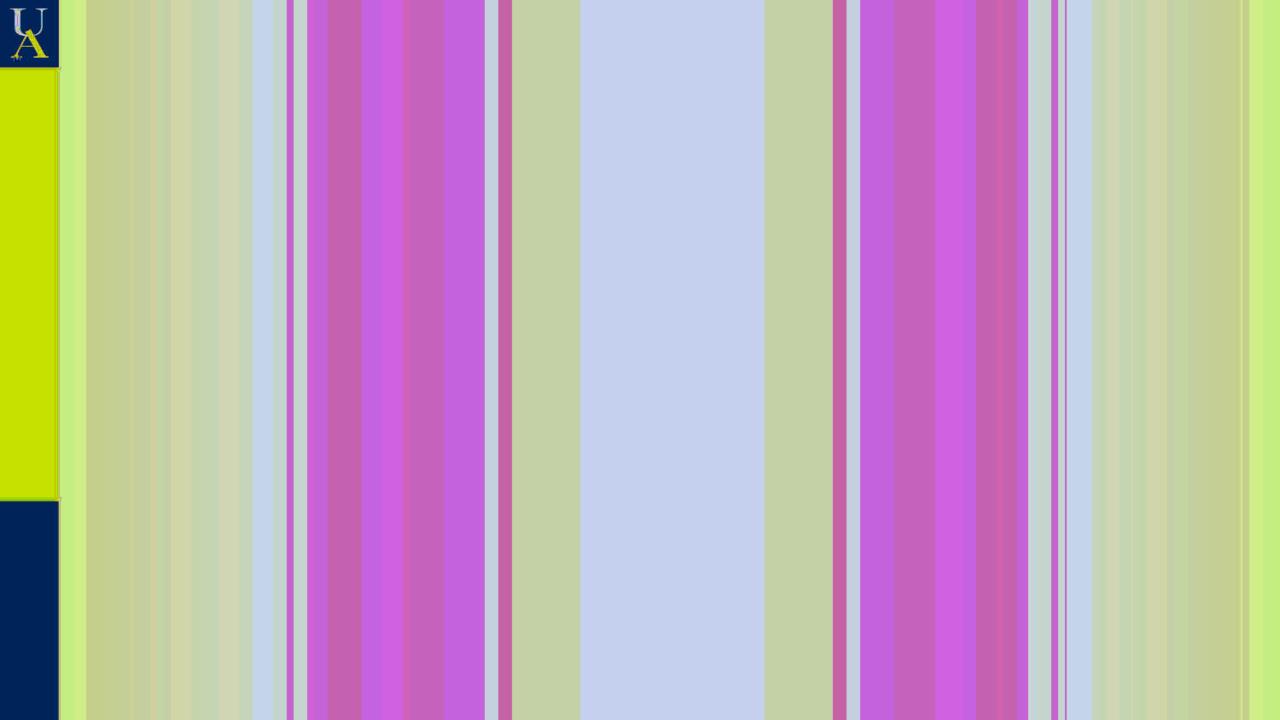


Use of Visa Card

- Must be used to pay for
- Ensure use of subcodes on PaymentNet
- —! Make sure to note if using someone else's Pcard on your travel expense report
- Use of Fuel Card
 - Can only be used with rental vehicle or a university vehicle
- •! Travel Reimbursement
 - Items that may not have been paid by visa: taxis, baggage, meal, miscellaneous, tolls
 - Must be completed within three weeks of return from travel



- Must be completed to any travel plans being made
- •! Must be approved by supervisor
- Must be approved by the department Director
- Submitted to StudentSuccessTravel@uakron.edu
- Should receive approved authorization back within three business days of submission to the Student Success Travel office
- Any questions on specific travel outlined on request will be directed to the employee who made the request

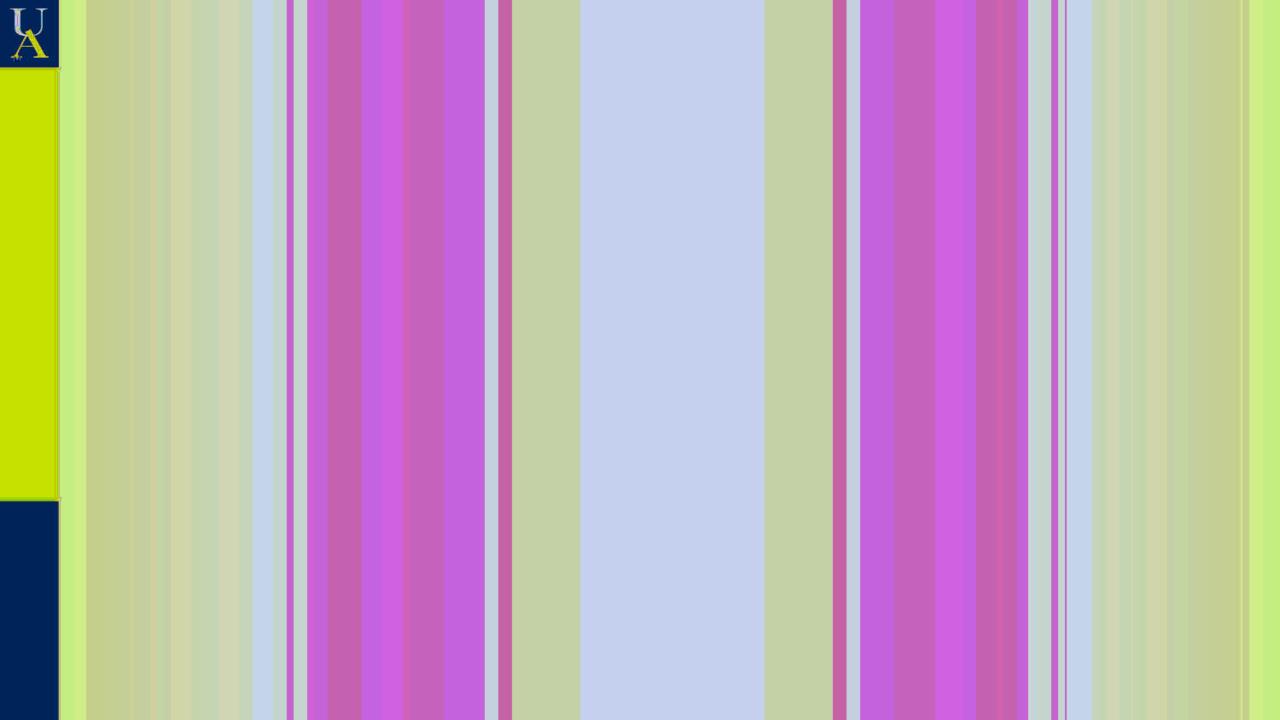




- Strong focus on professional development and involvement for all employees
- Prioritization of travel requests:
 - Employee has a need for specific training, cannot be obtained at University.
 - -! Employee holds a leadership position within the professional organization.
 - -! Employee is presenting at the conference.
 - Employee is a participant in the conference planning committee/staff.
 - Grant funded request.



- Professional Development will only be funded for 1 regional or national conference per employee per fiscal year with available resources and Director approval.
 - Exception: may be if have own professional development funds from teaching.
 - -! Exception: if accompanying students on a trip.
- Only amount that was authorized will be paid





- •! Include all costs of trip
 - Include all visa charges
 - -! Include all prepaid charges
- Include a copy of the approved travel authorization
- Ensure completion of travel expense report is within 3 weeks of travel
- Have approved by your supervisor
- Submit to the university travel office in purchasing, travelexpensereport@uakron.edu
 - Copy Student Success Travel office on the submission, studentsuccesstravel@uakron.edu
- If all expenses were covered by university visa or prepay, Best Practices indicates you still need to complete travel expense report with all receipt attachments for your files







- To find university travel agency
 - -! Roy's Stow Travel http://roysstowtravel.com/
 - Chima Travel http://www.chimatravel.net/
- Rental car contracts
 - -! http://www.uakron.edu/purchasing/facultystaff/current-contracts.dot
- Division of Student Success Travel Authorization
 - http://www.uakron.edu/student-success/staff
- University Controller Office Per diem rates, mileage rates, board policies surrounding travel
 - http://www.uakron.edu/controller/travel.dot
- University Travel Rules
 - http://www.uakron.edu/dotAsset/2194239.pdf
 - http://www.uakron.edu/dotAsset/2194243.pdf



Questions?

If you have specific questions regarding travel call or email Susan Beke, x7088/sbeke1@uakron.edu