**Travel Reimbursement**

Beginning **September 1, 2016**, the following policy should be referenced when submitting any travel reimbursement requests to the dean’s office or the department head’s office.

1. Travel to any location that results in fewer than 40 miles one way or 80 miles round trip is eligible for direct mileage reimbursement. Employees may elect to use a rental vehicle for this travel, but that is not required. Employees may also elect to submit a fuel receipt for this travel in lieu of mileage.
2. Travel to any location that results in greater than 40 miles one way or 80 miles roundtrip is not eligible for direct mileage reimbursement. Employees may choose from the following:
3. A flat rate of $55.00 per trip may be requested in lieu of submitting a fuel receipt or utilizing a rental vehicle.
4. A fuel receipt may be submitted.
5. A rental vehicle may be utilized. Rental vehicles should be arranged through the department. Angie will give you the necessary car rental form. Rental requests for vehicles beyond the “full-Sized Car” category require pre-approval from the dean’s office. Rentals should be refueled prior to return by using either the Voyager card (if provided with rental paperwork), University travel card (UTC), or personal card. If fueled using a UTC or personal card, a receipt is required for reimbursement.
6. Receipts are required for all reimbursement requests funded from the dean’s or department’s budget. Employees who do not have a UTC should contact their department head to secure one. Travel amounts must be set prior to travel. Using a UTC allows expenses to show in Concur for inclusion on a travel reimbursement request. The department administrative assistant is also available to help with securing these cards and setting limits.
7. All out of country travel must be preapproved and request must be processed no later than 45 days prior to the date of travel. **Expenses related to out-of-country travel conducted without prior approval will not be reimbursed per system policy.** Because the department head, dean, provost and president must review and sign these requests, submission in advance of the 45th day prior to travel is recommended. (This also applies to travel related to departmental budgets).
8. When possible, travel to and from any location involving more than one College of Education employee should be coordinated to involve ridesharing, which reduces the overall travel expenses. When larger groups travel, rental vehicles appropriate for the size of the group and function of the trip should be requested.
9. Reimbursement request must be submitted within 30 days of the date of travel to be eligible for reimbursement.