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Introduction

This travel regulation manual, in support of Executive Memorandum B-33, governs booking and reimbursement related to Travel and Expense (T&E) at Purdue University. Business travel must be properly recorded and documented before the traveler’s departure. Documentation prior to the trip assures the traveler’s supervisor and/or department head is aware of the activity, funds are available for reimbursement of expenses, travel is allowable on the funds, traveler is covered under workers’ compensation insurance, and that the traveler can be located in the event of a medical/evacuation incident.

The regulation applies to faculty, staff and graduate students employed by the University who are traveling on University-related business.

The core principles of our T&E regulation are:

- Employees are encouraged to book travel through Concur.
- Expenses must be submitted through Concur.
- Expenses must have a clear business purpose and be directly related to the goals of the University.
- Expenses must be reasonable and appropriate for the circumstances.
- Expenses must be fully documented and submitted for required approvals.
- Expense incurred for business purpose must not be driven by personal enrichment (monetarily, loyalty points, etc.) either in appearance or in fact.
- Expenditures must comply with all applicable laws and university policies.

The regulations promote traveler safety, good stewardship of University resources and a streamlined system for booking travel arrangements and reporting expenses.

Adhering to the regulations will help ensure travelers are paid/reimbursed in a timely manner and at full value.

The university will reimburse employees for reasonable and necessary out of pocket, business expenses incurred in direct connection with university business and in accordance with these regulations. Employees must exercise good judgment that supports the University’s objectives, and submit expenses through the channels and within the timelines outlined in this document.
Purdue Travel
Purdue Travel is the university’s central travel office. This office is responsible for establishing discounted rates with preferred travel partners, providing training, maintaining the travel regulations and providing travel policy exceptions.

Employee and Approving Manager Responsibility
Travel booking and expense reimbursement must follow the regulations outlined in this document and employees are expected to exercise sound judgement when evaluating any expense category not included.

Employees must seek direction from Purdue Travel if clarification is needed.

Approving managers are expected to review employee’s submitted expenses and decline all expenses that do not meet the requirements established in these regulations.

Business Leaves Extending 22 Days
If the travel event requires the employee to be absent from campus for more than 22 consecutive workdays, it is the employee’s responsibility to request approval through SuccessFactors. Contact your business office for assistance with your request.

The Human Resources website provides detailed information on requesting business time off and approvals.

Compliance
Employees and approving Managers who do not comply with these regulations may be subject to the following:
  - Reimbursement delays for improper documentation
  - Non-reimbursement for regulation violation
  - Disciplinary action, up to and including termination of employment

Documentation
Employees must submit electronic copies of original receipts to Purdue Travel. Failure to submit electronic receipts could result in non-reimbursement of expense.

In order for a business expense to be approved and reimbursed, it must be properly substantiated. Original receipts for all expenditures greater than or equal to $75 are required. Receipts for expenditures less than $75 should not be submitted, except as noted in the below chart. If sponsor requirements are more restrictive, the more restrictive receipt requirement will take precedence. If a required receipt has been lost, a Certification for Missing Receipt form (PDF) must be submitted.

<table>
<thead>
<tr>
<th>Service</th>
<th>Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Transportation</td>
<td>Airline detail itinerary and/or e-receipt</td>
</tr>
<tr>
<td>Conference or Training</td>
<td>Itemized receipt indicating the conference registration amount and any items included in the fee</td>
</tr>
<tr>
<td>Hospitality Expenses</td>
<td>Detail documentation is required for any dollar amount</td>
</tr>
<tr>
<td>Hotel</td>
<td>An itemized receipt is always required</td>
</tr>
<tr>
<td>Third Party Paid - No Cost Trip</td>
<td>Provide documentation stating how the expenses will be covered</td>
</tr>
<tr>
<td>Vehicle Rental</td>
<td>An itemized receipt is always required</td>
</tr>
</tbody>
</table>
Ground Transportation | Only required if exceeds $75 receipt requirement or personal travel is involved

Missing/Lost Receipts
The requirements listed below must be followed if the receipt for an expense of $75 or greater is lost or unobtainable.

- Lodging: Request a statement from the provider
- Airfare: Contact the travel agency or airline for a print out
- All other expenses: Complete a Certification for Missing Receipt form (PDF)

Reimbursement
Payment to the traveler will be made after completion of trip, based on documented, reasonable and actual business travel expenses supported by original, itemized receipts. Reimbursement is not allowed for items provided free of charge, such as airline travel vouchers/certificates, frequent flyer miles, loyalty award programs for air, hotel, car, etc. The University processes the reimbursement via direct deposit after the approval of the submitted expense report.

To ensure expenditures are correctly reported, all travelers are required to submit a travel expense report within 60 days after returning from a trip. This report is used to total all expenses incurred for the trip, deduct any amounts for pre-paid expenses and travel cash advances, and determine if a reimbursement is owed to the traveler or if the traveler needs to return unused cash advance funds. Expense reports not cleared within 120 days are reported as additional wages to the employee. The University follows the IRS accountable plan rule on submitting and reimbursement of expenses found in IRS publication 463.

Remote Work Reimbursement
Reimbursement of expenses for remote staff required to travel to campus is contingent on the employee’s agreement and date of hire. The below guidelines should be used to determine when reimbursement of travel expense is allowable.

Employees hired on or after April 1, 2020 in positions classified as 100% remote will be eligible for travel reimbursement to campus for University business if all of the following criteria is met:

- The employee’s supervisor mandates the travel.
- The employee’s offer letter includes language detailing the terms of when reimbursement of travel expenses is allowable. Offers that were issued after April 1, 2020, that do not include this information should be handled through the exception process detailed below. For future offer letters, the hiring manager should work with their talent acquisition specialist for specific language regarding travel reimbursement.
- The employee’s remote work location is greater than a four-hour drive and/or includes an overnight stay.

Employees hired before April 1, 2020 who were later granted 100% remote status and chose to relocate away from campus will not be reimbursed for travel expenses if returning to campus for University business. Additionally, employees working 100% on campus or in a hybrid position are not eligible for travel reimbursement for trips to campus.
Refer to the Travel policy section on Exceptions for requests to reimburse that do not meet all of the above criteria.

Insurance
Travelers are provided insurance coverage by the University as outline below:

**Personal Car Usage**
- No coverage is provided by Purdue for physical damage to private vehicles used on University business. The university mileage reimbursement on a privately-owned vehicle compensates the traveler for wear and tear, fuel and insurance coverage.

**Car Rental**
- **Domestic** - Purdue is self-insured for damage exposure on vehicles used by staff traveling on domestic University business. Therefore, the Loss Damage Waiver (LDW) and Collision Damage Waiver (CDW) offered by the rental company should not be purchased as they will not be reimbursed.
- **International Travel** is considered travel to, between, or within countries outside the United States and US territories. This includes Canada and Mexico. Rental car usage on international business travel requires the purchase of Loss Damage Waiver (LDW) and Collision Damage Waiver (CDW) insurance offered by the rental car company.
- Other insurance options offered such as Personal Accident Insurance (PAI), Supplemental Liability and Personal Effects (PEC) coverage is not reimbursable for domestic or international rentals.
- Reporting Accidents – Refer to the Office of Risk Management procedures.

**International Travel and Evacuation Insurance**
- The University purchases international medical and evacuation insurance coverage for two different categories of travelers on university business. Travelers should refer to the International Travel Field Guide located on Risk Management’s website.
- Additional or optional insurance outside of Risk Management’s policy coverage they issue is not allowable, therefore not reimbursable.

**Other Insurance Coverage**
- The purchase of insurance to cover trip interruption, cancellation, baggage, or any other travel related insurance is considered a personal expense and is not reimbursable by the University.

**Regulations**

**Airfare**
- The University established negotiated rates with preferred vendors that must be utilized when possible.
- Employees are required to fly economy class for flights less than 14 hours. Business class is permitted for flights 14 hours or longer.
- First class is not allowed and will not be reimbursed.
• An exception to purchase a higher class ticket (excluding first class) may be requested from Purdue Travel when one of the following conditions is met:
  o When use of other than coach class is necessary to accommodate a medical disability or other special need. For short-term medical conditions, this is approved on a trip-by-trip basis, and for ongoing conditions, this can be approved annually for a year.
  o When exceptional security circumstances require other than coach class airline accommodations (i.e., use of coach class accommodations would endanger your life or University property); or
  o Coach class accommodations on an authorized/approved foreign air carrier do not provide adequate sanitation or health standards

• Employees must attempt to arrange/purchase airline tickets 14-30 days in advance
• When booking a cheaper fare that would require an additional overnight stay, (generally a Saturday night) the discounted airfare, additional lodging, fixed meals and any other expenses incurred due to the additional stay must not exceed regular economy/coach fare for the business trip.

• The Fly America Act requires employees to use a U.S. Flag Carrier if the trip is federally funded. The Act further provides that in the absence of satisfactory proof of the necessity to use a non-U.S. Flag Carrier, any expenditure of federally appropriated funds for foreign travel on other than a U.S. Flag Carrier is not allowable. The expenditure of federal funds for service furnished by a non-U.S. flag carrier is allowable only when service by a U.S. flag carrier is not available.
  o When a non-US carrier ticket is purchased, a Fly America Act certification statement or a [Fly America Act Certification](#) (per Federal Travel Regulations § 301-10.141 and 301-10.142), must be attached to the Expense Report.
  o Reimbursement for airfare utilizing non-U.S. flag carriers on federal funds will not be made without the certification.
  o There are certain projects funded by foreign governments to which these instructions are not applicable because the contract requires the use of a non-U.S. flag carrier. If such a situation arises, documentation should be provided and attached to the Expense Report.
  o Concur Travel & Expense displays a shield icon on international flights if the airline meets the Fly America Act.

• A codeshare flight is an agreement between airlines to sell seats on each other's flights to provide more choices. A codeshare flight may be between two U.S. airlines or a U.S. airline and non-US airline. Codeshare flights are displayed as flights for both the operating carrier (the airline used for the flight) and the marketing carrier (partner that sells the seats on the operating carrier).
  o When the code share is between a U.S. air carrier and a non-U.S. air carrier, the ticket documentation must identify the U.S. airlines designator code and flight number as the marketing carrier to be in compliance with the Fly America Act.
  o For example, a flight with a marketing carrier of United Airlines and an operating carrier of Lufthansa is allowable when paying with Federal funds, but the opposite is not.
  o Other methods of transportation (such as privately owned aircraft, bus, train) are allowable using the most economical means possible (with documentation of comparable costs).

• Traveling employees may retain frequent flyer program benefits. However, participation in these programs must not influence flight selection, which could result in incremental cost to the University.
• Reimbursement is not allowable for items provided free of charge, such as airline tickets provided through the use of frequent flyer miles, loyalty award programs and airline travel vouchers/certificate.

• Airline club memberships and usage are not reimbursable

• Employees may not voluntarily be “bumped” from a flight for cash or cash equivalent incentives.

• Early Check-In fees are allowable for airlines that do not assign seats (i.e., Southwest) or those that do not assign seats until check-in (i.e., Frontier). This does not include early boarding fees when seats have been assigned.

• Cost comparisons are not required for domestic flights (United States and U.S. Territories), unless personal travel is combined with business travel.
  o The maximum reimbursable amount allowed for domestic travel transportation is $400.
  o The amount of travel expenses reimbursed when a cost comparison is required is the lesser of the cost comparison amount or the actual expense amount.
  o Purdue Travel based this on the average flight costs reported by the U.S. Department of Transportation, Bureau of Transportation Statistics.

• International travel must complete the detailed cost comparison to determine the allowable reimbursement amount when business and personal travel are combined.

• Expenses subject to documentation requirements.

Privately Owned, Leased or Chartered Aircraft
The traveler must follow the University cost comparison guidelines when selecting any of the below options.

• If using Privately Owned aircraft the current per mile amount based on GSA Privately Owned Vehicle Mileage Reimbursement rates. The reimbursable amount is for one individual only.

• The actual lease cost for aircraft leased from a commercial leasing company or Purdue Aero Club is reimbursable up to the round trip commercial coach airfare rate for the same trip for the same number of official passengers.

• Chartered aircraft expenses are reimbursable up to the lowest available round trip commercial coach airfare for the same dates and destination of travel.

• Expenses subject to documentation requirements.

Lodging
• The University established rates with preferred vendors must be utilized when possible. Employees are expected to reserve standard rooms. Employees may accept room upgrades to suites or executive floor rooms only if the upgrade is no additional cost to the University.

• Reimbursable items include hotel internet connection, tips to hotel staff, and vehicle parking.

• The University will not reimburse expenses for in-room movies and minibar charges. Laundry, cleaning and pressing of clothing is also not reimbursed unless the traveler has a minimum of four consecutive nights on official University business.

• Lodging expenses are reimbursed upon presentation of an original itemized receipt from established businesses that provide lodging to the general public.

• Reimbursement is not allowable for items provided free of charge, such as accommodations received through hotel loyalty award programs.
• When booking a hotel in Concur that has a conference room rate, leave notes for travel agent (enter conference code & rate), and Anthony Travel will adjust the rate.
• Expenses subject to documentation requirements.

Rental Car
• The university established rates with preferred vendors that must be utilized when possible.
• Employees must request a standard(mid-size) car when renting a vehicle for business travel.
• Vehicle rental reimbursement is limited to the amount directly related to University business. If the traveler opts for a weekly rate because the total cost is less than the total daily rate for the number of business days, the weekly rate amount will be reimbursed.
• Expenses subject to documentation requirements.
• Insurance
  o Purdue is self-insured for damage exposure on vehicles used by staff traveling on domestic University business. Therefore, the Loss Damage Waiver (LDW) and Collision Damage Waiver (CDW) offered by the rental company should not be purchased, as they will not be reimbursed.
  o Rental car usage on international business travel requires the purchase Loss Damage Waiver (LDW) and Collision Damage Waiver (CDW) insurance offered by the rental car company.
  o Other insurance options such as Personal Accident Insurance (PAI), Supplemental Liability and Personal Effects (PEC) coverage is not reimbursable for domestic or international rentals.
  o Insurance questions should be directed to Risk Management Office at the West Lafayette campus by calling 765-494-7695.
• Traffic fines, court cost, parking violations, etc. are not reimbursable.
• Expenses subject to documentation requirements.

Ground Transportation and Parking
• Taxi, shuttle, ride share, bus, train or other local conveyances, including reasonable tips, are a reimbursable travel expense.
• Transportation expenses incurred for the following scenarios are allowable:
  o Between places of business at a temporary business location.
  o Between a place of lodging and temporary business location.
  o At location of temporary business or lodging.
  o Between carrier terminal (airport, train or bus station) and place of business or lodging.
  o Between residence and carrier terminal (airport, train or bus station) on beginning or returning day of travel.
• Airport parking must not exceed $14 per night. Incurred parking costs that are more than $14 are at the expense of the traveler. Check parking rates on the airport website prior to traveling.
• Other parking expenses that are a reimbursable include lodging parking, parking garages and street parking when related to university business travel.
• Expenses subject to documentation requirements.
Mileage & Personal Car Usage

- An employee may use their personal car for business purposes. The University will reimburse employees for business travel using their personal vehicle at the prevailing rate per mile. The mileage reimbursement on a privately owned vehicle compensates the traveler for wear and tear, fuel and insurance coverage. No coverage is provided by Purdue for physical damage to private vehicles used on University business.
- Mileage for travel on campus or in the area of official duty station is considered a business expense, not a travel expense and should not be run through Concur.
- The University reimburses mileage at either the federal or state rate, depending on funding source.
- If a funding source (e.g. grant) requires the Indiana state mileage allowance, reference the Indiana State Travel website, Reimbursement Rates, to view the latest Memo related to mileage reimbursement.
  - The official station is defined by the IRS as the location of the permanent office, including the entire city or general area in which the 'official station' is located.
  - If the traveler departs/returns on the weekend, a holiday, after normal work hours, or a day they would not normally commute to their official station, it is acceptable to calculate the mileage from their home.
  - An individual’s daily commute to and from their residence and work is not considered to be in University travel status, and therefore is not eligible for reimbursement. Mileage reimbursement is limited to the lesser of expenses incurred from the departure point or from the traveler’s official station.
  - When two or more staff travel together in a personal vehicle, the mileage reimbursement is only issued to the Purdue employee who provided the vehicle for business travel.
  - Traffic fines, court costs, parking violations, etc. are not reimbursable.
  - Expenses subject to documentation requirements.

Drive Vs Fly

- The allowable mileage reimbursement is a maximum of $400 when the traveler chooses to drive their personal vehicle to a business travel destination where a flight would typically be required. Generally, it is cheaper to fly than drive if traveling more than 800 miles.
- If multiple people are riding in one vehicle, and it is determined to be less expensive than flights for those travelers, full mileage will be reimbursed.
- Expenses subject to documentation requirements.

University Vehicle

- Employees may rent fleet vehicles for approved activities throughout the United States and Canada.
- Employees renting fleet vehicles must present an original Form 1 and a valid U.S. or Canadian driver’s license
  - Estimates can be provided upon request by calling Transportation Services at 765-494-2114.
Drivers’ must comply with the Risk Management vehicle policies. Purdue is self-insured for damage exposure on vehicles used by staff traveling on University business. All accidents should be reported as soon as possible to the Risk Management Office at the West Lafayette campus by calling 765-494-7695. Traffic fines, court cost, parking violations, etc. are not reimbursable. Expenses subject to documentation requirements.

Meals
The University provides fixed meal allowance to staff while traveling on official business for the University at the rate paid by the U.S. General Services Administration (GSA) Per Diem Rates for inside of Continental United States and outside of Continental United States.

- The fixed meal allowance provides a daily reimbursement amount for meals and gratuity.
- The rate is paid based on location of University business.
- The traveler is paid after the trip, upon submission of an expense reimbursement request.
- The Fixed Meal Allowance begins the day the traveler departs for the business and continues through the day of return, as long as all days in between are business related.
- Generally, travel includes the day before business is set to begin and ends the day after business concludes. If the flight and layovers totals more than 14 hours, the destination is foreign travel, airfare is coach/economy, and follows a direct route with no personal destinations; an additional rest period day can be claimed.
  - When a rest day stop is authorized, the applicable fixed meal allowance rate for that day will be calculated for the rest stop location.
  - When the International Date Line is crossed, actual elapsed time will be used rather than calendar days to determine the meal allowance.
- An individual department may reduce a per diem allowance due to funding restrictions (e.g. grant)
- The provision of food, beverages, activities or events for the purpose of promoting and furthering the mission of the University is considered a Hospitality expenditure and is defined in that policy
- If a funding source (e.g. grant) requires the Indiana state fixed meal allowance, refer to the Travel Rate Summary Chart as identified in the State of Indiana Travel Policy. The fixed meal allowance is prorated based on travel time. The below chart must be used to determine the correct allowance.
- An individual department due to funding restrictions (grant, etc.) may reduce a per diem allowance...
- The provision of food, beverages, activities, or events for the purpose of promoting and furthering the mission of the University are considered Hospitality expenditures and are defined in that policy.
- If a funding source (grant, etc.) requires the Indiana state fixed meal allowance, as identified in the State of Indiana Travel Policy.
  - $26.00 In-State
  - $32.00 Out-of-State
- The fixed meal allowance is prorated based on travel time. The below chart must be used to determine the correct allowance.

<table>
<thead>
<tr>
<th>When travel is</th>
<th>Fixed Meal Allowance Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

12
<table>
<thead>
<tr>
<th>Duration</th>
<th>Subsistence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 12 hours</td>
<td>None</td>
</tr>
<tr>
<td>12 or more hours but less than 24 hours</td>
<td>75% of the applicable rate for each calendar day in travel status</td>
</tr>
<tr>
<td>24 hours or more on</td>
<td></td>
</tr>
<tr>
<td>Day of Departure</td>
<td>75% of the applicable rate</td>
</tr>
<tr>
<td>Full days of travel</td>
<td>100% of the applicable rate</td>
</tr>
<tr>
<td>Day of Return</td>
<td>75% of the applicable rate</td>
</tr>
</tbody>
</table>

- If a meal is provided, no subsistence shall be claimed for that meal and the Fixed Meal Allowance must be adjusted by deducting the appropriate amount shown in the GSA Per Diem Rates for inside of Continental United States and outside of Continental United States.
- An employee who chooses to drive rather than fly long distances may be reimbursed fixed meal allowance for a total of two full driving days: one day before and one day after the official business.
- Expenses subject to documentation requirements.

Registrations & Memberships
- Registration fees for attendance at professional meetings/conferences may be reimbursed upon submission of an itemized receipt. If receipts are not provided by the conference/workshop, it is the traveler's responsibility to obtain an acceptable proof of the claim for reimbursement, i.e., proof of payment (credit card receipt) and a supporting document indicating the conference registration amount and any items included in the fee.
  - Meals provided as a part of the registration fee must be deducted from Fixed Meal Allowance (per diem) on the expense report.
  - Books, publications, CDs, etc. from conferences are reimbursable but then become property of the department. A comment must be added to the line item.
- Individual membership dues are allowable expenses if there is a business purpose and the amount of the dues does not exceed $500.00. Payment for membership dues through Concur must be accompanied by a registration fee on the expense report.
  - Payment of membership dues ONLY should not be paid via the Travel card.
  - Costs of memberships are typically not allowable as direct costs to sponsored projects.
- Expenses subject to documentation requirements.

Other Allowable Expenses
The following is a list of expenses that are reimbursable if they are part of travel expense related to university business:
- Baggage Charges:
  - Charges for checking baggage.
Tips for handling luggage, such as taxi, shuttle or courtesy transportation drivers or hotel staff.
- Transportation charges for authorized excess baggage when carrying equipment necessary to complete official business.
- Necessary charges (including tips) for storage when such are a result of official business.
- Sending baggage, samples, display materials, and/or supplies to official business location and back to official station.

- Use of computers, printers, fax machines, and scanners when necessary to complete official business mission.
- Fees for the use of conference/meeting rooms and equipment when necessary to complete official business mission.
- Official telephone calls/service, e.g. faxes.
- Sales tax on out-of-state business related purchases will be reimbursed.
- Tips for taxi, shuttle and courtesy transportation drivers.
- Laundry, cleaning and pressing of clothing only when the traveler spends a minimum of four consecutive nights on official University business.
- Energy surcharge and lodging fees when such fees are not optional.
- Emergency purchases of materials or services (e.g. batteries, photocopies) when necessary to complete official business mission.
- E-Z Pass (or similar toll road programs in other states) in rental cars.
- TSA PreCheck and Global Entry fees are allowable for travelers who fly three or more times per year.
- Sales tax on purchases made in Indiana can be reimbursed, but a good faith effort must be made to use the Form ST-105 Indiana Department of Revenue General Sales Tax Exemption Certificate (PDF) and/or a Purdue purchasing card (P-card).
- Expenses subject to documentation requirements.

### International Travel

Any employee of the university authorized for international travel must follow the appropriate approval, insurance, and travel security requirements. International Travel is considered travel to, between, or within countries outside the United States and US territories. This includes Canada and Mexico.

Refer to the following Purdue Risk Management information on international travel:

- Purdue International Travel Field Guide
- International Travel and Evacuation Insurance

The following is a list of expenses that are reimbursable only when traveling on International university business.

- Fees for conversion of foreign currency.
- Passport and/or Visa fees, including cost of photographs.
- Foreign country exit fees.
- Costs of birth, health, and identity certificates.
- Charges for physical exams and inoculations necessary for foreign travel.
• Fees for travelers checks.

Transportation
• Rental car usage on **international business travel requires the purchase** Loss Damage Waiver (LDW) and Collision Damage Waiver (CDW) insurance offered by the rental car company.
• Other insurance options such as Personal Accident Insurance (PAI), Supplemental Liability and Personal Effects (PEC) coverage is **not reimbursable** for domestic or international rentals.
• A foreign train, bus or other service carrier may be used in lieu of, or as a supplement to air travel at the lowest rate by the transportation facility used.
  o If such travel could have been performed by air, the allowance should not exceed that of coach air accommodations.

**Expenses subject to documentation requirements.**

**Business Travel with Personal Time Included**
*If travel includes personal expenses, or part of the travel dates include personal time or destinations, travelers must exercise special care not to seek reimbursement for expenses that could be construed as personal.*

• University funds cannot be used to reimburse personal expenses or prepay items that include personal expenses.
• When a traveler decides to combine personal travel with business travel, regardless of the type of transportation and lodging, the amount reimbursed will be the costs directly related to the point(s) of business.
• When personal and business are combined, cost comparison guidelines must be followed.
  o Domestic travel transportation will be reimbursed up to $400 (cost comparison not needed).
  o International travel must complete the detailed **cost comparison**.
• **Airfare**
  o If the stay at a business location is extended either prior to or after the business mission (no more than 3 days), the entire ticket may be reimbursed.
• **Lodging**
  o Any additional days lodging beyond the business dates is considered personal and is **not reimbursable**.
  o If a family member or other non-business related person stays in the room with the traveler, any additional charges incurred should be deducted (marked as personal).
• **Fixed Meal Allowance**
  o Fixed meal allowance is paid to staff while traveling on official business. It is **not paid** for personal days.
  o Any personal days listed on the expense report must be excluded.
• **Transportation**
  o Parking expense at the airport and hotels must be reduced for personal day expenses.
  o Taxi and shuttle expenses during personal days are **not reimbursable**.

**Expenses subject to documentation requirements.**
Travel on Sponsored Program Funds (Fund – 46010000)

Domestic and foreign travel charged to sponsored projects should follow Purdue University Travel Regulations, unless federal regulations or the funding sponsor imposes greater restrictions. Please note that when traveling on Sponsored Program funds, receipts and supporting documentation must be kept for ten years after the fiscal year in which the travel occurred.

Travel is allowable as a direct cost when such travel will provide direct benefit to the award. If federally funded, sponsored awards are subject to certain federal laws and the guidelines set forth in the Uniform Guidance, 2 CFR Part 200—uniform administrative requirements, cost principles, and audit requirements for federal awards. Sponsored Program Service’s Post Award area sends out a notice of award that will indicate any travel restrictions or requirements of approvals that may be required for the project before incurring and/or submitting any travel cost for reimbursement. When there is a conflict between University policy and award requirements, the more restrictive policy applies. Contact the Post Award Sponsored Funding Administrator for guidance.

The following list highlights some common sponsored travel restrictions that may be on domestic and/or foreign travel. Some awards may:

- Prohibit travel
- Require pre-authorization by Sponsor for each trip
- Restricts the travel to what was proposed
- Limit travel to a specific destination or purpose
- Specify maximum meal, mileage or other cost rates.

The Fly America Act requires employees to use a U.S. Flag Carrier if the trip is federally funded. Sponsored travel must be justified, well documented, in compliance with the sponsor requirements, and incurred within the period of the award. The supporting documentation must be clear on how the travel supported the award. Charges that are split between two or more projects must demonstrate how the trip specifically benefited each project respectively. Expenses are subject to documentation requirements.

Certification of Pay While on Travel

This link provides guidance on when travel must be paid on the account that the traveler was paid on and when certifications are needed.

Travelers can charge their travel on a federal project if their salary is charged to certain types of funding (e.g., general funds, State of Indiana, industrial, non-for-profit, PRF, international programs, voluntary support, gift funds or fellowships). In these cases, a certification is required.

If the traveler’s salary is paid from one federal project but the travel request is for a different federal project, this is unallowable and would need to be revised to seek travel funds from the federal project in which the traveler’s salary is paid.

Please contact your Post Award Account Management contact if you have any questions on charging of travel or if prior approval is needed for travel.
No Cost Travel
Domestic or International travel conducted on University time but at no cost to the University is considered no-cost travel. If a third party is paying for travel, those expenses are not eligible for reimbursement through Purdue.

Although Purdue is not funding the trip, no-cost travel is considered business travel and must be properly recorded and documented in Concur before the traveler leaves. Documentation prior to the trip assures the traveler's supervisor and/or department head is aware of the activity, traveler is covered under worker compensation insurance, and that the traveler can be located in the event of a medical/evacuation incident.

Cash Advances
Cash advances for faculty, staff and graduate student staff are available to reduce incurred, out-of-pocket expenses associated with business travel. Faculty, staff and graduate student staff may request cash advances subject to the limitations defined below.

All employees are eligible for a Purdue Visa Travel Card. Therefore, the need for cash advances should be minimal.

If the travel is part of a research project, the cash advance should be obtained through a Project Advance. Detail instructions for a Project Advance can be located in the Requesting a Project Advance-Funding QRC.

Procedures
Travel cash advances should only be requested for the following circumstances:

- Out-of-pocket travel expenses for graduate students whose departments have restricted the issuance of the Visa Travel Card
- Out of pocket expenses for any employee for travel to a country with a cash-based economy
  - For travelers who have been issued a Visa Travel Card, cash advances will not be issued for denominations less $500. Advances less than $500 should be acquired through an ATM with a Visa Travel Card 2-3 days before the trip.
  - Maximum cash advance will be determined by the need of the above. An itemized estimate is required to be attached to the Trip Request.
- When funding is limited to a specific amount per travel event
  - These cash advances will also be required to be reconciled through the Concur Travel and Expense system.

NOTE: Travelers who have un-reconciled cash advances for prior trips will not be issued more cash until the open advances are reconciled and submitted on an Expense Report.

Travel cash advances should not be requested through the Concur system for the following reasons:

- To reimburse an employee who has pre-paid travel expenses on a personal credit card
- For any expenses that can be paid with a Visa Travel Card (i.e. airfare, registration, fixed meals, hotel), unless traveling to a country with a cash-based economy
- Research Project costs (These should be requested using a Research Project Advance)
Travel cash advances must be requested and issued through the Concur Travel and Expense system

- Cash advances are requested using the Trip Request function in Concur
- Trip Requests and cash advances require fiscal approval and will be facilitated through the Concur workflow
- Cash advances are issued 2-3 days before the start date of the trip, regardless of when the request is made
- The funds are electronically deposited in the traveler’s bank account (e.g. the same bank account that is used for payroll)

Reconciliation and Repayment of the Cash Advance

- Cash advances that are processed through the Concur system are centrally funded and should be reconciled within 30 days of the end of the trip
- Expenses are reconciled on an Expense Report in Concur upon completion of the trip
- Travelers are personally responsible for any unused portion of the cash advance
- Excess travel cash advances will be collected through payroll deduction
- Any amount that is greater than 25% of the traveler’s net pay will be divided into payments
- For detailed instructions, review the Cash Advance in Concur Travel and Expense QRC.

Cost Comparisons

Cost comparisons are not required for domestic flights (United States and U.S. Territories), unless personal travel is combined with business travel.

- The maximum reimbursable amount allowed for domestic travel transportation is $400.
- The amount of travel expenses reimbursed when a cost comparison is required is the lesser of the cost comparison amount or the actual expense amount.
- Purdue Travel based this on the average flight costs reported by the U.S. Department of Transportation, Bureau of Transportation Statistics.

A cost comparison is required for all international travel to, between or within countries outside of the United States or U.S. Territories. This includes Mexico and Canada trips, but only if it includes personal travel.

- Cost comparisons must be obtained from Concur or Anthony Travel prior to the trip and must meet the requirements below:
  - If the personal travel is less than three (3) days before or after the business trip, no cost comparison is required. Any days over three (3) require a cost comparison.
  - The cost comparison submitted must be for the direct route to and from the business location for the days of business only
  - Any personal travel outside of the business location is not reimbursable, regardless of the number of personal days included
  - Best Practice: Get the cost comparison at the same time airfare is purchased or the travel request is completed
Not be limited to search results from a single airline
- Show available flights and airlines generally with one stopover
- Should not be one-way ticket
- Provide a copy of a co-worker's airfare itinerary/receipt who attended the same business event with no personal or other travel destinations involved

- In the event a traveler has not provided a required cost comparison, Purdue Travel will obtain the comparison on their behalf.
- The amount of travel expenses reimbursed when a cost comparison is required is the lesser of the cost comparison or the actual expense amount.

Moving Allowances

Moving allowances are not considered as Travel expenses are covered by the Moving Allowance Expense Policy.

ADA Accommodations

Requests for reasonable accommodations for a disability will be considered by Purdue Travel in consultation with the ADA coordinator.

Bowl Travel

The University has developed specific guidelines around bowl travel. Updates may occur annually in support of when and where the Bowl game will be taking place.

General
These guidelines cover individuals on official University business in support of advancement activities or as an extension of their regular on-campus duties. The scope of these guidelines does not include football staff or other Intercollegiate Athletics staff that are involved in related activities.

The University recognizes that in some development situations, a spouse or guest may be included when their participation benefits the donor relationship. In these situations, the spouse who attends bowl events is considered an official volunteer*, and PRF funds must be used to cover all costs associated with the bowl trip.

When traveling on a bowl tour package, staff and official volunteers are not eligible for subsistence reimbursement. **

Taxability of PRF-Funded Bowl-Related Items
Bowl packages, game tickets, and other bowl-related expenses may have tax implications for participants. The following tax guidelines apply:
- Items reported to IRS as taxable income:
- Value of bowl package in the event spouse or guest of staff/faculty is not able to participate in every event as an official University volunteer OR appropriate certification form is not signed
- Value of football tickets IF bowl events are not attended OR appropriate certification form is not signed
- Items not reported to IRS as taxable income:
  - Value of bowl package for spouse or guest who accompanies faculty/staff IF in official volunteer status AND IF appropriate certification signed
  - Value of bowl memorabilia – such souvenirs are of “de minimis,” value as long as they carry a value of less than $100, and do not need to be separately identified for tax purposes

Participants and Procedural Guidelines

Staff on University Business

The schools, units and regional campuses may have participants on official University business in support of development activities. Some staff may participate in a working role that is an extension of their regular on-campus duties such as select members of the Office of the Dean of Students, select members of the Purdue Music Organization, select members of the University Development Office and members of Marketing and Media.

Travel Options

Essentially, four travel options are available when faculty/staff participate in bowl activities:

1. Complete PAA bowl tour package (transportation/land) – department business office coordinates arrangements
   - Must be paid on PRF funds
2. PAA Land Only bowl tour package – department business office coordinates bowl package arrangements and employee makes own transportation arrangements
   - Must be paid on PRF funds
3. Bowl tour package offered by a local travel agency – employee makes all arrangements
   - Must be paid on PRF funds
4. No bowl tour package - employee makes all arrangements
   - PRF funds are strongly preferred
   - For units where PRF funds are limited or unavailable, traditional travel expenses such as airfare, hotel, mileage and per diem would be allowable*** on University Gift funds.

Procedures for Staff on University Business

In advance of the bowl event, Business Managers will verify with Deans and Department Heads which individuals within the business unit are authorized for bowl travel.

1. Traveling on Complete PAA Bowl Package (land/transportation), required to be paid on PRF funds:
   - Each participating employee is required to complete a University Business Verification Form. If a spouse or guest accompanies the employee, both the employee and the spouse/guest are to
complete the same form (Note: either a spouse or a guest for funding purposes may accompany Employee).

- Employees should also complete a travel request if required.
- Staff member forwards the approved University Business Verification Form to department business office to check out a departmental PRF card.
- Staff member completes reservation form, including:
  - Home address and phone number.
  - Selection of the appropriate tour option, number of game tickets, and optional events.
  - Staff member prints off completed tour application, once payment has been confirmed, and returns this receipt with the credit card to the business office.
- Departmental business manager maintains the approved travel request, the University Business Verification Form and online package receipt.

2. Traveling on combination of PAA Land Only Tour Package and non-package travel arrangements, required to be paid on PRF funds:

- Business office staff coordinate PAA land only Bowl packages following process steps #1-5 of PAA Bowl Package Reservations section above.
- After the bowl event, expense reports for employees should be submitted in Concur Travel & Expense. Expense reports for spouses, and guests – if in official University volunteer capacity - should be submitted on a DIV form.
- Business manager obtains department head signature who authorizes expenditure reimbursement for employee and volunteer spouse/guest.
- Business manager signs and submits all PRF Bowl Travel Reimbursement Request Forms to Purdue Travel.
- Purdue Travel audits form for accuracy and forwards to Purdue Research Foundation.
- PRF reimburses allowable travel expenses for employee and volunteer spouse/guest.

3. Traveling on Bowl Tour package offered by local travel agency, required to be paid on PRF funds:

- Each participating employee is required to complete a University Business Verification Form. If a spouse or guest accompanies the employee, both the employee and the spouse/guest are to complete the same form (Note: either a spouse or a guest for funding purposes may accompany Employee).
- Completed University Business Verification Form are to be forwarded to the employee's departmental business office.
- Business manager verifies forms for complete, valid and accurate signatures and information
- Employees should also complete a travel request if required.
- After the bowl event, expense reports for employees should be submitted in Concur Travel & Expense. Expense reports for spouses, and guests – if in official University volunteer capacity - should be submitted on a DIV form.
- PRF reimburses allowable travel expenses for employee and volunteer spouse/guest.

4A. If Non-package Travel Arrangements are made by individual and department elects to pay on PRF funds (preferred option):

- Each participating employee is required to complete a University Business Verification Form. If a spouse or guest accompanies the employee, both the employee and the spouse/guest are to
complete the same form (Note: either a spouse or a guest for funding purposes may accompany Employee).

- Completed University Business Verification Form are to be forwarded to the employee’s departmental business office.
- Business manager verifies forms for complete, valid and accurate signatures and information.
- Employees should also complete a travel request if required.
- After the bowl event, expense reports for employees should be submitted in Concur Travel & Expense. Expense reports for spouses, and guests – if in official University volunteer capacity - should be submitted on a DIV form.
- PRF reimburses allowable travel expenses for employee and volunteer spouse/guest.

4B. If Non-package Travel Arrangements are made by individual and department elects to pay employee expenses on university funds:

- Employees should also complete a travel request if required.
- After the bowl event, employees are responsible for preparing and submitting an expense report in Concur Travel & Expense for all allowable travel expenses.
- The Business manager should obtain the Department Head’s signature who authorizes expenditure reimbursement for employee.

NOTES:

Any bowl-related expense not allowable on University funds (game tickets or tickets to University-sponsored events, for instance) should be submitted for reimbursement to the Purdue Research Foundation via DIV form.

If employee shares travel expenses with volunteer guest/spouse, trip should be paid on PRF funds and steps in Procedure 4A (above) should be followed.

* University official volunteer is defined as a spouse, partner, or guest of a Purdue University staff who accompanies staff in an official capacity at Purdue events and represents Purdue for a business purpose.

** Development staff performing official development activities at the Bowl is exempt from the no subsistence reimbursement rule when traveling on a Bowl package. In these cases, however, exemption is valid only upon approval of Vice President for Development. After the Purdue Research Foundation (PRF) has received the memo containing the list of approved names from Senior Vice President for Development, per diem reimbursement requests for individuals listed will be processed.

*** Examples of Allowable Expenses (only applies to individuals traveling independent of a Bowl package and whose unit has elected to pay using University funds).

Contacts
Purdue Research Foundation: Tammy Metzinger, (765) 588-1271
Purdue Travel: (765) 496-8747 or purduettravel@purdue.edu
The latest version shall supersede all prior formal or informal policies and procedures.

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Effective Date</th>
<th>Revision Number</th>
<th>Summary of Changes</th>
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</table>
| 07/01/2019    | 00/00/0000     | 1               | 1. Changed Document Title from Guidelines to Regulations – to match Executive Memorandum B-33  
2. Added Table of Contents with hyperlinks to topics  
3. Added Introduction – summary of why we have the regulations/who they apply to reference to EM B-33  
4. Added PURDUE TRAVEL – defined program  
5. Added Employee and Approving Manager Responsibility  
6. Documentation section – simplified and provided table with required documentation, included not if sponsor requirements are restrictive, they take precedence  
7. Guideline section  
8. Removed details from other areas and instead hyperlinked to those areas for reference. (State of Indiana Travel Policy, Fly America Act, GSA Reimbursement Rates, etc.)  
9. Added to areas - The University established rates with preferred vendors must be utilized when possible.  
10. Added - Traffic fines, court cost, parking violations, etc. are not reimbursable.  
11. Added - Airport parking must not exceed the cost of the long-term economy parking. Anything above the long-term economy-parking rate is at the expense of the traveler.  
12. Added – International Travel section with links to Risk Management information  
13. Added – Business Travel with Personal Time section – outlines cost comparison required and advises employee to exercise special care not to seek reimbursement for expenses that could be construed as personal.  
14. Added – No Cost Travel - Domestic or International travel conducted on University time but at no cost to the University is considered No Cost Travel. If a third party is paying for travel, travelers must exercise special care not to seek reimbursement for those expenses.  
15. Although Purdue is not funding the trip, NO COST TRAVEL is considered business travel and must be properly recorded and documented in PURDUE TRAVEL before the traveler leaves for a trip. Documentation prior to the trip assures the traveler’s supervisor and/or department head is aware of the activity, traveler is covered under worker compensation insurance, and that the traveler can be located in the event of a medical/evacuation incident  
16. Added – Moving Allowances - Not considered as Travel expenses and are covered by the Moving Allowance Expense POLICY  
17. Added - Group Travel – Group Travel – Travel arrangers are strongly encouraged to procure group travel services through PURDUE TRAVEL.  
18. Added – ADA Accommodations - Request for reasonable accommodations for a disability will be considered by PURDUE TRAVEL in consultation with the ADA coordinator. |
| 07/15/2019    | 07/15/2019     | 2               | 19. Reimbursement updated all reports filed within 60 days after returning from trip  
20. Added - First class fares not allowed  
21. Added – Reimbursement is not allowable for items provided free of charge into Air, Lodging and Reimbursement sections.  
22. Added to Reimbursement section - university follows the IRS accountable plan rule on submitting and reimbursement of expenses found in IRS publication 463. |
| 2/26/2020     | 3              |                 | 23. Update where it said guidelines to regulations  
24. Add codeshare flight information  
25. Update links  
26. Ground transportation updated to show bus and train  
27. Added campus mileage is business expense and not travel  
28. Vehicles added link to Risk Mgmt policy and contact information  
29. Created section for Registration and Memberships  
30. Add more detail to Business Travel with Personal Travel  
31. Added Cost comparison section |
| 3/2/2020      | 4              |                 | 32. Updated cost comparison requirements.  
33. Updated airport parking guidelines to reflect $14/day limit  
34. Updated link to go directly to Human Resources website for Business Leaves Extending 22 Days |
| 08/31/2021    | 5              |                 | 35. Added Remote Staff Reimbursement section.  
36. Updated last paragraph in Remote Staff Reimbursement section.  
37. Added – Certification of pay while on travel.  
| 09/17/2021    | 6              |                 | 38. Updated Remote Staff Reimbursement section.  
39. Updated cost comparison requirements.  
40. Updated airport parking guidelines to reflect $14/day limit  
41. Added link to go directly to Human Resources website for Business Leaves Extending 22 Days |
| 5/20/2022     | 7              |                 | 42. Updated Remote Staff Reimbursement section.  
43. Updated cost comparison requirements.  
44. Updated airport parking guidelines to reflect $14/day limit  
45. Added link to go directly to Human Resources website for Business Leaves Extending 22 Days |
| 5/31/2022     | 8              |                 | 46. Updated Remote Staff Reimbursement section.  
47. Updated cost comparison requirements.  
48. Updated airport parking guidelines to reflect $14/day limit  
49. Added link to go directly to Human Resources website for Business Leaves Extending 22 Days |
| 6/15/2022     | 9              |                 | 50. Updated Remote Staff Reimbursement section.  
51. Updated cost comparison requirements.  
52. Updated airport parking guidelines to reflect $14/day limit  
53. Added link to go directly to Human Resources website for Business Leaves Extending 22 Days |

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