

**FROSTBURG STATE UNIVERSITY
TRAVEL POLICY**

Approved as of January 1, 2014

I. POLICY

Travel reimbursement is made pursuant to the schedule below. All travel outside of the State of Maryland and the Washington, DC area must be pre-approved. Unless otherwise stated, an original itemized receipt is required for all expenses.

II. PURPOSE

The purpose of the Travel Policy is to maintain consistent reimbursement rates, as approved by the University System of Maryland (USM) Board of Regents for travel by FSU employees.

III. PROCEDURES

A. Hotel/Lodging Expenses

Cost of hotel accommodations are reimbursed on the basis of itemized receipts at the single-room rate. Use of a University credit card is recommended, when possible.

B. Meal Expenses

- i. In order to qualify for any meals, employees must be in travel status a minimum of four (4) hours and all out-of-state travel must have a pre-approved travel request form. Meal per diems or reimbursements may not be claimed for any meals pre-paid as part of a conference registration, hotel free breakfast plan, or the like. Alcohol cannot be reimbursed under any circumstances. Copies of conference and meeting agendas must be attached to the travel request and/or expense forms. Current travel and other accounts payable forms may be obtained at: <http://www.frostburg.edu/admin/ap/forms>

- ii. Domestic Travel

Meals may be reimbursed at the standard per diem rates set by the USM Board of Regents each year with no receipts required.

Per diem rates include all taxes and tips. Per diems may only be paid directly to the traveler. For group travel itemized receipts are required or each individual must sign for cash stipends they received. Meals paid on a receipt basis may not exceed the stipend amounts approved by the USM Board of Regents.

- a. Breakfast: the travel starting time to qualify for breakfast is 6:00 a.m.
- b. Lunch: to qualify for lunch employees must either be on overnight travel or qualify for both breakfast and dinner.
- c. Dinner: to qualify for dinner employees must return no earlier than 6:30 p.m.

iii. Foreign Travel

Meals may be reimbursed at the applicable U.S. Department of State Meal and Incidental Rate without receipts, or at actual cost with itemized receipts not to exceed the State Department Rates. The U.S. Department of State's current rates may be obtained at:

http://aoprals.state.gov/content.asp?content_id=184&menu_id=78

C. Personal Vehicle Mileage Expenses

- i. Employees will be reimbursed at the full mileage rate set by the USM Board of Regents when no state vehicle is available. Documentation must be attached to show no state vehicle was available (i.e., a screenshot from the vehicle reservation system). Full mileage will be paid without documentation when a vehicle must be left overnight at an airport or if a trip would exceed the 900 mile limit for a state vehicle reservation.
- ii. Employees will be reimbursed at half of the full rate set by the USM Board of Regents when a state car is available, or when availability is not checked prior to the trip.
- iii. Employees using privately owned vehicles and claiming reimbursement must deduct their normal commuting mileage from the total miles driven when the trip begins and/or ends at home. Commuting miles are defined as the round-trip mileage normally driven from home to the regularly assigned work site and home again.

D. Reservations and Ticketing Expenses

- i. All travel arrangements are to be reasonable and appropriate and be obtained using discount rates available to the USM or the University. Bookings should be made in advance using the least expensive logical fare via the most direct route (or other reasonable routing that results in a lower fare). Any unnecessary expenses are considered personal and will not be reimbursed. Some examples of personal expenses would be travel insurance, early boarding fees, and excessive baggage fees (overweight baggage, or more than one checked bag).
- ii. In the event of changed plans, cancellation 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 unavoidable circumstances of an emergency nature affecting the traveler.

E. Rental Car Expenses

When rental cars are required the most economical reservation should be made. The reservation should be in the name of the individual, Frostburg State University, and the State of Maryland. Additional insurance should not be taken, because the vehicle would be covered under the Maryland Torts Claim Act. As with all insurance, the University is responsible for the first \$1,000 of damage. Additional insurance will not be reimbursed with the exception of rentals outside of the United States. If renting a vehicle outside of the U.S. the additional insurance should be taken out. Gas and oil for the rental car are also reimbursable with original itemized receipts.

F. Miscellaneous Expenses

Necessary miscellaneous expenses such as business related telephone calls, laundry/valet for extended travel, parking fees, road tolls and the like may be reimbursed with itemized receipts. Hotel and porter tips are reimbursable without receipts. These are limited to one dollar (\$1) per bag in and out. Miscellaneous expenses are not reimbursable for foreign travel when using the U.S. State Department Meal and Incidental per diem rates. These expenses would be considered incidentals which are included in the per diem.

G. Travel with Spouse or Other Individuals

Travel with a spouse or other individuals not serving as agents of the University are considered personal expenses of the individual. Careful records must be maintained to separate these expenses. The University will not reimburse any expenses incurred on behalf of these individuals, with the exception of the spouse of the President. Likewise any airfare or other travel expense billed directly to

the University must not include any expenses for these individuals traveling with the employee.

H. Travel Advances

Travel advances are available for student group travel or individuals traveling overnight outside the State of Maryland and the Baltimore/Washington, DC area. Advances are limited to those items not chargeable to a Frostburg State University or personal credit card. Travel cards are available for those who frequently travel on University business.

I. Questions

Questions concerning the Travel Policy or the working fund should be directed to the Office of Accounts Payable.

BOR Policies VIII-11.00 and VIII-11.10
Updated: January 1, 2014