Key Travel Policies At A Glance

Transportation

- When making travel arrangements for University business, staff and faculty should use the most economical means of travel. If a trip of considerable distance is required, and an employee elects to drive instead of fly, the amount up to the equivalent of the airline coach class fare will be reimbursed.

- For local travel, employees may reserve the University’s Camry or use a personal vehicle and request mileage reimbursement through submission of an Expense Report and detailed mileage log.

- For out of the area travel, employees are encouraged to use a rental car versus driving a personal vehicle. If an employee elects to drive a personal vehicle, Regent will reimburse only the lesser of a car rental plus gas or the current mileage reimbursement rate.

- Rentals will not be considered for any travel where the conference or event is being held in or within reasonable walking distance of the hotel.

- The size of the rental car reserved should be up to a Midsize/Intermediate vehicle. No paid upgrades.

- Prepaid fuel charges and add-on GPS charges are not permitted.

- **Automobile insurance fees should be waived** as the traveler is covered by Regent’s insurance when renting a vehicle for official University business.

- Please visit the Purchasing website to acquire our E&I Discount information when making a rental reservation: http://www.regent.edu/admin/admsrv/purchasing/travel_car.cfm

Per Diem Meals

- Per diem should not be claimed when meals are provided through hospitality, conferences, etc.

- In the event an employee entertains for business purposes while traveling, a receipt must be submitted which also documents the people in attendance and the business purpose.

- You do not need to keep receipts for personal per diem meals. The University reimburses for per diem at a flat rate of $38/day: $8 for Breakfast, $10 for Lunch, and $20 for Dinner.

- The following schedule will help you identify when you should claim a per diem meal:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Leave By:</th>
<th>Return By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>7:00 am</td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td>11:30 am</td>
<td>1:30 pm</td>
</tr>
<tr>
<td>Dinner</td>
<td>5:00 pm</td>
<td>7:00 pm</td>
</tr>
</tbody>
</table>

Miscellaneous

- The University will only reimburse for the long term parking rate of $7/day at the Norfolk airport.

- Hotel rates should not exceed the equivalent of Courtyard by Marriott, Hampton Inn, etc., except when necessitated for conventions and conferences where rooms are a part of the package.

- If a receipt is lost, seek a duplicate. When an acceptable duplicate is unobtainable, please submit a Missing Receipt Form along with the Expense Report.

Contact Info:
Phone: x4055 or x4056
E-mail: cwalton@regent.edu or terefol@regent.edu

Expense Reports are to be submitted to the Accounts Payable office (ADM 140) **no later than five days** after each trip ends.

Regent’s full Travel Policy can be viewed through the following website: http://www.regent.edu/admin/busoff/ap.cfm#travelr