

Travel Policies

Auburn University has a fiduciary responsibility to insure University resources are used responsibly and that individuals do not incur inappropriate or excessive expenses, or gain financially from the University. The Travel Policies have been developed in accordance with Alabama law and Internal Revenue Service regulations. These policies cover University employees, students and any others who travel on approved, official University business.

All official travel should be prudently planned so that the best interests of Auburn University are served at the most reasonable cost. Anyone traveling on University business is expected to exercise the same economy that a practical person would exercise when traveling on personal business.

Excessive costs or unjustifiable costs are not acceptable and will not be reimbursed. The individual requesting reimbursement from Auburn is responsible for insuring that his/her expense and related reimbursement request complies with all applicable policies, is properly authorized, and is supported with necessary receipts and documentation.

Please call the Travel Auditors in Procurement and Business Services (844-7771) if you have any questions about University travel policies.

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1.0 Frequently Asked Questions

1.1 Is a "Request for Authority to Travel" form required?

You must at least obtain the prior approval of your immediate supervisor. Some types of travel require additional authorization.

1.2 Domestic Travel

Although the form may be required within a unit, the "Request for Authority to Travel" is not a University-wide requirement for domestic travel. However, the Business Office does recommend that individual units use the form to aid in monitoring and documenting departmental travel.

1.3 International Travel

Requests for approval of international travel require written approval via a Request for Authority for International Travel (RAT 50). For academic units, the RAT should be routed to the Provost's Office for approval. All other units (including all administrative units and ACES) should route their RATs directly to the President's Office for approval.

1.4 Can I obtain an advance prior to my trip?

The University does not provide advances for individual travel. With the exception of those travel related expenses that can be charged to the AU Purchasing Card, you should pay all costs for your travel and seek reimbursement after the travel has been completed.

Conference registration fees can be charged to your AU Purchasing Card or can be paid directly by submitting a vendor voucher with your registration form. Airfare can be charged to either your AU Purchasing Card or your personal credit card. See the [AU Purchasing Card Policy](#) more information.

If billed for airfare on your personal credit card prior to travel, you may seek reimbursement by submitting copies of the passenger coupon and credit card statement with a travel voucher. American Express Travel cards are available to University employees for business use. Contact Procurement and Business Services for applications.

1.5 Does Auburn have a preferred car rental vendor?

Yes, Auburn has contracted with Enterprise/National Car Rental to provide discounted rates for local, domestic, and international rentals. Access the AU Enterprise/National link (provide as link) on the PPS webpage to receive contract preferred pricing and benefits.

1.6 How do I obtain a credit card to use on official trips?

You may get an application for an American Express Travel card from the Procurement and Business Services office. These applications require your supervisor's approval.

1.7 Should travel agencies be used?

The University does not require the use of a travel agency. Policies within your department or college may differ.

1.8 I have a situation that isn't addressed by these regulations. What should I do?

Call the Travel Auditors in Procurement and Business Services (844-7771) for guidance before you travel.

1.9 Is travel associated with a contract or grant handled differently from other travel?

Travel connected to a contract or grant must be authorized by the funding agency.

Reimbursement is made at whichever rate is lower, the University rate or the rate set out in the contract or grant.

1.10 At what rate is train travel reimbursed?

Train travel is reimbursed at coach rate. A paid train fare receipt must be attached to the travel voucher.

1.11 At what rate are official University guest meals reimbursed?

Guest meals are limited to **actual expenses up to** a total of **\$75/day per guest**. Guest meals are defined as those meals provided during the course of AU business when at least one non-AU employee is present. There must be a documented business purpose (must meet IRS ordinary and necessary criteria) and need for business to extend into a traditional meal time period. The cost of the meal must be reasonable, not lavish or extravagant, and the number of AU employees present to entertain the guest should be limited to three. The expenses for spouses in attendance and/or alcohol served **cannot** be charged to University funds. Refer to the [Policy for the Purchase of Food and Business Related Entertainment](#) for more information.

1.12 How should registration fees be paid?

Approved registration fees are authorized travel expenses. The preferred method for paying registration fees is via the AU Purchasing Card. If the conference does not accept credit cards, payment may be made by either AU check (vendor must register) or by personal check. If paying by AU check, attach the completed original registration form and one copy of the registration form to the vendor voucher. The original registration form will be mailed with payment.

If paying by personal check, include a signed receipt from a conference official and a copy of the program with your travel voucher. If a receipt is not available you may use a copy of your cancelled check (front and back) or a copy of your credit card statement to document your expenditures for registration fees that are paid in advance.

(Registration fee with no travel - 70275)

(Registration fee with travel - 70280)

1.13 For how many days before and after my meeting/conference can I claim reimbursement?

Depending on the location of your meeting/conference, it may be necessary to travel the day before the meeting begins or to remain at the meeting site the night the meeting ends. If that is the case, reimbursement will be made for lodging and meal costs the day before and/or the night the meeting ends. As a general rule, the University will not reimburse travel earlier than the day before or the day after a meeting/conference.

1.14 What receipts and records should I retain?

Although there are exceptions, it is generally a good idea to obtain receipts for all expenditures which may be chargeable to the University. That includes lodging, telephone calls, and faxes. Phone calls should be itemized including the person called, purpose and cost of the call. Fax charges must be itemized on the receipt or listed under miscellaneous expenses on the voucher (attach receipt). Include the person who received the communication, and the purpose and cost of the communication.

1.15 What are the procedures for obtaining reimbursement?

You will need to complete a travel voucher and attach the appropriate receipts.

1.16 Is there a different procedure for seeking reimbursement when several people travel together on University business?

Each person must file an individual travel voucher. Sharing expenses is a private matter and doesn't affect procedures for seeking reimbursement.

1.17 Will the University reimburse any costs for my family to travel with me?

Travel costs of an employees' spouse or dependents will not be paid by the University. Auburn University assumes no liability or responsibility for travel by spouses or dependents.

1.18 Can I be reimbursed for the purchase of alcoholic beverages?

State law prohibits the use of University funds to purchase alcoholic beverages.

1.19 Can my University Purchasing Card be used to pay travel expenses?

The AU Purchasing Card can be used to pay for the following travel expenses only:

- Conference registration fees
- Airline tickets
- Vehicle rentals and associated gasoline purchases made through AU's contract vendor
- Lodging and hotel parking when traveling out-of-state
- Airport shuttle services to and from hotel

No other travel related expenses can be charged to the card. For more information regarding use of the card, please refer to the [AU Purchasing Card Policy](#).

1.20 What are the procedures regarding my airline ticket if a trip is cancelled?

When a trip is cancelled after a non-refundable ticket has been issued, the ticket can be applied to a trip in the future by that a traveler on that airline minus a change or cancellation fee. The unused ticket value must be used toward a business trip for the University in the future.

Responsibility for monitoring use of unused tickets and/or airline credits resides with the Department Head. Change fees are not reimbursable unless the trip was changed/cancelled for a business related purpose.

1.21 Are there special regulations/policies that govern conducting business outside the United States?

Information about conducting business outside the United States is available at:
www.auburn.edu/administration/business_office/pdf/international-business_faq.pdf.

2.0 Allowable Reimbursement

University employees should obtain authorization from their supervisor before scheduling a business trip. Additionally, travel connected to a contract and grant must be authorized by the funding agency. For contract and grant related travel, reimbursement is made at whichever is lower, the University rate or the rate set by the funding agency.

A “Request for Authority to Travel” is not a University-wide requirement for domestic travel. However, the Business Office does recommend that individual units use the form to aid in monitoring and documenting departmental travel. Foreign travel requires prior, written approval via a “Request for Authority for International Travel (RAT50)”.

Auburn does not provide advances for individual travel. With the exception of those travel related expenses that can be charged to the AU Purchasing Card as listed in the FAQ’s, travelers should pay all costs of the trip and seek reimbursement after the travel has been completed.

2.1 IN-STATE AND OUT-OF-STATE REIMBURSEMENT

Travelers on official University business are expected to keep lodging expenses to a minimum by taking advantage of special conference rates, educational or government rates, and web promotional rates when seeking accommodations. Travelers should make reservations in advance whenever practical and avoid luxury hotels and motels.

2.1.1 In-state Travel Reimbursement

If you travel overnight within the state on official business and seek lodging, you must claim per diem as required by state law. The per diem covers lodging, meals, and tips. No receipts are required (70265). The reimbursement rate will be \$75 per day.

2.1.2 Same Day Travel Reimbursement

When an overnight stay is not included, the reimbursement rate for meals is:

- \$11.25 for trips of 6-12 hours
- \$30 for trips over 12 hours in length.

Use account code 70285 for same day travel. If you elect to claim less than the established per diem rates, please note that on your voucher.

2.1.3 Out-of-state Travel Reimbursement

Depending on the location of the trip, it may be necessary to travel the day before the meeting/conference or to remain at the meeting site the night the meeting ends. If that is the case, reimbursement will be made for lodging and meal costs the day before and/or the night the meeting ends. As a general rule, the University will not reimburse travel earlier than the day before or the day after a meeting/conference.

For overnight trips out of state, you will be reimbursed for **actual** cost of meals, including tips, up to \$34 per day without receipts. If actual expenses exceed \$34 per day, you can be reimbursed up to \$60 per day with **itemized** receipts for the entire \$60. (70270)

Lodging is reimbursed at the actual single room rate, and an itemized receipt is required.

Reimbursable lodging expenses include:

- Single room rate with applicable lodging taxes
- Documented business telephone calls, including person called, purpose and cost of the call
- Luggage storage and appropriate tips for services
- Parking
- Internet service
- Fax charges, including person who received the communication and the purpose and cost of the communication

Non-reimbursable lodging expenses include:

- In-room on-demand movie or game rental
- Alcoholic beverages in any form
- Exercise room fees
- Recreational charges such as golf, tennis, ski lift tickets, etc.
- Laundry and dry cleaning
- Personal phone calls
- Cost incurred for failure to cancel hotel reservations unless authorization or approval has been received before hand
- Room service meals (meals charged to the room must be broken out separately from the lodging costs and claimed under the \$34/\$60 actual meal cost reimbursement)

2.2 International Travel

2.2.1 International Travel Reimbursement

Travel outside the United States is considered international travel. That includes travel to U.S. territories (such as Puerto Rico) or to neighboring countries (such as Mexico or Canada). International travel requires prior written approval via a Request for Authority for International Travel (RAT50). For academic units, the RAT should be routed to the Provost's Office for approval. All other units (including all administrative units and ACES) should route their RATs directly to the President's Office for approval.

Actual lodging expenses will be reimbursed up to the maximum federal rate allowable in each city. Receipts are required.

Meals and incidental expenses will be reimbursed at the current federal M&IE rate for your destination. Receipts are not required.

Information about conducting business outside the United States is available at:
www.auburn.edu/administration/business_office/pdf/international-business_faq.pdf.

2.2.2 [Federal Rate Tables](#) are available from the [State Department web site](#). You may also obtain information from Procurement and Business Services. Rates are revised monthly and reimbursement will be made at the rates effective during the actual travel days. You are strongly encouraged to check these rates prior to travel.

2.2.3 Meals and Incidental Expenses include payments such as tipping, baggage handling, and transportation to/from meals. Items handled **separately** from these limits include:

- Official telephone, faxes
- Passports and visas (including photos)
- Inoculations
- Birth and health certificates
- Transportation to/from the destination city
- Transportation on AU business within the destination city
- Airport parking
- Baggage and shipping charges.

Receipts aren't needed for taxi, subway or local bus service. Receipts are required for all other allowable expenditures.

2.2.4 Personal travel for side trips will not be reimbursed.

2.2.5 Any "Per Diem" figures stated in contracts or grants will be used as maximum limits for reimbursement rather than a per diem since Alabama regulations prohibit per diems for travel outside the state (including international travel). Reimbursement will follow standard University

travel policies and will be made at whichever rate is lower: the University rate or the rate set out in the contract or grant.

2.2.6 When crossing the International Date Line, compute the actual number of days on travel status not the number of calendar days.

2.2.7 USAID-related travel may lead to expenses not normally allowed by AU travel policy. Those may be paid and are not affected by standard AU travel regulations. Contact the Travel Auditors for guidance.

2.2.8 Allowable reimbursements in AU international travel policies may be lowered by the Department Head or other managing AU administrator.

2.2.9 Currency exchange fees may be claimed only when you are required to convert to/from U.S. currency. Provide a receipt and documentation of the host country's requirements on using local currency. You may not claim reimbursement for losses due to currency conversion.

Note: When Traveling Abroad: Receipts need to be identified in U.S. dollars and foreign currency. The currency conversion rate should be noted.

If you have questions, please call the Travel Auditors (844-7771).

2.3 Extended Travel Status

2.3.1 General

All Auburn University employees have, for work and business travel purposes, a "home base". For most employees, that home base is the AU main campus, although some employees, particularly those affiliated with the Alabama Cooperative Extension Service and Agricultural Experiment Stations are stationed at a location other than the main campus. Any time an employee leaves their home base to conduct official University business for an actual or intended period of 1 year or less, they are considered to be on **travel status** and are eligible to be reimbursed for travel expenses as outlined in the University's Travel Policy. In no circumstances can travel status be extended when the actual or intended length of stay exceeds 1 year (12 months). The applicable Dean has responsibility for overseeing and approving extended travel.

According to IRS regulations an employee placed on assignment away from their home base that will last more than 1 year (12 months) is considered to have had a change in home base to the new location. If an employee has had such a **change in home base**, they are **not** considered to be on travel status and therefore, may **not** claim reimbursement for per diem, meals and/or living expenses. An employee whose home base has been changed may **instead** be reimbursed relocation/moving expenses on both ends of the assignment as outlined in the University's Travel Policy (Relocation Section).

Travelers should be aware that applicable tax laws may make some travel reimbursements taxable income to the traveler. The travel destination can impact the amount the traveler can be reimbursed in travel expenses as outlined below:

2.3.2 In-state

AU and State mandated travel policies will govern reimbursements for In-State travel. In addition, in accordance with the State law governing in-state travel, those employees traveling within the State of Alabama for more than 2 months are reimbursed the full \$75 per day for the first 2 consecutive months on travel status and a reduced rate of **\$56.25** per day after the first 2 months (for up to 1 year).

2.3.3 Out of State

Out of state travel is reimbursed for actual expenses for up to 1 year as defined in the Out-of-State Travel Policy. In some cases, a short term apartment rental might be more economical than an extended hotel stay. Such expenses can be reimbursed with paid receipts if approved by the Department Head. Any and all rental/lease agreements must be executed in the name of the employee/traveler...rental/leases agreements cannot be executed in the name of the University. All expenses are the responsibility of the employee with reimbursement for only those expenses that are allowable under AU policy.

2.3.4 International

International travel is reimbursed as outlined in the International Travel Policy for up to 1 year. Actual expenses may not exceed the maximum federal rates with receipts required for certain expenses (see the International Travel Policy). Official receipts must be presented for all forms of lodging whether commercial or privately owned.

2.4 Conference Registration

Registration fees for workshops, seminars, conventions or conferences are reimbursable when required for participation. University employees should obtain prior authorization from their supervisor in order to attend and be reimbursed the registration fees.

Separate costs for banquets, receptions, etc. should be deducted from the daily meal allowance up to \$60. All meal expenses exceeding \$60 per day are considered personal and not reimbursable.

Optional activities such as sight-seeing and field trips are not reimbursable. Fees associated with personal business and side trips are also not reimbursable.

The preferred method of payment for registration fees is the AU Purchasing Card. If credit cards are not accepted, the expense should be directly billed to the University (vendor must register) or paid by the traveler and reimbursed on a travel voucher. A copy of the conference brochure or agenda must be attached to the Purchasing Card reconciliation or travel voucher.

If paying by AU check, the organization must register as an AU vendor. Attach the completed original conference registration form and one copy of the conference registration form to the vendor voucher. The original conference registration form will be mailed with payment.

If paying by personal check, include a signed receipt from a conference official and a copy of the brochure/agenda with your travel voucher. If a receipt is not available you may use a copy of your cancelled check (front and back) or a copy of your credit card statement to document your expenditure for registration fees paid in advance. Conference registration paid using a personal credit card or check may be reimbursed in advance of travel with appropriate documentation as previously noted.

(Registration fee with no travel – 70275)

(Registration fee with travel – 70280)

2.5 Non-Reimbursable Items

All University travelers should familiarize themselves with which items are considered personal expenses and NOT reimbursable by Auburn.

The Business Office has tried to make this list comprehensive; however, an item not on the list might not be automatically reimbursable. Please contact the Travel Auditor in PPS for clarification when in doubt.

University travelers will not be reimbursed for the following miscellaneous expenses:

- Airline club membership dues
- Air phone usage
- Alcoholic beverages of any kind
- Annual fees for personal credit cards
- Auto repairs for rental or personal vehicles
- Baby-sitting or pet care services
- Barbers and hair salons
- Personal cell phone monthly fees
- Clothing or toiletry items
- Corporate card delinquency fees or finance charges
- Club memberships for business, pleasure or recreation
- Exercise room fees or health club fees
- Expenses related to personal vacations or personal days taken before, during or after a business trip
- Golf fees, ski lift tickets, spa charges, etc.
- Items confiscated by airport security
- Frequent flyer upgrades
- Laundry charges
- Loss or theft of airline/rail/bus tickets or any personal funds or property

- Medical expenses while traveling
- Mini-bar items
- In-room or in-flight movies or game rentals/on-demand orders
- “No-Show” charges for hotels or any other reservations
- Optional travel or baggage insurance
- Parking tickets or traffic violations
- Personal entertainment, reading materials or telephone calls
- Rental car options such as LDW, CDW, PAI, liability, etc. within the US
- Rental car upgrades to premium and luxury
- Shoe shines
- Souvenirs/personal gifts or evening wear rentals
- Travel costs of an employee’s spouse or dependents
- In general, gifts and gift certificates are not reimbursable
- Taxi service when the sole purpose is for a meal (if the meal is part of a business meeting, the expense is reimbursable.)

3.0 TRANSPORTATION

3.1 AIRTRAVEL

3.1.1 Air Travel Reimbursement

Airline reservations are your responsibility and are to be made through your unit. Reimbursement will be made at the lowest logical standard or discounted rate that allows for advanced seat selection for the period of business travel. Reservations must be made a minimum of 14 days in advance of travel. In relation to air travel, AU will reimburse reasonable baggage fees with appropriate receipts. Trips that include additional personal stops are not authorized.

Reimbursement for first-class airfare will be made only when a supporting statement is provided by the airline or travel agency stating that no lower rate was available. Air travel booked using frequent flyer miles will not be reimbursed by AU.

The cost of Economy Comfort seats will be reimbursed for those flights where the sum total of flight time to or from the destination exceeds 8 hours. For example: Flight from ATL to Paris is 9.5 hours; return flight (Paris to ATL) is 7.5 hours. The cost of an Economy Comfort seat for the ATL-Paris flight would be reimbursable but for the return flight (Paris-ATL) would not. Questions about claiming reimbursement for Economy Comfort seat costs should be directed to the PPS Travel Auditor before the trip commences.

For the most current rules and regulations regarding air travel, visit the web site for the [Transportation Security Administration](#).

3.1.2 Payment of Airfare

The preferred method for purchase of airline tickets is the AU Purchasing Card. Airline tickets may also be charged to your department (via direct bill from a travel agency). The original

invoice (screen print, e-mail confirmation, etc.) and a copy of the travel itinerary should be attached to the Purchasing Card reconciliation or travel voucher.

Tickets may be purchased and charged to your credit card. Copies of the credit card statement and travel itinerary should be attached to the travel voucher. Airline tickets purchased using a personal credit card may be reimbursed in advance of travel with appropriate documentation.

When a trip is cancelled after a non-refundable ticket has been issued, the ticket can be applied to a trip in the future by that traveler on that airline minus a change or cancellation fee. The unused ticket value must be used toward a business trip for the University in the future. Responsibility for monitoring use of unused tickets and/or airline credits resides with the Department Head. Change fees are not reimbursable unless the trip was changed/cancelled for a business related purpose.

3.1.3 Airport Shuttle Service Reimbursement

Shuttle service between Auburn and the Atlanta airport may be billed to your department or paid by the traveler (paid receipt is required).

3.1.4 Personal Aircraft Reimbursement

Use of personal aircraft requires the advanced approval of your immediate supervisor, your Dean/Director and the Department of Risk Management and Safety. The Dean/Director must ensure that approval has been obtained from Risk Management and Safety. Use of personal aircraft for out-of-state travel is discouraged.

Travel in personal aircraft will be reimbursed \$.40 per air mile in-state, for out-of-state travel, reimbursement will be \$.40 per air mile or the lowest logical airfare, whichever is less. Prior to out-of-state travel, contact the Travel Auditors (844-7771) for a reimbursement quote.

Before Risk Management and Safety will approve out-of-state travel in your personal aircraft, you must provide a certificate of insurance from your insurer. A minimum of \$1,000,000 combined single limit insurance is required, including coverage for the entire crew. Risk Management and Safety must also be provided with a 30-day notice of cancellation from the insurance carrier.

3.1.5 University Air Transportation

The [AU Air Transportation Department](#) (ATD) offers an alternative to commercial airline travel. Use of their services requires approval from an appropriate supervisor. For additional information visit the [ATD web site](#) or contact Ron Pilz, Auburn University Director of Air-Transportation at 844-4216.

3.2 Travel By Private Vehicle

3.2.1 Personal Vehicle Reimbursement

The current state mileage rate is 54.5¢ per mile (effective 1/1/18). That covers all vehicular costs, including tolls, repairs, and fuel.

In-town mileage in the area where the employee is officially stationed will not be reimbursed. Nor does Auburn reimburse mileage from an employee's residence to their officially stationed work base. On rare occasions, employees with routine and frequent mileage while using their personal vehicle to conduct AU business within the Auburn city limits and/or the city limits of their work base may be approved to receive reimbursement for such mileage on an exception basis with a letter of justification and approval from their supervisor. Requests for such reimbursement can be accumulated and submitted on a travel voucher when they exceed \$25. A log reflecting the date, purpose and associated odometer readings for each claim must be attached to any vouchers seeking reimbursement for same.

Reimbursement is based on the shortest distance between Auburn or the employee's official work base and the destination, as reflected on MapQuest.com. However, if the employee is traveling directly from their residence and the distance is closer than their work base, reimbursement should be calculated on that distance.

3.2.2 Regional Airport Reimbursement Rates

If you use your personal vehicle to drive to an airport for a flight or to pick up an official University guest, you will be reimbursed at a set rate (this doesn't include parking charges):

Mileage		One Way	Round Trip
82	Auburn to Columbus Airport	\$ 22.35	\$ 44.69
124	Auburn to Montgomery Airport	\$ 33.79	\$ 67.58
230	Auburn to Birmingham Airport	\$ 62.68	\$ 125.35
200	Auburn to Atlanta Airport	\$ 54.50	\$ 109.00

3.2.3 Airfare-in-lieu of Mileage

When traveling on University business and the round trip mileage will exceed 1200 miles round trip, you will be reimbursed at whichever is lowest, the current mileage rate or the lowest discounted airfare. This is called airfare-in-lieu of mileage.

All airfare-in-lieu of mileage rates should be confirmed with the PPS Travel Auditor prior to travel.

3.2.4 Rental Vehicles

Vehicle rentals for local, domestic, and international use should be obtained through AU's preferred contract vendor, [Enterprise/National](#) Car Rental. Rental vehicles may be used if approved by your supervisor. However, vehicle rentals are not allowable when the sole purpose is for transportation to and from the airport, or when shuttle and/or taxi services are available.

University travelers are expected to rent Compact or Midsize class vehicles unless sharing the rental with more than 2 other AU business travelers. Rental of sport utility vehicles, minivans, or other kinds of specialty vehicles are generally prohibited. Exceptions require justification and prior authorization from the PPS travel auditor. Rental of luxury vehicles is not permitted. University travelers are highly encouraged to rent hybrid and fuel efficient vehicles when there is availability.

Legitimate car rental costs include daily rental fees, local and state taxes, concession fees, mileage fees, and drop off fees if returning rental vehicle to a destination other than the pick-up location. Other reimbursable fees related to rental car travel include gasoline (with appropriate receipts), tolls, and parking fees (with appropriate receipts). Navigation systems are reimbursable only if traveling in remote locations and a business justification is provided and approved.

Payment for rental vehicles and the associated gasoline purchases should be made using the AU Purchasing card. Itemized receipts should be included in the monthly departmental Purchasing Card reconciliation. Only rentals made through our contract vendor, Enterprise/National, and those associated gasoline purchases are allowable on the AU Purchasing Card. Please note that only business use of a rental vehicle may be charged to the Purchasing Card. Any personal use days must be paid using a personal credit card. The University will not pay for any day on which the vehicle is used for personal use.

For additional information on rental vehicles, please see the [Frequently Asked Questions](#).

3.2.5 Insurance for Rental/Personal Vehicles

Any AU employee renting a vehicle on University business within the United States and its Territories **SHOULD NOT** take out insurance through vehicle rental agencies. Insurance coverage **SHOULD** be obtained when renting a vehicle outside the United States and its Territories.

Personal Vehicles - Auburn University's insurance provides NO physical damage coverage for damage to personal vehicles used on university business. Your personal automobile liability insurance is your primary coverage when using your personal vehicle for university business. If your liability limits become exhausted following an accident, the university's insurance policy provides a second layer of excess liability coverage, provided the personal vehicle was used for approved university business.

Rental Vehicles - Liability and physical damage insurance coverage is available on a primary basis for automobiles rented from a rental agency for university business for a short term (30 days or less). Physical damage coverage for rental vehicles is subject to a \$1,000 deductible paid to the rental agency and is the responsibility of the department renting the vehicle. The deductible may be reduced to \$500 each claim if the driver has taken the Defensive Driving Course within the past three years.

Certificates of Insurance - Rental agencies require proof of insurance prior to renting a vehicle. Most states have enacted laws requiring drivers to have proof of insurance in their vehicle at all times. Evidence of Auburn University's liability and physical damage insurance can be obtained by requesting a Certificate. The department needing this proof of insurance should complete the online form, [Request for Certificate of Insurance](#). The university is not responsible for citations or fines issued to employees for failure to have proof of insurance in their rental vehicle.

The Alabama Mandatory Automobile Liability Insurance Law requires proof of insurance whenever requested by a law enforcement officer. The Self-Insurer Certificate issued by the Alabama Department of Public Safety provides proof that Auburn University is an approved Self Insurer under the Alabama Motor Vehicle Safety Responsibility Act. A copy of this form should be kept in every rental vehicle at all times and can be obtained online at [AU Vehicle Insurance Certificate](#).

3.3 Travel by Train

Train travel is reimbursed at coach rate. A paid train receipt must be attached to the travel voucher.

4.0 NEW EMPLOYEES

4.1 Prospective Employees

Prospective employees are reimbursed* for travel expenses only when on official employment interviews. They are reimbursed following the same rates and travel standards as University employees.

With the travel voucher, the prospective employee must provide a signed, itemized statement of actual expenses and receipts for commercial transportation and lodging. If actual meal costs exceed \$34 per day, **itemized** receipts are required for the entire amount up to \$60 (Account Code 70265).

Prospective employees **may not** be paid honorariums.

It is the option of the Dean/Director and Department Head to reimburse travel expenses for the spouse of a prospective employee.

** At the discretion of the Department Head, department may elect to have lodging charges only incurred at the Hotel at Auburn University paid by department using the AU Purchasing Card. This exception applies to only those lodging charges incurred at the AU owned Hotel and only if paid via the Purchasing Card.*

4.2 Relocation Expenses

4.2.1 General

At the discretion of the Department Head, Dean, or appropriate Vice President, some or all of relocation expenses **may** be reimbursed to an incoming faculty or administrator (VP or Director level), if a national or regional search is required for the hire of that employee. The amount provided for reimbursement of relocation costs is generally limited to 10% of the incoming employee's annual salary; exceptions must be approved by the Executive Vice President or Provost.

Reimbursement will be based on a paid receipt or a final invoice. If the University is to pay only part of the expenses, the original total invoice must be attached to the travel voucher.

Reimbursement will be made after the new employee has moved. If the moving company requires payment upon delivery, the new employee should pay the mover and then present the paid receipt or paid invoice for reimbursement. If the mover will allow later payment, the employee may submit a final unpaid invoice and be reimbursed before paying the mover.

All approved moving expenses should be included in one travel voucher. **Payment checks cannot be made out to anyone other than the new employee.** The Procurement and Business Services system gives immediate priority to the payment of relocation expenses. Departments should assist by promptly processing relocation vouchers.

No living expenses will be reimbursed after the employee has arrived in Auburn. Expenses for "house hunting" trips will not be reimbursed. Nor will storage expenses incurred before or after the move be reimbursed.

Some portions of reimbursable moving expenses may be taxable. Call Debby Miller at 844-7771 for guidance/clarification.

4.2.2 Moves within State & From Out-of-State

A move within the state does not require a bid from movers. If a new employee moves from outside the state, three bids are required. The new employee should accept the lowest responsible bid, unless the Dean or Department Head approves an alternate mover and attaches a justification to the voucher. The bids and original invoice should be attached to the travel voucher.

Normally, trips other than the one actual move and interviews are not reimbursed.

These relocation expenses are reimbursable:

1. Moving company
2. Mileage at state rate for one vehicle making one trip to Auburn from previous residence. In accordance with IRS regulations, mileage in excess of 18 cents per mile (up to max of 54.5 cents per mile) claimed in relocation expenses will be taxed.

3. Meals: en-route during the move for only the new employee. Actual expenses not to exceed \$34 per day (without receipts) or \$60 per day (with **itemized** receipts).
(Account Code 70420)
4. Lodging: Paid at single occupancy rate for the minimum number of days required en route to make a direct move. Receipts are required.

(All other expenses - Account Code 70410)

4.2.3 Self-Moving Expenses

When a new employee rents a truck, van or trailer to move his/her own furniture, these relocation expenses are reimbursable:

1. Rental costs of truck/van/trailer and gasoline costs - receipts are required.
2. Mileage at State rate for one personal vehicle making one trip from previous home to Auburn. In accordance with IRS regulations, mileage claimed in excess of 18 cents per mile will be taxed.
3. Meals: en route during the move for the new employee only. Actual expenses not to exceed \$34 per day (without receipts) or \$60 per day (with **itemized** receipts)
(Account Code 70420).
4. Lodging: Paid at single occupancy rate for the minimum number of days required en route to make a direct move. Receipts are required.

(All other expenses Account Code 70410)

5.0 Student Travel

5.1 Student Group/Team Travel

There are two methods for paying for group/team travel. One is to reimburse each student separately. The other method advances money to the coach or advisor with that person responsible for reconciling expenses after the trip.

To obtain advanced funds for student team travel:

1. **At least 10 days prior to travel** submit a voucher (payable to the group advisor) to Procurement and Business Services for a team travel advance. List the travelers (students and advisors), the purpose of the trip, the itinerary and the budget.
2. **Within 10 days after completion of the trip** submit a detailed reconciliation (expense report) with authorized signature to Procurement and Business Services. This should include itemized receipts for all expenditures. Follow the University's guidelines for expenditure limits.

For team travel only, you may choose to give students a cash meal allowance rather than submit receipts for individual meals. In such cases, students must sign verifying that they have received the funds. If the advisor pays for meals for the group, attach appropriate receipts. Lodging and transportation follow standard University policies.

3. **Procurement and Business Services** will review your trip reconciliation and receipts. If you spent less than the amount advanced, you will be told how much money to deposit with Student Financial Services. If you spent more than the advance, a travel voucher for the difference should be sent with the reconciliation.

AU funds can be used for student field trips **only** if:

1. The trip is an integral part of the lesson plan in a course for academic credit
-or-
2. The student is paying a fee (above and beyond normal tuition fees) to participate in the trip.

5.2 Study Abroad

5.2.1 Any request payment of expenses related to a Study Abroad program must be accompanied by the following:

- A description of the program which includes details of the trip, fees, and what the fees cover
- A detailed budget which covers all costs of the program
- A list of all students participating
- Any approved vendor contracts.

5.2.2 Airfare and Lodging

For booking airfare and lodging related to Study Abroad programs, departments have two options.

- 1) Departments may use the services of a travel agent to book airfare and lodging for group (student and AU employee) participants. The travel agent or service provider must provide an itemized invoice for all expenses submitted for payment.
-or-
- 2) Departments may make group (student and AU employee) lodging arrangements directly with the hotels. Payment for this can be wired directly to the vendor. Please provide an itemized invoice which includes the vendor's bank information. Vendor must be registered.

Airfare and train tickets for paying participants and faculty advisors may be paid with the AU PurchasingCard.

5.2.3 Cash Advances

The faculty member traveling with the group may obtain a cash advance to be used for incidentals, emergency funds and other expenses while abroad. **Itemized receipts** must be obtained for all expenditures. He/she will be **required** to reconcile the advance with Procurement and Business Services within 10 days of returning. If there are funds remaining, those funds must be deposited in the appropriate account and a copy of the completed collection report (with journal number) attached to the reconciliation.

*Examples of allowable cash advance **expenses** include:*

- Transportation such as subway, buses, etc.
- Business related telephone usage (all calls must be itemized)
- Entrance fees to museums, building, etc. which are covered by the paid program fees
- Trip related business supplies, i.e. copying, etc.

Examples of unallowable cash advance expenses include:

- Personal telephone calls (students and faculty)
- Cash payments to students for any reason (refunds, services, etc.)
- Employee's normal travel expenses should not be covered from the cash advance

6.0 Policy for the Purchase of Food and Business Related Entertainment

For questions relating to entertainment related expenses, please refer to the [Policy for the Purchase of Food and Business Related Entertainment](#).

7.1 Travel Expense Voucher

The eTravel Voucher found in Banner SSB should be used for travel reimbursements to AU employees.

Print [Travel Expense Voucher - BO 55-05](#)

Instructions for Completing Travel Expense Voucher - BO 55-05

This form is for payments for non-University travelers and prospective employees on job interviews.

- The voucher should be completed within thirty days of travel. If completed after thirty days, attach an explanation.
- **Expenses should be listed separately for each day of the trip.**

Match numbered instructions with spaces on the [sample voucher](#). The form may be typed in online and then printed.

- 1** Name and address of person to receive the check.
- 2** Vendor Number
- 3** Person who prepared form (type clearly).
- 4-5** FOAP to be charged
- 6** Amount to be paid by Account Code and FOAP.
- 7** Total Travel Expenses. The total in 7 should be the same as 25.
- 8** List the purpose for the trip and an itinerary.
- 9-11** Travel dates and destination, times of departure and return for each trip.
- 12-13** Personal vehicle miles. Multiply by current state mileage rate. If you drove your car to the airport, use the standard Auburn-to-airport rates.
- 14-17** Type amount for meals claimed and attach receipts. Type amount claimed for lodging and attach lodging receipts.
- 18** Total of all airfare. Receipts are required.
- 19** Total of all rental vehicle charges. Receipts are required.
- 20-21** Total of all taxi, airport shuttle, bus, other commercial travel charges and parking expenses. Receipts are required.
- 22** List any miscellaneous expenses not already listed. This may include Professional Services, Honorariums, registration fees or travel-related costs such as phone calls and baggage handling.
- 23** Total of Columns.
- 24** Total of Rows.
- 25** Total Travel Expenses. The total in 25 should be the same as 7.
- 26**
- 27-28** Traveler's signature and title or affiliation to the University.
- 29** Current date.
- 30-31** Approved by:
 - Department
 - Dean
 - Other

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