

## FSO 14.15 Transportation Updates

### Purpose and Summary

This policy and procedure outline requirements and provide guidelines for transportation costs for employees, students and Designated Campus Colleagues (DCCs) while traveling on University business.

### Definitions

- **Public Transportation:** a travel system available for public use, managed on a schedule, operated on an established route, and charge an established fee (typically mass-transit such as trains, buses, or subways).
- **Private Transportation:** Transportation service providers such as taxi, Uber, Lyft, or other rideshare programs.

### General Policy

- **Business purpose:** must be a clear and thorough statement describing how the University benefits from the expenses incurred. It is required for all segments of the trip.
- **Personal time:** Two cost-comparisons must be obtained at the time of booking the travel when combining personal time with business travel. ***If transportation costs are increased due to personal time taken, the traveler will be responsible for the increased costs and must pay for these using personal funds.*** The university will only reimburse business travel expenses.
- **Transportation costs:** allowable only for the most direct and economical means to and from the traveler's destination.
- **Rental vehicles:** Rental vehicle collision damage waiver (CDW) and excess liability insurance must be declined, unless the traveler is on foreign travel status. Travelers must utilize the existing University rental company contracts, which include full insurance; extra insurance will not be reimbursed except in international travel. In the event of an accident follow Risk Management policies and procedures. Do not accept responsibility or pay for damages. Refer the rental agency or other injured parties to Risk Management.
- **Commercial airlines:**
  - Airline tickets classified as economy are considered the most economical. Travelers should select the most economical and reasonable fares for short duration flights.
  - When airline seats are assigned at the time of booking, the traveler must provide a written business justification to the business office and receive approval from a department authorized approver prior to purchasing any additional check-in privileges, such as priority or early-bird check-in, or upgrades such as preferred, business, or first-class seating, if requesting reimbursement.
  - Where airline seats are not assigned at the time of booking, early bird check-in or priority boarding is allowable with no additional justification required.
  - Business class flights are allowable for long duration flights (exceeding six continuous hours in the air) such as international travel, when supported by a business justification.

- If using federally sponsored funds, the University requires travelers to use U.S. flag carriers regardless of cost or convenience.

**Non-reimbursable expenses:**

- Any expense incurred by the traveler that is personal in nature and not for the primary benefit of the University, including but not limited to:
  - Excessive baggage costs without a University business purpose
  - Valet parking for the convenience of the traveler
  - Overweight baggage containing personal items
  - Personal flight insurance (e.g. loss of baggage, flight delay)
  - Tips to baggage porters, maids and service personnel, as these are inclusive of meal and incidental reimbursements
    - Please be aware that some lodging companies are including housekeeping gratuities in their daily rate which a traveler must opt-out of.
  - Prepaid gasoline for the convenience of the employee, related to the use of a rental vehicle
  - Expenses incurred to conduct personal business, for personal preference or convenience

**In general:**

- When attending a conference, please submit a link to, or printed copy of, the conference agenda detailing name of the event, dates and location, and a list of conference designated hotels prior to travel to ensure appropriate verification of lodging allowable expenses.