

## VII. BUSINESS PROCEDURES

### 7.02 General Policies

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#### F. Reimbursement of Travel Expenses for Employees of Regent Institutions

1. It is the intent of the Board of Regents that employees of Regent institutions be reimbursed for reasonable expenses associated with work-related travel.
2. It is the further intent of the Board that the Regent institutions adopt cost effective or as otherwise deemed appropriate institutional policies consistent with this statement, along with any other provisions relating to travel reimbursements which are more specific or restrictive.
3. Some travel reimbursements may be taxable. For example, any meal reimbursement not associated with overnight travel is taxable income which must be reported in the next pay period. It is subject to federal and state income tax withholding and Social Security tax payments. Travel advances must be substantiated in a timely fashion (generally within 90 days of completion of travel) or they will be reported as taxable income.
4. Travel expense vouchers should be submitted promptly on return from the trip. Employees will be reimbursed for transportation, lodging, and meals on the following basis:
  - a. The use of state-owned vehicles is encouraged. However, transportation reimbursement for official travel by private automobile when the use of a personal car is authorized by the appropriate institutional official, per this policy, reimbursement shall be paid at no more than:
    - 1) ~~At a rate of \$.31 per mile~~ the privately owned vehicle (POV) rate established by the U.S. General Services Administration in the Federal Travel Regulations, for travel when a motor pool vehicle is not available and the employee must use his/her personal vehicle or an employee is traveling less than 100 miles or the total trip time (travel and business) is four hours or less.
    - 2) ~~At a rate of \$.25 per mile~~ the Government Fleet Vehicle (GFV) rate as established by the U.S. General Services Administration in the Federal Travel Regulations, for travel if a motor pool vehicle is available, but the employee chooses to use his/her own vehicle.
    - 3) ~~At a rate of \$.31 per mile, for travel when an employee chooses to use his/her own vehicle and the round trip is less than 100 miles.~~
    - 4) 3) \_\_\_\_\_ At a rate to be determined by the institutions' chief business officer appropriate institutional official on a case-by-case basis when an individual must use a substantially modified or specially equipped privately owned vehicle.

- b. Air or rail transportation should be by common carriers. Use of university or chartered aircraft is permitted when advantageous.
  
- c. Meals would be reimbursed based on actual and reasonable costs using the following maximum guidelines:

	<u>In-State</u>	<u>Out-of-State</u>
b) Breakfast	\$ <del>5.00</del> <u>6.00</u>	\$ 8.00
c) Lunch	<del>7.00</del> <u>9.00</u>	12.00
d) Dinner	<del>14.00</del> <u>16.00</u>	<u>20.00</u>
	<del>\$26.00</del> <u>\$31.00</u>	\$40.00