I. **Purpose of OIT Travel Procedures:**
These procedures provide a synopsis of University Regulations governing travel. Additionally, some requirements outlined in these procedures are specific to OIT travel as determined by the Chief Information Technology Officer.

**Purpose of OIT Travel:**
OIT employees generally travel for one of the following reasons:
- To perform maintenance on remote equipment at various MAU’s
- To attend meetings held for University business
- To attend training or conference events
- To assist with academic events

II. **Travel Approval:**
All travel must be documented on a University of Alaska Travel Authorization (TA) form. By signing the TA form, the traveler is verifying that all the required information is accurately documented to the best of the traveler’s knowledge.

a.) **Information Needed to Start TA:**
- Traveler’s Name
- Destination
- Reason for Trip
- Dates - meeting/personal leave (see Special Circumstances, Section VII)
- Accounting - fund and org numbers
- Deadlines- registration, hotel
- Ground Transportation- rental car, taxi, bus or shuttle

b.) **TA Roles and Responsibilities:**
- **Traveler** - Submit request for travel to the IT Business Office (ITBO). Ensure that all information is provided in order for the TA to be completed (Section II, a.). Travelers will need to provide a personal credit card for hotel and car rental reservations. When travel has ended, submit all required documentations (receipts, event agendas, etc) to the IT Business Office.

- **IT Business Office** - Responsible for filling out the TA, gathering all required signatures, encumbering funds, and arranging travel reservations. ITBO controls the travel paperwork from beginning to end. Once travel has been completed, a Travel Expense Report will be created for the traveler’s reimbursement.

- **Managers/Supervisors** - Approves all travel for their department staff.

- **Directors** - Approves all out of state travel for their department staff. Must approve all travel for their department managers.

- **CITO** - Must approve all out of state travel for OIT staff. Approves all travel OIT Directors.

- **President’s Office** - Approves all international travel

- **Travel Administrator** (varies for UAF and Statewide) - Approves all lodging costs that are 1.5 times more than the per diem allowance.

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c.) Signature Authority Delegations:
(See Delegated Authority for OIT Travel Memorandum 7/25/2012.)

In-state travel- If department Manager is absent, the department Director can sign on behalf of an absent Manager. If the department Director is absent, the signature authority falls on the appointed substitute Director.

Out of state travel- for all of OIT staff, it is required to obtain the signature of the CITO. This authority may be delegated to the Executive Officer in their absence.

d.) TA Processing:
The IT Business Office will routinely process TA’s within a 3 business day turn around. Travel should be planned as far in advance as possible. Other than emergency circumstances, a “rush” travel request requires documentation as to its urgency.

Trips will be prioritized by the ITBO based on:
1. Departure date of travel (emergencies first)
2. Date travel request was received (first come, first served)

e.) TA Changes:
When changes occur, all parties (Traveler, ITBO, Manager, Director, CITO, etc.) need to initial the changes. Whenever possible, changes should be documented on the TA prior to the travel taking place (see Special Circumstances, Section VII).

III. Modes of Travel:
OIT Travel generally occurs via commercial air carrier, university vehicle, or privately owned vehicle.
Travel via commercial air carrier is the standard and most direct mode of travel to be utilized by OIT whenever possible.

University Vehicles- Are leased through UAF Facility Services:
http://www.uaf.edu/fs/services/rentals-charters/. Used mostly when traveling in groups or when transporting equipment to remote areas inaccessible by commercial aircraft. In order to drive UA vehicles you are required to have taken the drivers safety course: http://www.uaf.edu/safety/training/safety-training-powerpoin/

Privately Owned Vehicles- Traveler’s personal vehicle may be used when its use is in the best interest of the University. (ex: when overall cost including travel time is cheaper then using commercial air). Traveler will be reimbursed the current GSA mileage rate.

IV. Reimbursable Expenses:
a.) Per Diem- Compensation for meal & incidental expenses.

Meal reimbursement is set at $52 per day within Alaska. Out of state per diem is based on GSA Federal Rates:
http://www.gsa.gov/portal/category/21287

b.) Meals- Meal per diems are broken up into four quarters within a 24 hour day. These quarters are adjusted by travel times, locations, and by meals provided.

12 AM – 6 AM;  6 AM – 12 PM;  12 PM – 6 PM;  6 PM – 12 AM

Travelers who do not or cannot utilize provided meals must provide a written justification to be reimbursed for those meal periods.
c.) **Lodging**: The UA maximum lodging allowance is 1.5 times the GSA per diem rate. If lodging accommodations exceed this amount, the TA and written justification will be submitted by the IT Business Office to the Travel Administrator for approval.

If you are attending a training or conference that has a specific event hotel, the traveler will generally be expected to stay at that hotel. Business related phone calls & internet access fees invoiced by a hotel are reimbursable only if documented by the traveler as a business expense.

**d.) Non-Commercial Per Diem**: Lodging compensation rate given if the traveler chooses an alternative lodging option as opposed to a commercial hotel (ex: camping, university facilities, staying with friends or relatives). Non-Commercial Per Diem Allowance is 15 percent of the lodging allowance for the area (rounded up to the nearest dollar).

V. **Non Reimbursable Expenses:**

Non Reimbursable Expenses- Expenses while traveling that are personal, unallowable, or not subject to reimbursement such as those described below:

- Additional Auto Insurance Coverage when obtaining a rental car (already provided to employee by the University)
- Vehicle Repairs and Towing services for privately-owned vehicles
- Personal Telephone Calls (including calls to the traveler's home or family)
- Fines or Penalties for Parking or other Violations
- Laundry and Dry Cleaning
- Change or Cancellation Fees Incurred for Personal Reasons

VI. **Travel Expense Report (TER)**

The TER is the closing travel document prepared by the IT Business Office to be submitted to the Travel Office. This document accounts for all travel costs according to the information provided by the traveler. The TER must reflect the actual dates of travel. Personal leave must also be documented and mirror the timesheet for that particular pay period (see Section VII)

**a.) TER Requirements:**

Receipts- Original receipts must be submitted. If a receipt is lost, you must fill out a lost receipt form (http://www.alaska.edu/oit/internal/travel/) documenting the expense and submit it to the IT Business Office so it can be attached to the TER. *Examples of Receipts Required: Boarding passes (preferred), Parking Fees, Ground Transportation (Taxi, Shuttle, Bus, etc.), Hotel Invoice, Rental Car Invoice, Fuel Charges, and Luggage fees.*

Conferences or Training Agendas – required as supporting documentation.

Signatures- The traveler must sign in addition to their Manager and/or Director.

**b.) TER Roles & Responsibilities:**

**Traveler**: Submit receipts to ITBO within 5 business days of the travel end date.

**IT Business Office**: Preparer of the TER document, responsible for gathering all required signatures, submits final TER to the Travel Office.

**Manager**: Approves TER for department staff.

**Director**: Approves TER for department managers.

**CITO**: Approves TER for department directors and other direct reports.

**Travel Office**: Processes reimbursements.
c.) TER Processing:
Traveler is expected to submit original receipts to the IT Business Office within five days of returning from travel. This gives the Business Office time to address any special circumstances, gather signatures, and submit TER to the Travel Office.

The IT Business Office will routinely process TERs within 3 business days from the date received (assuming that all parties are available for review and signature). From the submission date, the travel office has 15 business days to complete reimbursement. Other than emergency circumstances, a “rushed reimbursement request” requires documentation as to its urgency.

Reimbursements will be prioritized based on:
   1. Receipt Submission Date
   2. Dollar Amount

VII. Special Circumstances

a.) Travel for Employee Convenience:
All travel must be by the most direct route and efficient mode available. Any extra expenses resulting from travel by an indirect route or less efficient mode for the traveler's convenience will be borne by the traveler.

Reimbursement is based on what expenses would have been incurred if traveling by the most direct route or efficient mode.

Any additional time away from work for such indirect travel or less efficient mode shall be charged to annual leave or leave without pay.

b.) Travel Changes (Interruptions, Increases, or Extensions of Travel):
Changes must be approved prior to the trip whenever possible. Any date modifications or adding of new expenses (rental cars, lodging, etc), will always need to be approved by all appropriate parties (listed in Section VI).

If the dollar increase to the TA is more than 10%, the encumbrance will be modified online. These modifications will be done by the IT Business Office after approval from all parties is noted on the TA.

c.) Canceled Reservations:
The University will not be responsible for penalties incurred for reservation cancellations due to the traveler's negligence or convenience.

d.) Unused Tickets:
Unused tickets occur when a trip has been canceled. Cancellations must be processed through the IT Business Office.

Most airline tickets are non-refundable. If a trip is canceled, the purchased airfare, meaning the flight itself, can be reused. The purchased ticket can be applied to another trip for the dollar amount paid. Re-usable tickets will be kept on file with the IT Business Office. Re-usable tickets expire one year from the departure date of the original ticket.