**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: https://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 $45/day: $10 for Breakfast, $12 for Lunch, and $23 for Dinner for most cities within the US. If you are traveling to CA, NYC, or DC, please refer to per diem rates found here.
- 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 $11/day at the Norfolk airport.
- Hotel rates should not exceed the equivalent of Courtyard by Marriott, Hampton Inn, etc, except when necessi-tated 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.

**Key Travel Policies At A Glance**

**Contact Info:**
Phone: x4055 or x4056  
E-mail: lhenderson@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: https://www.regent.edu/business-office/accounts-payable/#travel