

Key Travel Policies At A Glance

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 \$38/day: \$8 for Breakfast, \$10 for Lunch, and \$20 for Dinner.
- The following schedule will help you identify when you should claim a per diem meal:

| Meal | Leave By: | Return By: |
|-----------|-----------|------------|
| Breakfast | 7:00 am | |
| Lunch | 11:30 am | 1:30 pm |
| Dinner | 5:00 pm | 7:00 pm |

Miscellaneous

- The University will only reimburse for the long term parking rate of \$9/day at the Norfolk airport.
- Hotel rates should not exceed the equivalent of Courtyard by Marriott, Hampton Inn, etc., except when necessitated 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.

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/#tab-travel>