

UNALLOWABLE EXPENSES

Personal Travel—Expenses incurred as a result of extending a business trip for personal time.

Family Members—Expenses incurred by a family member.

Insurance—

- Personal Accident Insurance
- Personal Medical Insurance unless recommended or advised in advance by Risk Management International Travel Insurance Program (<http://risk.arizona.edu/international-travel-insurance>)
- Flight Insurance or Travel Insurance.
- Collision Damage Waiver Insurance (CDW) with auto rentals

Alcohol

Other Personal Expenses—

- Personal phone calls or movies
- Personal Hygiene, toiletries (deodorants, toothpaste, soap, toothbrushes, combs, etc.)
- Health club, spa, gym, swimming pool fees, green fees, etc.
- Passport fees
- Airline and other travel clubs
- Traffic citations or parking tickets
- Child care, babysitting, pet sitting, and kennel charges
- Specialty seating assignments or other special accommodations (upgrades) on common carriers.

REIMBURSEMENTS

Please be sure to include the following as part of your reimbursement request:

Signed original Travel Expense Report
Original itemized receipts
Conference documentation to support designated lodging and allowable per diem reimbursements

Including personal time on your trip?

Include Coach Class flight comparisons that show the cost of round-trip Duty Post-Destination to correspond to business dates of trip. Your reimbursement will be the lower of the two costs.

Prefer to drive?

Include Coach Class flight comparisons as your reimbursement will be the lower of the cost between driving and flying.

Taking a driving detour for personal reasons?

Include an Internet based map of the most direct route from Duty Post to Destination as your reimbursement will be limited to the most direct route.

Using an airline credit from previously cancelled flight?

Include all receipts associated with any cancelled flights to show proof of payment.

Financial Services Office

Location and Delivery Address:

University Services Building
888 N. Euclid, Room 402
Tucson, AZ 85719

Mailing Address:

1303 E. University Blvd., Box 5
Tucson, AZ 85719-0521

Campus Mail:

University Services Building
PO Box 210158, Room 402
Campus

Phone: (520) 621-9097

Fax: (520) 626-1243

E-mail: fso_travel_pay@fso.arizona.edu



University of Arizona Business Travel

This brochure contains a high-level overview of travel policies and procedures. For detailed information, visit the FSO Travel website at:
<http://www.fso.arizona.edu/travel>

or call (520) 621-9097



THE UNIVERSITY OF ARIZONA
**Financial Services
Office**



What should you know?

Coordinate all travel with your Department's Business Office

Travel Status: You are on official University 'Travel Status' when conducting UA Business more than 35 miles away from your primary duty post.

Travel Authorization: An approved Travel Authorization must be on file prior to travel for all UA Employees, Students and Affiliates when traveling on behalf of the University of Arizona, whether or not expenses will be charged to the UA.

International Travel Registry: International Travel requires the traveler to complete a travel registry which must be approved in addition to a Travel Authorization, in order to ensure eligibility of expense reimbursement.

<https://ua-risk.terradotta.com/>

For more information, visit the UA International Travel Safety and Compliance Policy:

<http://policy.arizona.edu/research/international-travel-safety-and-compliance-policy-interim>

IRS Accountable Plan: Reimbursements must comply with the IRS Accountable Plan to qualify as a tax-free reimbursement. Specifically:

- Original, itemized receipts
- Odometer readings or Internet based maps
- Reimbursement submission within 60 days of end of travel trip.

For more information, visit the FSO Travel website:

<http://policy.fso.arizona.edu/fsm/1400>



Travel Funding

Recommended options to pay for travel

- Department PCard for airline tickets, conference registrations.
- Disbursement Voucher for prepaid hotel expenses to avoid out-of-pocket:
<http://www.fso.arizona.edu/travel/prepaying-hotel>
- Travel Advance for a minimum of \$250 may be issued up to 7 days prior to travel and must be repaid or settled within 10 business days after the trip ends.

Meals and Incidentals Per Diem (M&IE)

- Rates are established by the State of Arizona and are determined by the business lodging address.
- Lodging in a commercial establishment is required to qualify for M&IE.
- M&IE is not allowable for meals provided during transit, by the lodging establishment, or by the meeting/conference organizer unless unique dietary needs make it necessary to forego the provided meals.
- The following discretionary incidental expenses are included in the M&IE rate: Dry cleaning, laundry, tips to concierge, bellhop, housekeeper, & doorman, hotel baggage storage fees, curbside baggage check-in, newspapers & magazines, etc.,
- Room service is not allowable when M&IE is requested otherwise room service must be accompanied by an original itemized receipt.

Lodging

- Rates are established by the State of Arizona.
- Travel must be a minimum of 35 miles from duty post to qualify for lodging reimbursement.
- Lodging must be at a commercial establishment to qualify for reimbursement.
- Reimbursement for non-designated lodging is based upon the least expensive single room rate plus tax. Room rate may not exceed the rate established by the State without a compelling business purpose justification. (continued)

- Reimbursement for lodging that is specifically designated by a conference or meeting is based upon rate established for that conference or meeting. Designated lodging rates are reimbursed at actual costs which may be higher than the State rate. *Additional costs for room upgrades at designated lodging are not allowable.*



Transportation

- Reimbursement for transportation is based upon the cost of the most direct and economical means available.
 - Mileage is reimbursable at the current state rate of 44.5 cents.
 - Mileage to and from the airport is reimbursable with Internet MapQuest, Google Maps supporting documentation.
 - EITHER mileage OR gas is reimbursable, not both.
 - Car rentals reimbursed based on the most economical compact car rate.
 - CDW (rental car insurance) is not allowable or reimbursable.
 - Airline and other transportation tickets reimbursed at the most economical coach rate.
 - In-town transportation (bus, subway, etc.) does not require receipts.
 - Tips to taxi cab drivers should be limited to 15% of the fare.
 - Tips to shuttle drivers should be limited to \$2 for the first bag and \$1 for each additional bag.
 - Baggage fee for first checked bag is allowable.
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