TRAVEL POLICY CHANGES

PROCUREMENT SERVICES

924-4212
Bullet 1 – One of the benefits gained under Restructuring was allowing Tier 3 schools to review their policies, under the oversight of the State Comptroller, and develop ones that made better sense for the Institution.

Bullet 2 – Changes will affect all travelers regardless of fund source.

Bullet 3 -- New policies take effect for travel that occurs May 1, 2010 and after.

Bullet 4 -- This presentation can be accessed from PS website.
**New Travel Policy**

- **New rate guide table** with more locations.
- Pre-Approval form is no longer required documentation.
- Procurement Services web site has been updated.

**Bullet 1**—UVA will follow the Government rate tables for Lodging and Per Diem Meals. These tables have more locations than those we use today.

**Bullet 2**—The Pre-approval form is no longer required documentation to be submitted with the workbook. Travelers should still budget and plan their trips. You must also always obtain approval before you plan a trip. We left the form as a page in the workbook for depts. that wish to use it.

**Bullet 3**—Procurement Services has re-designed the travel sections of our web site. We hope it is simpler to find the information that you need to travel. The web site will include the policies prior to May 1 as well as the policies affective after May 1.
You can find links to the old and the new policies from Procurement Services home page 
Let’s talk about changes in travel approvals as well as some new terms.

**Bullet 1**—Your Supervisor and your Supervisor’s Supervisor will be approving about everything. We will discuss in greater detail as we go through the webinar.

**Bullet 2**—When multiple travelers travel to the same destination, you no longer need special approvals.

**Bullet 3**—When traveling on International trips, you no longer need any special approvals.

**Bullet 4**—In the past ALL business meals required approval by a Designee. This is no longer a requirement. Business meals only need your supervisor’s approval.

**Bullet 5**—It is important you know and understand the next 2 bullets. If your travel is submitted beyond 30 days, it will require a reason. Just as today. However, if your travel is submitted beyond 60 days, it now requires written approval from your Dean or VP. This approval can either be a signature on the workbook or an email from the Dean/VP attached to the paperclip in the Integrated System. This is not an approval that an existing designee can approve.

**Bullet 6**—Traveler’s that submit 3 or more of their reimbursements after 30 days, their Dean or VP will be notified and the traveler can be denied reimbursement.
Lodging

• Lodging rates will follow the new Rate Guide.
• Your Supervisor can approve 100% overage on non-conference lodging rates. Always include a justification.
  ➢ State & Grant funds—no amounts allowed over the 100%.
  ➢ Local funds—requires approval of the traveler’s supervisor if the amount is over the 100%.

**Bullet 1** -- UVA will follow the Government rate tables. These tables are updated more frequently and include more destinations than we previously used.

**Bullet 2** -- In the past Designees had to approve all lodging up to 50% over the lodging rate. With the new policy, the supervisor approves lodging up to 100% over the lodging rate. This is 2X the rate on the rate guide. Remember, whenever the base rate is exceeded, the traveler must provide some justification regardless of the fund source.

➢ When using State or Grant funds, you cannot exceed the 100% overage.

➢ When using Local funds, you can exceed the 100% overage if you obtain your Supervisor’s supervisor approval.

I have received many questions about ‘what if the Supervisor’s Supervisor is a Dean or VP?’ If the Dean or VP has someone documented to be their alternate approver for travel approvals today, that will continue.
Let’s review 2 examples

In the first example your destination is Roanoke Va. The hotel tells you the nightly rate is $200 (excluding taxes).
When you check the limits on the rate table, you will see the lodging rate for Roanoke is $103. If you multiply the rate of $103 by 2, you are allowed to claim $206 with just your supervisor approval. In this example, State and grant funds can be used to cover your lodging cost because the room rate is only $200 (excluding taxes).

In the second example, the hotel in Roanoke tells you the nightly rate is $210 excluding taxes. Remember the rate table had Roanoke with a rate of $103. This rate multiplied by 2 was $206. In this example State and grant funds can only pay $206. The balance must be paid using local funds. With the Supervisor’s Supervisor approval.
**Lodging at the Conference Hotel**

*APPLIES TO ALL FUND SOURCES*

- Lodging rates will follow the new Rate Guide.
  - Include justification if these rates are exceeded.
- Traveler can claim up to $500.00/night with supervisor approval.
- Rates greater than $500.00/night will require traveler’s supervisor’s supervisor approval.

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**Conference Lodging**

Generally, you should follow the limits in the rate guide regardless of the purpose of your trip. When these rates are exceeded, your travel reimbursement must indicate why.

Higher limits are allowed for conference lodging because, it’s in the best interest of the institution to have employees traveling to a conference stay at the conference hotel in order to gain the most from the program.

Travelers can claim up to $500.00/night with your supervisor approval regardless of the fund source.
When the nightly conference rate exceeds $500/night, your Supervisor’s Supervisor must approve regardless of the fund source.
Bullet 1 – When claiming per diem amounts, these rates cannot be exceeded regardless of the fund source.

Bullet 2 – In the current policy, you automatically get 75% of the meals per diem rate on the day of departure and return regardless of what you actually spent.

Bullet 3 – With the new policy you can get reimbursed for all meals that were incurred as part of your trip.

Bullet 4 – Travelers will now need to deduct any meals that were supplied to them at no cost just as you do today. This may be a meal that was part of the conference registration.

Bullet 5 – Travelers will also be required to deduct any meals that occurred before or after their trip began or ended.
Let’s look at some examples of per diem meals comparing the current policy to the new policy. The biggest change between the 2 policies is that today, the incidental amount of $5. is claimed separately from any meal amounts.

With the new policy, the $5. incidental amount is already included in the ‘total per diem amount’ rate. 
The first block shows the current policy.
In the first block, you went to Roanoke for 3 days. You left at 10AM on day 1 and returned at 2PM on day 3. One lunch was furnished by the conference. The rates for Roanoke are:
B--$8  L--$12  D--$26
Your daily total for meals is $46.00

On day one you automatically received 75% of the $46. which = $34.50
On day two you needed to deduct the lunch supplied by the conference. $46.-$12 = $34
On day three you automatically received 75% of the $46. which = $34.50.
The total meal amounts you are allowed for this trip is $103.
The incidental amount allowed is $5. x 3 -$15.
Total reimbursement is $118.00

Let’s compare the same scenario using the new policy.
Same destination, same times of departure and return.
The difference is that the ‘Total Daily Per diem rate’ of $51 found on the Rate Guide includes:
B--$8  L--$12  D--$26  Incidental amt-$5.

On day one you must deduct the breakfast because you left at a time that was after your normal breakfast meal. $51. less $8. = $43.
On day two you needed to deduct the lunch supplied by the conference. $51.-$12 = $39
On day three you arrived home long before your normal dinner hour so you must deduct that meal. $51. less $26. dinner = $25.
The total reimbursement amt for this scenario is $107.00

By now you are wondering what the times are you must leave home by or return after in order to be able to claim a meal. There is not a way to define when each individual may or may not generally have their meals. This method of allowing travelers to be reimbursed for all cost they actually incurred, also makes the traveler responsible for deducting and not claiming meals they did not incur.
Let’s look at another example: First using the current policy.

Again our destination is Roanoke. The difference in this example is that we left at 6AM on the day of departure and returned at 8PM on the final day. The conference provided lunch on the second day.

The rates for Roanoke are:

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Your Total daily meal allowance is $46.

On day one you automatically received 75% of the $46, which = $34.50

On day two you needed to deduct the lunch supplied by the conference. $46 - $12 = $34.

On day three you automatically received 75% of the $46, which = $34.50

The total meal amounts you are allowed for this trip is $103.

The incidental amounts allowed are $5. X 3 days = $15.

Total reimbursement is $118.00

Let’s compare the same scenario using the new policy.

Same destination, same times of departure and return.

The difference is that the ‘Total Daily Per Diem Rate’ of $51. includes the

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Incidental -$5.00

On day one you left before your normal breakfast meal. You can claim $51.

On day two you needed to deduct the lunch supplied by the conference. $51 - $12 = $39

On day three you arrived home after your normal dinner meal time. You can claim $51.

Total reimbursement is $141.

This new method reflects more of the actual cost of your trip. Reimbursement amounts will vary depending on the departure and return time and of course your destination.
Here are some other high level changes that pertain to meals.

It is critical that you remember the first bullet.

**Bullet 1** -- In the past we allowed reimbursements of day trip (non-overnight) meals when using local funds. We can no longer reimburse for day meals regardless of the fund source unless documented as a business meal. This is considered taxable income.

**Bullet 2** -- You are no longer required to attach the business meal certification form as part of the travel package. You are still required to document the required information that certifies the business meal either directly on the workbook or by using the paperclip in the Integrated System.

You may find the current business meal form easy to use and you can continue to do so if you like.
There are different limits for meals when using local funds just as today. Remember, if claiming per diem amounts, you must follow the limits on the rate guide.

If you are claiming actual meal expenses (which means you are providing receipts) and using local funds, you should follow the amounts found on the ‘Local Funds Limits’ page on Procurement’s web site. The ‘Daily Limit Amount’ means this is your limit for the day, whether claiming 3 meals or 1 meal. A traveler could claim 1 dinner in a day that cost $75.00.

This page also shows the required approvals.

These rates apply for business meals when using local funds as well.
Remind that this slide talks about State and Sponsored Program funds only.

**Bullet 1**—When using either State or Sponsored Program funds, you must claim per diem amounts based on destination.

**Bullet 2**—Some departments may determine for themselves whether to reimburse the full per diem amounts listed on the Rate Guide page or only the traveler’s actual expenses (as documented with original receipts), within the overall per diem limit.

**Bullet 3**—As today, when claiming a business meal, you can claim 50% over the rate on the rate guide. The big difference is you no longer must obtain Designee approval. Your Supervisor can approve the business meal.

**Bullet 4**—When using State or Sponsored Program funds, you can not exceed the 50% overage for business meals under any circumstances. Overages must be processed using local funds.

**Bullet 5**—Business meals always require justification that includes purpose, number of attendees, names of attendees if 6 or less and any other necessary information.
Here are some of the changes to the Reimbursement Sheet in the workbook

#1 – Link to the currency converter right on the page. This is a new site that we are using.

#2 – Removed some questions to clean up the form and included in a new certification statement at the bottom.

#3 — Form now includes a drop down box using the 3 different mileage rates. One is the standard, one is for vendor supplied vehicles and one if for driving your personal car for convenience.

#4 — Added a free key field on the form to document justification for exceeding the lodging rates.

#5 — Meals will now populate from what was entered using the ‘Meals Per Diem Page’ in the workbook.

#6 — A line was added when additional approval is required.

#7 — A new certification statement was added.
These are some changes to the Meals Per Diem Sheet in the workbook

#1 – Link to the rate guide right on the sheet

#2 – Provided a drop down box for selecting your Domestic meal per diem rate that applies to your location destination. If you are not claiming any meals, you can select the $5. from the drop down list on the workbook in order to be reimbursed for the incidental cost.

#3 – Since International rates very greatly depending on your location, you will enter the breakdown in the these fields.

#4 – You use these fields to deduct any meals provided or meals not claimed before or after your trip departure and return.

#5 – You must indicate if any meals were provided. This will help remind the traveler to deduct any meals that were supplied.
You should review the new travel policy on Procurement Services web site. Knowing that some employees will miss these changes, we have developed a cheat sheet which compares limits, approvals and changes from the current policy to the new policy.

This can be printed and given to travelers as a quick guide.
Remember the new travel policies which will be affective May 1, 2010.

You can email questions to ‘BUY-PAY@VIRGINIA.EDU’. Be sure and include the word ‘TRAVEL’ in the subject line.

OR you can call Procurement Services at 924-4212.