



TRAVEL POLICY CHANGES

PROCUREMENT SERVICES

924-4212

## New Travel Policy

- Restructured Schools developed new policies overseen by the State Comptroller.
- Changes will affect all travelers regardless of fund source.
- New policies take effect 05/01/2010
- This presentation can be accessed from PS website.



Department of Procurement Services  
University of Virginia

2

**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.



Department of Procurement Services  
University of Virginia

3

**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 [www.procurement.virginia.edu](http://www.procurement.virginia.edu) .



## Approvals

- Your Supervisor and your Supervisor's Supervisor.
- Multiple travelers to same destination– no special approvals.
- International trips –no special approvals.
- Business Meals –Supervisor approval
- Travel reimbursements submitted 60 days beyond the trip must have written Dean/VP approval.
- Travelers that submit 3 or more reimbursements older than 30 days may be denied reimbursement.

NEW

NEW



Department of Procurement Services  
University of Virginia

5

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's supervisor if the amount is over the 100%.



Department of Procurement Services  
University of Virginia

6

**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 2 X 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.

## Lodging Examples

Your non-conference hotel rate for one night in Roanoke, Va. is \$ 200 (excluding taxes).

Rate chart shows \$103 per night. Your supervisor can approve this rate (up to  $2 \times \$103 = \$206$ ) using any fund source.

Your non-conference hotel rate for one night in Roanoke, Va. is \$ 210 (excluding taxes).

Rate chart shows \$103 per night. ( $2 \times \$103 = \$206$ ) State & Grant funds can only pay up to the \$206. You must use Local funds for the balance and obtain your Supervisor's Supervisor approval.



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.

Department of Procurement Services  
University of Virginia

8

### **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.

## Overnight Meals



- Per diem meals **cannot** be exceeded regardless of the fund source.
- We have replaced today's allowance of only 75% on day of departure and return.
- Allows traveler to be reimbursed for all costs incurred.
- Traveler must deduct any meals provided.
- Traveler must deduct any meals that occur before or after the actual trip.



Department of Procurement Services  
University of Virginia

9

**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.

<u>Meals Per Diem Example #1</u>	
OLD METHOD	NEW METHOD
3 Day trip to Roanoke. Leave home at 10: AM and return at 2:PM. Conference furnishes lunch 1 day.  Roanoke Rates: \$8 Breakfast, \$12 lunch, \$26 dinner (\$46 per day)  Meal Per Diem: Day 1 \$46 x 75% = <b>\$34.50</b> Day 2 \$46- less \$12 provided lunch = <b>\$34</b> Day 3 \$46 x 75% = <b>\$34.50</b> Incidental: \$5 x 3 days = <b>\$15</b>  <b>Meals Per Diem: \$103 + \$15 = \$118</b>	3 Day trip to Roanoke. Leave home at 10: AM and return at 2:PM. Conference furnishes lunch 1 day.  Roanoke Rates: \$8 Breakfast, \$12 lunch, \$26 dinner and \$5 incidental (\$51 'Total Daily Per Diem')  Meal Per Diem: Day 1 \$51- less \$8 breakfast = <b>\$43</b> Day 2 \$51- less \$12 provided lunch = <b>\$39</b> Day 3 \$51- less \$26 dinner = <b>\$25</b>  <b>Meals Per Diem: \$43 + \$39 + \$25 = \$107</b>
Department of Procurement Services University of Virginia	

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.



## Meals Per Diem Example #2

OLD METHOD	NEW METHOD
<p>3 Day trip to Roanoke. Leave home at 6 AM and return at 8 PM. Conference furnishes lunch 1 day.</p> <p>Roanoke Rates: \$8 Breakfast, \$12 lunch, \$26 dinner (\$46 per day)</p> <p>Meal Per Diem:            Day 1 <math>\\$46 \times 75\% = \\$34.50</math>            Day 2 <math>\\$46 - \text{less } \\$12 \text{ provided lunch} = \\$34</math>            Day 3 <math>\\$46 \times 75\% = \\$34.50</math></p> <p>Incidental : <math>\\$5 \times 3 \text{ days} = \\$15</math></p> <p><b>Meals Per Diem: <math>\\$103 + \\$15 = \\$118</math></b></p>	<p>3 Day trip to Roanoke. Leave home at 6 AM and return at 8 PM. Conference furnishes lunch 1 day.</p> <p>Roanoke Rates: \$8 Breakfast, \$12 lunch, \$26 dinner &amp; \$5 incidental (\$51 Total Daily Per Diem)</p> <p>Meal Per Diem:            Day 1 <math>\\$51 = \\$51</math>            Day 2 <math>\\$51 - \text{less } \\$12 \text{ provided lunch} = \\$39</math>            Day 3 <math>\\$51 = \\$51</math></p> <p><b>Meals Per Diem: <math>\\$51 + \\$39 + \\$51 = \\$141</math></b></p>

Department of Procurement Services  
University of Virginia

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:

B --\$8.

L--\$12.

D--\$26.

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  $\$5. \times 3\text{days} = \$15.$

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

B-\$8.

L-\$12

D-\$26

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.

## Meals, Continued



**NEW**

- **Important!**--Day trip (non-overnight) meals are NOT reimbursable regardless of the fund source unless documented as a business meal.
- Business Meal certification form is not required as part of the travel workbook package. However, you must still supply justification and who attended.



Department of Procurement Services  
University of Virginia

12

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.

# Meals, Local Funds

## Local Funds Limits -- All Locations

The limits in this table represent the maximum for *actual expenses incurred*. They are *NOT per diem* amounts.

NOTE: For business meals, rates are per person and always require written justification.

Meals (Includes taxes and tips)		
Daily Limit Amount	Approval Required	Comments
Daily Limit of \$75.00	Supervisor	
Between \$ 75.00 - \$110.00	Supervisor	Requires written justification
Exceeds \$ 110.00	Supervisor's Supervisor	Requires written Justification

Department of Procurement Services  
University of Virginia

13

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.



## Meals Using State & OSP Funds

- Travelers must claim per diem amounts based on destination.
- These rates cannot be exceeded.
- Business Meals can claim 50% over the rate with no additional approval.
- No amounts can exceed the 50% overage on Business Meals.
- Business meals must always include justification.



Department of Procurement Services  
University of Virginia

14

**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.

**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.

I certify as the Traveler that the travel expenses in this reimbursement document are in accordance with University Travel Policies and were incurred through the most economical means, included no alcohol purchased with state funds, and were reviewed and approved as necessary for the conduct of business for the Commonwealth of Virginia and that none of the expenses for which reimbursement is requested have been, or will be, paid by any other means.

OR

I certify as the Supervisor that this expense report was prepared using the receipts and other information provided by the Traveler in accordance with the University's procedures and compliance with UVA travel policies.

Drop down box for different mileage rates

Justification field added for when lodging rates are exceeded

Meals are entered on meals per diem page in workbook

Line added when additional approval is required.

Department of Procurement Services  
University of Virginia

15

## 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.

## Other Changes to Workbook

Meals before or after the actual trip and those provided as part of the cost of the conference or paid for by others must be deducted from the Meals Per Diem allowance. This method of actual deduction replaces the 75% allowance on the day of departure and the day of return. Please use the worksheet below to calculate your deduction.

If you are not claiming any meals, you can claim incidentals only by selecting \$5 from the domestic rate by entering the Domestic Rate from the Rate Guide

For International Travel - Currency Converter [Rate Guide](#)

Enter International rates in these fields.

Drop down box to select total daily per diem meal & incidental rate.

Links to Rates on PS web site.

Deduct all meals provided in these fields.

You must indicate if any meals were provided.

Do You Have Meals to Deduct?  Yes  No

Do You Have Meals to Deduct?  Yes  No

Destination	No. of Days	Domestic Rate	International Rate	Breakfast	Lunch	Dinner	Incidental	Total
			71 66 61 56 51 46 5					
				Meal Type	# of meals	\$ Amount	Total	
				Breakfast				
				Lunch				
				Dinner				
				Amount to be Deducted				
				Total				

Destination 2 No. of Days:

Domestic Rate:

International Rate

Meal Type	# of meals	\$ Amount	Total
Breakfast			
Lunch			
Dinner			

Department of Procurement Services  
University of Virginia

16

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 vary 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.

# Summary of Travel Changes

Travel Changes (Old/New)

DESCRIPTION (All locations)		OLD POLICY		NEW POLICY	
		Policy	Approvals	Policy	Approvals
LODGING	Local Funds	< 250.00	Department	Use the Rate Guide for limits. If exceeded, include justification.	Your Supervisor
		> 250.00	Dean/VP/Designee	100% overage (2 times rate) allowed. Include justification.	Your Supervisor
				> 100% overage	Your Supervisor's Supervisor
	State Funds	Follows State Limits.	Department	Use the Rate Guide for limits. If exceeded, include justification.	Your Supervisor
		50% overage	Dean/VP/Designee	100% overage (2 times rate) allowed Include justification.	Your Supervisor
		No amounts allowed over the 50%	N/A	No amounts allowed over the 100%	N/A
LODGING AT CONFERENCE FACILITY	State Funds	Follows State Limits.	Department	Use the Rate Guide for limits. If exceeded, include justification.	Your Supervisor
		50% overage	Dean/VP/Designee	Lodging Amount <\$500.00 include justification.	Your Supervisor
		No amounts allowed over the 50%	N/A	Lodging Amount > \$500.00 include justification.	Your Supervisor's Supervisor
	< 250.00	Department	Use the Rate Guide for limits.	Your Supervisor	

Department of Procurement Services  
University of Virginia

17

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.

## Travel Policy Update Webinar



## Questions?

Call Procurement Services 924-4212

Or email [Buy-pay@Virginia.edu](mailto:Buy-pay@Virginia.edu)

*Be sure to include 'Travel' in the subject line.*



Department of Procurement Services  
University of Virginia

18

Remember the new travel policies which will be effective 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.