

## Updated Travel Guidelines and Procedures

Due to the recent travel audit and findings, effective July 1, 2023 we are making the following changes to the College of Agriculture and Applied Sciences and Extension Travel Procedures:

1. Use of Personal vehicles. During the most recent audit, fraudulent charges were identified as it relates to personal vehicle reimbursements. To limit our risk, we are trying to limit, as much as possible, the use of personal vehicles for business travel purposes. When a university/county vehicle is provided, you must use that vehicle for business related purposes. Any exceptions should be preapproved by your supervisor. Additionally, when appropriate, vehicle rental agencies (Enterprise, Hertz, National) should be utilized as an option before personal vehicles are used for business travel.

When neither of these options are available or make sense, then the use of a personal vehicle may be approved. Business Services will be requesting additional justification and supervisor approval for the use of personal vehicles. Please plan on attaching that documentation to all Travel Reimbursements that are requesting reimbursement for the use of a personal vehicle.

2. Open TA. When submitting miles on an Open TA, please include details of every trip and every stop. Those details include a description of the business purpose for every trip, mileage log supported by a google maps, and date. Additionally, please provide justification on the use of a personal vehicle. Also, reimbursements for Open TA must be submitted monthly. We will no longer be approving multi-month reimbursement on Open TAs.
3. Business Itinerary and Conference Agenda. As documentation, conference agendas must be attached to all Travel Reimbursements. This will allow Business Services to verify dates of travel, per diems, etc. In the absence of a conference agenda, a business itinerary must be provided as documentation for every travel reimbursement. This will allow Business Services and Supervisors the information needed to determine the appropriateness of the travel.
4. Air BnB/VRBO. Although policy allows for these types of rentals, VP White has determined that our colleges will not be utilizing these rentals for business related travel. Therefore, we will no longer be processing travel reimbursements for Air BnB/VRBO rentals. Please use an appropriate hotel instead. The reasons for this decision are varied, but the primary reason is the risk associated with these rentals. Current reservations will be honored and reimbursed, but future reservation will not be approved. Any exceptions must be approved by Bryan Arnell and VP White.
5. Supervisors. Supervisors should review travel more carefully. As a supervisor, you have the role of approving business-related travel. Please take this job seriously and make sure the travel meets the needs of the University.
6. Personal vs Business Expenses. When personal travel is mixed in with business, the employee should always pay for the expenses and then submit for reimbursement the business-related portion. For example, if I rent a car and half the time it's used for business and the other half is used for personal, I should pay for the car rental using personal funds and then submit the business portion of the rental for reimbursement. Never use a USU Pcard for personal

expenses. If the expenses can be separated, then use your Pcard for the business portion. When completing a TA/TR, traveler should include in the comments which days are personal and which days are business related.

7. Departure Location. By default, your office location should be the location you are leaving "from." The University does not reimburse for commuting miles. It is the employee's responsibility to get to work.