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From: caas-all-request@lists.usu.edu on behalf of Bryan Arnell
Sent: Friday, June 30, 2023 12:37 PM
To: 'caas-all@lists.usu.edu'; extension-all@lists.usu.edu
Subject: [CAAS Faculty & Staff] Updated Travel Guidance

The following applies to employees of the College of Agriculture and Applied Sciences and Extension. If your home college is not one of these, please follow the travel guidance issued by your college.

Updated Travel Guidance

Due to the recent travel audit and findings, effective July 1, 2023 we are making the following adjustments to travel within the College of Agriculture and Applied Sciences, Extension, and Utah Agricultural Experiment Station. As a reminder, determining the appropriateness of travel rests upon supervisors and Department Heads/Directors/Dean/Vice President. Please review travel carefully and ensure the requested travel meets the University's mission.

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-related travel. When a university/county vehicle is provided, you should use that vehicle for business travel. Additionally, when appropriate, vehicle rental agencies (Enterprise, Hertz, National) should be utilized as an option before personal vehicles are used.

When neither of these options are available or make sense, then the use of a personal vehicle may be approved by your supervisor. Here are some possible examples of when it might make sense to use a personal vehicle (driving to the airport for a flight, mixing personal travel with business travel, taking family to a business event, etc.). In such cases, simply put in the comments of the TA why you are using a personal vehicle. Your supervisor can then make the determination to approve or not. Please communicate with your supervisor and Department Head on the default vehicle option for you. Any variances can then easily be identified.

2. Open TA.

Open TAs require detailed mileage logs including a descriptive business purpose for every trip (including every stop), miles supported by a google maps, and date. Additionally, please provide comments on why a personal vehicle was used. Open TA reimbursements must be submitted monthly. We will no longer be approving multi-month Open TA reimbursements.

3. Business Itinerary and Conference Agenda.

As documentation, detailed conference agendas including dates, times and provided meals must be attached to all Travel Reimbursements. This should provide sufficient details to determine the appropriateness of the travel and 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.

4. Vacation Rentals (Airbnb, VRBO, etc.).

Although USU policy allows for these types of rentals, VP White has determined our colleges will not be utilizing these rentals for business related travel. Therefore, we will no longer be processing travel reimbursements for Vacation Rentals. Please use a 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 reservations will not be approved. Any exceptions must be approved by Bryan Arnell and VP White.

5. Personal vs Business Expenses.

When personal travel is mixed in with business, the employee should personally pay for the expenses and then submit the business-related portion for reimbursement.

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 prorated business-related rental portion 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, the traveler must include which days are personal and which days are business related in the comments.

Kind Regards,

Bryan Arnell

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