From: Student Affairs Committee

To: Faculty Senate

Re: "Student Travel Reform" charge

ABBREVIATIONS

SAC: student affairs committee, SA: Student Affairs, VP for SA: Vice President for Student Affairs, TP: Travel Procurement, AP: Accounts Payable, CD: Christos Deligkaris, KP: Katherine Peak, JR: Jessica Rick, EM: Eric McCloud, JF: Jason Fertig, KM: Kelsey McCulough, JM: Jasmine Myers, USI: University of Southern Indiana, PU: Purdue University, CR: Chrome River

GOAL

Make recommendations regarding student travel in order to promote USI's mission.

METHODS

The committee worked to investigate the problems described in the charge. We tried to identify all problems on student travel that inhibit the University's mission. We also evaluated current policies on the principle of reasonableness. More specifically:

- Faculty SAC committee members probed their colleagues regarding problems on student travel.
- CD met in person with the faculty member that submitted the charge (Dr. Howard) and the administrative assistant of the VP for SA.
- CD read and annotated the student domestic travel policy and the university travel policy.
- Every faculty SAC member tried to find helpful information on the web pages of the University on student travelling and funding sources for student travel.
- CD searched on PU's website for procedures on traveling and contacted a PU administrative assistant for more information.
- The committee spent about 1-2 hours discussing this topic.
- CD contacted athletic director Jon Mark and associate athletic director Alex Eaton for procedures on traveling of student-athletes.
- CD contacted TP for clarification on University Travel policies.
- CD documented experiences on USI procedures for traveling with a student to attend and present research at a scientific conference.

There is one important limitation: despite many attempts to obtain the student SAC members' knowledge, experience and opinion on this charge, that was not possible.

FINDINGS AND RECOMMENDATIONS

SAC identified the following findings related to the charge.

Finding 1: Faculty are discouraged from traveling to conferences and field trips with students or helping student organizations with travel (Appendix 1). This can lead to decreased unique educational opportunities that cannot be achieved without travel, which hurts USI's mission. Specifically:

- The purely administrative load of student traveling to research conferences has recently moved from TP to faculty with the introduction of CR (Appendix 7). Faculty now receive the travel authorization of students and are now required to enter the information on CR. Even worse, there is no guidance for how to do that (see also Finding 3).
- Faculty have reported paying out-of-pocket for student travel.
- Faculty are also required to submit the expense reports on behalf of their students, and if they do not that on time, the students will lose the awards that were given to them (Appendix 7).

Finding 2: Travel policies are abundant and dispersed (Appendix 5). This leads to faculty and students spending unreasonable amounts of time to figure out what they need to do, which decreases their productivity and thus hurts USI's mission. In addition, due to the complexity of all policies combined, faculty and students may never truly know if at any time they are actually following all the policies or not. Specifically, at USI we have:

- the University travel policy in draft form from March 2019 found in the TP website (Appendix 5). According to TP the policy has not taken final form yet and is still in draft stage since March 2019 due to AP not having worked on it.
- The Student domestic travel policy found in the SA website (Appendix 5)
- Some Colleges have additional forms and policies. The Pott College has additional policies and forms on travel (Appendix 5) but those are not posted anywhere (they were relayed to Chairs in a meeting). Pott College students are required to fill out forms in addition to the USI-required forms. CNHP also has additional forms (but no additional policies) that are available from the CNHP travel representative. LA does not have additional forms and policies.

Finding 3: There is no guidance for students (or faculty) that need to travel and even worse the process is highly problematic. This process is unreasonably time-consuming and inhibits USI's mission.

- Faculty and students figure out what to do by talking to department chairs, program coordinators, TP, or the VP for SA's office (there is no appendix for this, common knowledge at USI).

- Even TP itself appears to sometimes need several business days to figure out what faculty should do about student travel authorization (Appendix 7).
- No webpage with resources or guidance from all colleges for students wanting to travel (Appendix 2).
- The Student Affairs website https://www.usi.edu/studentaffairs/student-travel/ is also not helpful and confusing:
  - A student that needs to travel needs to click on "travelling for a department" which then takes them to Faculty Travel!
  - The form that students are asked to fill out for traveling includes the question of how lost class sessions will be made up (because this form was really designed for faculty travel).
  - There are "additional forms that may be of interest or required". This website and policy PDF do not help at all on what students need to do in order to travel for a conference or other purpose.
- The Student Domestic Travel policy document (PDF) was written for someone that is highly familiar with the university structure/departments/divisions and not intended to be used by students (Appendix 5). For example: the document assumes the reader knows what AP is and how to contact them. More specific problems:
  - section 2.3: no template is provided for the emergency contact list.
  - Section 2.10: vague
  - Section 3.1: no indication where to find the authorization form
  - Sections 3.2, 3.3: do not clearly state step by step what the process is, no examples are provided for the most frequent cases
- Student organization travelling experiences difficulties with outdated forms, long forms, no guidance on how to complete them, and the approval process is slow.(Appendix 1)
- Student organization traveling experiences difficulties with renting vehicles, as students do not know how to do that (Appendix 2)
- The Pott College travel site https://www.usi.edu/science/faculty/faculty-development-travel/ includes information about the Provost Office that is outdated.
- The TP webpage does not include any instructions for students that need to travel. The TP webpage includes links to the SA student domestic travel policy (which is problematic, see above) and to the academic affairs travel request and class coverage form (which no reasonable student would click on because that form is intended for faculty). Their webpage also includes guides to using CR, but there is no guide for students that need to travel to present at a conference.

Finding 4: Receiving funding for travel is unnecessarily time consuming which decreases faculty and student productivity and thus hurts USI's mission. Specifically:

- Students need to submit more than one application to receive funding for travel, as every funding source has its own process (Appendix 1 and 3)

- Students need to have confirmation that their abstract has been accepted for presentation in order to obtain funds, but acceptance emails are typically received close to the conference date, but travel arrangements need to be made several months in advance (Appendix 3)

Finding 5: The University values student travel. Specifically:

- Student Domestic Travel policy (Appendix 5): sponsored travel includes travel as part of the educational program and/or the institution has an interest due to the educational or mission relevant nature of the travel (see highlighted section on the PDF, section 1.1, second bullet point). This suggests that the university does value student traveling to present research (for example).

Finding 6: The University has a clear policy on what travel awards are taxable and what awards are not. Specifically:

- USI needs to abide by IRS regulations.
- University Travel Policy (Appendix 5): On pages 19 and 20, the policy describes IRS rules and how the USI policy is consistent with these. On page 19 the policy states "These payments typically support educational needs, such as travel, primarily for the benefit of the student's academic development." When students travel to a conference just to attend, their travel awards are taxable as those benefit the student only and that is reasonable.
- Student organizations and students receiving awards for attending conferences pay taxes on travel awards they receive (Appendix 5)

Finding 7: The application of the USI travel policy is unreasonable to SAC (non-experts in accounting and IRS regulations) for the case of students traveling to conferences to present USI research. Specifically:

- On page 20 the USI travel policy (Appendix 5) states "If a student is a USI employee or is traveling on behalf of a department to present at a conference, not just to attend, or is representing the University in an official capacity, then the student's travel would fall under USI's accountable plan and would not be considered taxable income for the student." SAC asked TP about the case where a student travels to a conference to present research and TP stated that those awards would not fall under the accountable plan and thus are taxable.
- SAC considers students that present research performed at USI that represent their program and USI. Using the definition of Sponsored Travel in the SA Student Domestic Travel policy document, SAC believes that students presenting research falls under Sponsored Travel due to USI having an interest, both educational and mission relevant (see Finding 5).
- Students almost always perform research under the direction of faculty. The current policy thus considers faculty to represent USI when they present the

research findings but does not consider students to represent USI when they present the exact same research findings.

- When students travel to conferences and participate in competitions (eg undergraduate poster competitions), the awards they receive does include their affiliation with USI (Appendix 5).

Finding 8: Student travel authorization process at PU is easier and not a burden to faculty.

- Purdue uses Concur and not Chrome River for trip requests and trip expense reports.
- Both faculty and students submit their trip approval request in Concur (no additional travel authorization forms and faculty do not enter student's information in Concur, Appendix 6)
- Some departments have travel delegates: https://www.cla.purdue.edu/facultyStaff/business-office/travel/index.html
- For some schools, staff members enter the information in Concur, both for students and faculty (https://www.purdue.edu/vet/cpb/travel-guide.php)

Finding 9: Student travel processes for athletic departments is easier and not a burden to coaches and athletic directors (Appendix 8). Specifically:

- Student/athletes do not fill out travel authorization forms. Coaches fill out a paper form and then assistants enter the information on CR.
- Student/athletes do not fill out liability waivers for traveling as students do for traveling to conferences etc.
- Student/athletes do not need to pay for anything out of pocket (unless it is personal expense).
- Coaches use USI travel cards to pay for travel expenses, submit receipts to their travel assistants who then prepares reimbursement requests for any expenses that were paid out of the coach's pocket.

Based on the above findings, SAC makes the following recommendations.

Recommendation 1: Combine all travel-related policies in a single document, the University Travel Policy. In order to achieve this, all Colleges, the VP for SA and Travel Services, and perhaps other USI departments will need to coordinate and work together towards this goal.

Recommendation 2: Administrative departments need to make a significant effort to make the policy easier to understand and remember. Towards this goal, the policy document could include summarizing statements on the intent of a group of policies as well as examples of how the policy applies to cases relevant to the mission of USI.

Recommendation 3: A USI administrative department needs to take full responsibility and leadership for organizing everything travel-related. Since faculty, students, and staff

travel, and most Colleges do not have travel delegates and experts in CR, TP seems to be the best choice for USI. The alternative would be for each College to have travel administrative assistants that would be the ones to deal with the highly problematic processes of student, staff, and faculty travel.

Recommendation 4: Create an easily accessible, easy to understand and up to date website with instructions for students (and ideally faculty too) on:

- What forms they need to complete (depending on the travel purpose, eg conference, student organization etc) and how to complete them
- Who to contact for assistance on completing the forms; have a dedicated contact person who can answer questions
- Possible funding sources
- Process for renting vehicles
- What to do if approval process exceeds time limit (administration is late)
- Internal policy documents are fairly complex and serve a specific purpose thus they should not be used as instructions and how-to guides

Recommendation 5: The webpage (recommendation 4) needs to undergo extensive testing:

- SAC needs to evaluate the improvements and determine if they meet expectations
- Students should participate in the testing process and see if they can actually follow the logic/organization/steps on what they need to do.
- The testing process will help discover ways for improvement.

Recommendation 6: The approval processes for student travel need to include deadlines that administrative offices need to meet, not just deadlines for students and faculty.

Recommendation 7: Faculty should not be held accountable for students receiving their USI reimbursement for their travel. USI administrative offices need to be accountable for reimbursements.

Recommendation 8: Ask all possible funding sources for student travel (provost grant, Endeavor etc see Appendix 3) to coordinate their applications in the maximum way possible in order to decrease student load on obtaining funds. For example, the application forms can be common/identical for all funding requests. The information requested is not that different anyway, it is just a matter of coordination.

Recommendation 9. Students (and faculty) should have to submit 1 application (either in paper or electronically) that can be used for authorization and request for funding. Students (and faculty) should have to submit 1 application for reimbursement, either in paper form or electronically. Anything more than this is

unreasonable and inefficient and hurts USI's mission. If CR does not meet USI's needs for travel authorizations then USI administrative offices (eg TP) need to carry the burden as they were the ones that requested the particular software to be used for traveling processes and procedures.

Recommendation 10: Any purely administrative load on student travel that was transferred to faculty with the introduction of CR should return to TP.

APPENDIX 1: Summaries of SAC committee members from discussions with their colleagues on student travel problems

CD:

From Geology and Physics faculty: Chrome river negatively affects student travel (students do not need to do the training though; the training is for the credit cards). Getting a rental vehicle is difficult, logistics of multiple vehicles is especially difficult. This affects field trips that are very important in some programs. GEOL needs 4 vehicles for 1 trip, which means 3 more drivers. Getting 4 vehicles from an Evansville location away from campus for 8am departures is difficult, otherwise rental companies charge a fee to deliver the cars. Student drivers now need to go through the same training faculty members need to do. Requirements for students needing to travel with a faculty member (used to not be the case). Faculty feel discouraged to even start the process for field trips, the process for getting vehicles etc, faculty are very concerned that the process will get stuck somewhere. In order to obtain funds to travel for a conference, students need to apply to more than 1 places (endeavor, provost etc). The applications are not that different but students need to complete everything in order to get sufficient funds. There is no guidance on a USI website for what process students need to follow in order to get travel authorization, and where they can get funds. It is the faculty that needs to guide students through this process.

KP:

From Radiologic & Imaging Science faculty: The faculty members I spoke with mostly had experience with student organization travel for conferences. They mentioned that the paperwork students must fill out is located on the EagleSync portal and is very hard to find. There are multiple forms, some of which are not correct, and students don't know which ones to fill out or how to properly fill them out. One that a faculty member showed to me is 10 pages long. Apparently, these forms go to the student development office for approval which is often a very slow process. Funding is another issue. It's difficult for students to secure funding for travel which prohibits many students from going. The requirement to use a university vehicle for travel is also a barrier. The university doesn't make it easy for students to use these vehicles. They don't have a contact person and don't know how to rent them from Enterprise. This requirement also adds excess costs to travel that students don't have the money to pay for. They don't have travel cards and they don't use Chrome River. Anyone who is an advisor to these

student organizations is faced with having to help the students try to overcome all of these obstacles which might add several hours to their already busy workloads.

EM:

A poll of several faculty including the department chair indicated that there are a number of issues with student travel and non-student travel. First, Chrome River presents a number of problems. Training on Chrome River was, at best, insufficient and poorly executed. Diligent faculty who attended the training were unable to glean much useful content from it. Moreover, since travel is an infrequent part of the faculty activities and faculty – student travel is less frequent, the time passing between travel events results in faculty losing the little accrued expertise that they might have in the software. Since no clear manual for using Chrome River seems to exist, our department has begun to compile a Chrome River manual consisting of screen shots and instructions. It is a rather thick, three-ring binder. Our administrative assistant is unable provide extensive help to faculty who seek to use the software.

Travel policies for students and faculty also present a series of problems when those traveling are not the fiscal agents of their travel funds. Faculty and students often seek to travel together to conferences in their disciplines and the travel policies do not take account of the realities of making arrangements for conference travel. Conference registrations, conference lodging arrangements, and conference travel arrangements are generally made several months in advance and often, the confirmation of conference presentation is one of the final things that conference organizers pass along to faculty and students. Thus, faculty and students are placed in the position of needing confirmation of conference presentation by the university so that funds can be released while they also need funds from the university to register for the conference and make other travel arrangements. The arrangement is particularly burdensome to students who may not have the funds available out of pocket for expensive conferences and travel.

Finally, there are the related issues of labor costs, lost productivity, and overzealous oversight of faculty-student travel. In a recent trip in which the traveling faculty member was the fiscal agent for travel, that faculty member estimated that the time spent arranging the travel through Chrome River was approximately 4 hours. Half a day's labor for a senior faculty member to arrange travel seems an excessive burden on productivity. While the travel in question was not faculty-student travel, the time lost in this, more simple, "easy" travel can be considered indicative. In a second example, another faculty member took a number of students on a local trip. This faculty member was also the fiscal agent for the travel funds that were required and yet, the labor cost to arrange for this travel amounted to 2-3 full workdays lost when the efforts of the administrative assistant and the faculty member were both taken into account.

The effects of the current travel policies and the Chrome River system are difficult to fully assess at this time because of their newness. Nevertheless, some generalizations can be made. All faculty polled are apprehensive about arranging for travel and are

concerned that decreased ability to travel will be the result of the new policies. The concern is rooted in a concern for a decline in the educational opportunities and quality our department can offer. All faculty are considering delays to making conference travel with students. No faculty see that Chrome River or the current travel policies provide improvements in productivity, cost savings, or educational quality.

A suggestion for improvement that has been made is that departments or other units have a travel "concierge" to help faculty with navigating the policies and the software. It is not

lost upon anyone that this is essentially what the travel office, as it was previously constituted, formerly did.

JR:

Two main issues:

1. The classification of students being representatives of the university. If they are attending an event for a competition, they are considered representatives of the USI. If they are going for other reasons, it's considered "student development." These students receive a travel award, which is taxable income. This matters because "student development" money is taxed while "representative of USI" money is not. So, students are losing money by these classifications.
2. The processes for requesting money changes from department by department. For undergrad students, they can get money from three places: VP of undergrad students, Endeavor, and student government. Graduate students can get money from graduate studies and student government. But the issue is that each office wants different things and has different forms. Some offices allow students to get the money ahead of time. Some only allow students to get reimbursed, but not all students can afford to pay for things ahead of time. Some students can then go to conferences and other opportunities because they cannot front the money ahead of time.

There needs to be a standardized process for students requesting money and for classifying student travel. Non-competition related travel is taxed which seems to be an issue.

It's a very cumbersome process and some faculty are just electing not to engage with students in this way because of the confusing and complicated processes for student travel funding.

In LA, departments and the college do not providing funding for undergraduate student travel.

JF:

In general, the people that I spoke with had a similar viewpoint to the language in the charge. It seems that the process for travel is becoming more cumbersome by the day.

The bureaucracy seems to turn people away from such travel, or at the very least cause considerable angst at the process. I think a change would certainly be welcome. It seems like much of the process is liability-driven, so I don't know how we deal with that, but I'd certainly welcome the conversation.

JM and KM: did not respond.

APPENDIX 2: Helpful information (or lack of) on USI webpages

Can a Pott College student find on usi.edu and the college webpage what to do in order to travel for a conference?

CD: I believe I searched everywhere a reasonable student would on the USI website, and could not find any information on what to do in order to travel for a conference. I did see "Endeavor Award" somewhere on a list of awards but there was no "keyword" on travel so no reasonable student would click there.

Can a CNHP College student find on usi.edu and the college webpage what to do in order to travel for a conference?

KP: We refer our students to the university's webpage for travel. I was told it's because policies change so frequently that the college would have to be updating the webpage all the time and it's easier just to refer students to the university page.

Can a RCOB College student find on usi.edu and the college webpage what to do in order to travel for a conference?

JF: Students tend to ask professors or staff for travel advice. Our web resources are more "about" vs "how to."

Can a LA College student find on usi.edu and the college webpage what to do in order to travel for a conference?

JR: No webpage/resources.

Can a student organization find on usi.edu and the college webpage what to do in order to travel?

JM and KM: did not respond.

APPENDIX 3: Travel funding sources

USI-wide: Endeavor Presentation Award, Provost Travel Grant, Graduate studies

CNHP undergraduate and graduate student travel funding sources: None

Pott undergraduate and graduate student travel funding sources: None

RCOB undergraduate and graduate student travel funding sources: The department/college has funds and "USI-wide" makes up the difference.

LA undergraduate and graduate student travel funding sources: None

Student organization travel funding sources: KM and JM did not respond

APPENDIX 4: College-wide travel policies

Pott: Students cannot travel by themselves to a conference, college-specific forms that need to be fill out by students.

CNHP: Additional forms that have to be filled out by students and faculty about emergency contact information, signed off on by faculty, etc. Those are available from the college's travel representative, which is one of our administrative assistants who is assigned that responsibility.

LA: None.

RCOB: JF did not respond.

APPENDIX 5: annotated student domestic travel policy, university travel policy, Pott College travel forms and policies.

APPENDIX 6: Procedures on travel at PU

APPENDIX 7: Experiences of a faculty members attending a conference with a student

APPENDIX 8: Processes for athletic programs

University of Southern Indiana
Student Domestic Travel Policy

This document covers the policies and procedures related to student domestic travel. Domestic travel includes travel within any of the 50 states of the United States, the District of Columbia, U.S. Territories and possessions and Puerto Rico.

For information regarding international travel please see the International Travel Policy governing faculty-led international programs, or Study Abroad to search all approved study/internship programs.

1. **Definitions of Sponsored and Unsponsored Travel**

    1.1 Sponsored Travel: Must meet one or more of the criteria below. Basic concepts of sponsored travel include:

    - The university provides the students some or all of the funding to go on the trip; funding may be direct to the individual or to the group that is participating in the travel **(Student Government Travel Grants and Provost Travel Grants are university funds. Funds in student organization agency accounts are not university funds.)**
    - The travel is part of the educational program and/or the institution has an interest due to the educational or mission relevant nature of the travel, e.g., mandatory or voluntary field trip; student is receiving some form of academic credit for the trip
    - The university made any travel arrangements for the trip even though it is not paying for the trip (i.e. booking hotels and flights) and meets other sponsored travel criteria
    - Other resources (like vehicles for travel, staff supervision) are provided for the trip AND it meets another sponsored travel criteria from the bullets above

    1.2 Unsponsored Travel: Basic concepts of unsponsored travel include:

    - University exercises no official role, control, or approval over travel
    - Travel is for the pleasure or convenience of the students
    - There is no university role in this student travel, including but not limited to facilitating arrangements for travel, providing any university financial support, staff or faculty attendance for trip, use of university rental vehicles
    - Travel is for internships, student teaching, clinicals, and/or practicums
    - The university provides the students no funds to go on the trip, whether direct to the individual or to the group that is participating in the travel
    - The travel is not part of the educational program, e.g., mandatory or voluntary field trip, and the student is not receiving any form of academic credit for the trip
    - The university made no travel arrangements for the trip (i.e. Booking hotels and flights)
    - No resources (such as vehicles for travel, staff supervision) are provided for the trip
    - International student organizational travel that is not a part of the Center for International Programs offerings

2. **Policies for Sponsored Travel**

Travel deemed as sponsored requires that students follow the policies.

    2.1 All sponsored travel must be approved in advance of the trip and before making any financial commitments.
    2.2 Each trip must have a Designated Trip Leader. The designated trip leader may be a University representative/advisor or a student. Student Designated Trip Leaders should be in good academic and conduct standing. This person must be one of the travelers on the trip. The Designated Trip Leader should be the name listed on the Travel Authorization as the main traveler. All overnight trips must have at least two Designated Trip Leaders. (When there are two trip leaders, one should be listed as the main traveler and the other would be listed as additional trip leader.) Designated Trip

Leader(s) must communicate with all participants before leaving for the trip to familiarize them with the itinerary, expectations, and specific risks associated with the trip.

2.3 An Emergency Contact list must be created for each trip. That list must include the names of all students, faculty, and staff on the trip and emergency contact information for each, including name, relationship, and phone number. It should also contain emergency phone numbers for the University of Southern Indiana. Copies of these documents should be with the Designated Trip Leader, one other individual on the trip, and with the responsible department in the event that the on-location documents are inaccessible.

2.4 Students are always expected and required to abide by all federal and state laws and the policies and procedures of the University of Southern Indiana, including the Student Rights and Responsibilities: A Code of Student Behavior. This includes sponsored travel.

2.5 Travelers must follow the hotel policies, including but not limited to the number of guests per room. Students in a relationship, regardless of biological sex and students of different biological sex or gender identity may not share a room on University sponsored trips. Students may not share a room with faculty, staff, or advisors.

2.6 Ground transportation should be in a University-owned or leased vehicle. Personal vehicles for sponsored travel may be used if traveling within 75 miles from the University. Use of personal vehicles outside of that range must be approved as an exception in advance by the Provost's Office. Consideration for exceptions or lack thereof are listed below.

    2.6.1 Intercollegiate sports is sponsored travel and is not eligible for exceptions.

    2.6.2 The 75-mile distance is as defined by MapQuest, with the starting point being the University of Southern Indiana (8600 University Boulevard) regardless of the actual starting point of the driver of the personal vehicle.

    2.6.3 Students approved to drive personal vehicles beyond that 75-mile distance may not have passengers, unless approved in advance as an exception by the Provost's Office.

    2.6.4 Requests for policy exceptions to use personal vehicles outside of the 75-mile distance must be made in writing, approved in advance, and for extraordinary circumstances.

    2.6.5 Exceptions may be made for travelers to drive personal vehicles when no one on the trip is eligible to drive a University owned or leased vehicle.

    2.6.6 When an exception is requested and a student wishes to drive their own personal vehicle a General Release and Waiver of Liability by Student Driving/Riding in Personal Vehicles for Sponsored Travel request form must be signed and attached to the Travel Authorization form.

    2.6.7 The use of 12 and 15 passenger vans is prohibited.

2.7 Credentialing of Drivers: Drivers of University owned and/or leased vehicles are required to read and acknowledge receipt of the University's Fleet Safety Policy and must meet the minimum qualifications for drivers, including:

    2.7.1 Valid and current drivers' license.

    2.7.2 Minimum of five (5) years licensed driving experience and at least 21 years of age (or the minimum age required by the car rental company).

    2.7.3 Successful completion of the University's online defensive driver training class. The link for the online defensive driver training is at Online Defensive Driver Training Class. For Login Access Code, contact 812 465-7003 or 812 461-5366.

2.8 Students and student organizations may be required to use other modes of transportation (airplane, bus, train, etc.) to be in line with safe travel practices.

2.9 When the University provides transportation, the trip should begin and end on campus, unless approved in advance as an exception by Provost's Office.

2.10 The [University Activity Waiver and Release of Liability](#) form should be used when hazards of the trip involve risks not encountered in normal classroom or student organization settings.

3. Approval Process for Sponsored Travel

3.1 All student organizations and students on sponsored travel must complete a travel authorization as a part of the approval process.

3.2 If the travel is part of a student organization, the student organization advisor, the director of student development programs or designee, and the Provost's Office or designee must approve with signature on the Travel Authorization Form. Student Organizations must complete the Student Organization Travel Request in EagleSync to initiate the approval process.

3.3 If student travel is related to a department, the sponsoring department designee, the Dean or Dean's designee, and the Provosts Office or designee must approve with signature on the Travel Authorization Form.

4. Safety Suggestions for Unsponsored Travel:

4.1. **Defensive Driving Techniques and Safety Tips**

Defensive Driving Techniques:
- Driver should require **ALL** occupants to wear seat belts as they were designed for use in your personal or leased vehicle.
- Check instruments and gauges of the vehicle before leaving.
- Scan parked cars carefully as you back up.
- Make a positive glance over your shoulder when changing lanes or backing up to avoid blind spots. Have a passenger get out and help.
- Look **"Left--Right--Left"** before proceeding through intersections.
- Do not go through intersections on a yellow light; pick a point of decision and don't get caught in the middle of the intersection.
- Check wheel-to-lane reference of vehicles next to you--anticipate their movement into your lane--next to or in front of you.
- Following time should be 3 seconds from the vehicle in front of you, depending upon the speed and whether in city or highway driving.
- Stop far enough behind the vehicle in front of you at intersections to see the tires of that vehicle touching the pavement.
- Count a 2 second delay at intersections to allow appropriate following time from the car in front of you.
- Know the stopping distance requirements for the vehicle you're driving, including effects of inclement weather conditions. As a guide, it normally takes one car length for every 10 M.P.H. of speed to stop.
- Check the road 12 - 15 seconds ahead on the highway; 4 - 6 seconds in city driving (about two blocks).
- Check mirrors every 3 - 5 seconds in the city, 5 - 8 on the highway.
- Tune out passengers, concentrate on your driving and focus on the driving of those around you.
- Avoid eating while driving; both hands should be on the wheel.
- Avoid using cell phones while driving.
- Be prepared for construction hazards, including narrow roads.
- **AVOID ROAD RAGE -- BE PATIENT, ALLOWING A CAR IN FRONT OF YOU TAKES LESS TIME THAN AN ACCIDENT.**

4.2 **Safety Tips:**
What do you do in case of an accident?

- **Call local police** immediately.
- **Obtain other driver's and/or witness** information, including name, address, phone (work and home), date of birth, insurance carrier and policy number, license number and state of issuance, make, model, color, and tag of vehicle.
- **Notify your auto insurance agent or your rental car company** as soon as practical with the make, model, and tag number of the vehicle, along with your driver's license number.

What qualifies as a reportable accident?
- **Any collision involving your personal owned or leased vehicle needs to be reported to your insurance agent or to the rental car company, whether vehicle damage occurs or not.**
- Injuries from accidents sometimes occur leading to further investigation of the accident.
- Thus, the more timely the information, the better the investigation.
- If a parked car is involved, it is best to leave a note on the vehicle windshield with a contact phone number.

Other safety considerations:
- **Accident**: In case of accident, follow the response procedures above.
- **Fire**: Evacuate Vehicle.
- **Flat Tire**: Try to pull vehicle to the side of the road away from traffic with the damaged tire away from traffic. Have occupants vacate the vehicle and stand away from the road. Utilize the tire changing equipment provided. If you are unable to change the tire, or would be in harm's way (i.e. bad weather conditions, heavy traffic, no shoulder) then pull your vehicle off the roadway as soon as possible and call your AAA, family member or rental car company.
- **Life Safety**: In case of serious accident with resulting injuries, notify police/emergency response.
- **Maintenance**: If the driver notices any maintenance concerns, e.g. lights, brakes, tires or horn, he/she should fix them immediately or report them immediately to their rental car company.

Appendices

Appendix One: Making Travel Arrangements and Payments

After the student (or faculty/staff) has received his/her confirmation email from Travel Services office, he/she may contact Travel Services office about travel purchases. Please note the following regarding travel purchases:

One Month Prior
1. If air travel is required and sufficient funding is approved, the student should forward to Travel Services office (travelsrv@usi.edu) at least one month prior to departure a copy of his/her preferred flight itinerary along with the required passenger information:
   a. Name as it appears on the student's government-issued, photo I.D. to be used at airport check-in (driver's license or passport). The name must match EXACTLY.
   b. Date of birth (MM/DD/YYYY)
   c. Gender (M/F)
   d. Redress number. If unknown, then the student doesn't have one.
   e. Contact number for possible flight changes. Preferably cell number.

Three Weeks Prior
2. If a hotel stay is needed and sufficient funding is approved, the student should make his/her own hotel reservation and request a travel advance for the cost of the room. The travel advance request should be submitted to Travel Services at least three weeks in advance of the trip departure date.

If there are multiple students traveling and three (3) or more rooms are reserved, then the Travel Services' office will facilitate payment directly with the hotel after the student forwards the reservation confirmation(s) to the Travel Services' office. The reservation confirmation(s) needs to be forwarded to Travel Services at least three weeks in advance of the stay. Some hotel rooms reserved online may not be eligible for payment by the Travel Services' office in which case a travel advance can be issued.

If a registration fee needs to be paid, the student may complete a direct pay form found on Accounts Payable website at [Direct Pay Form](a video tutorial of the form is also available on the website under "Direct Pay Form Instructions"). Complete the form and obtain the signature approval of the financial manager. Submit the signed direct pay form to the Travel Services' office at least three weeks prior to the registration deadline.

If registration is to be paid online, then call Travel Services at 812/464-1957 to coordinate registration online. Travel Services will provide payment information at the registration website when prompted. A signed direct pay form is still required even though a check will not be mailed. The form will be used to support the charge to Travel Services' credit card.

3. If registration is to be paid by check, then attach a completed conference or event registration form to the direct pay form. If a registration form is not applicable, then provide a memo stating the facts of the payment and the memo will be mailed with the check. Any mailed registrations that require a check must be submitted to the Travel Services' office at least three weeks prior to the deadline.

4. If there are additional travel expenses to be paid, then a travel advance may be issued to cover these expenses if there is sufficient funding. To request a travel advance, contact Travel Services at least three weeks prior to the trip departure date.

5. If a USI vehicle rental is needed for pick-up at USI, then go to [Vehicle Rental](and complete a Vehicle) Reservation Form. When using a USI vehicle rental, the driver will be asked to sign a Vehicle Registration Form. This form has a signature space that confirms the driver has a valid license, is at least 21 years of age, and understands that only authorized drivers may operate the vehicle. If a rental vehicle is needed for pick up at a destination, such as an arrival airport, please contact the Travel Services Office at 812/464-1957. The reservation will be made using a guest account of USI's online booking tool. 12 and 15-passenger vans are not available for rental or use for University travel.

Appendix Two: Reimbursement Process- Requesting Reimbursement of Travel Expenses and Reconciling a Travel Advance

To request reimbursement of travel expenses for an approved trip, complete a Direct Pay Form and sign the student reimbursement worksheet that was sent to you by email from Travel Services. (It was attached to the trip confirmation email sent to you.) The student reimbursement worksheet provides basic information about travel policy as well as areas to enter dollar amounts spent, but it is not an official university payment voucher. Therefore, in order to process a reimbursement the worksheet must be attached to a signed and completed direct pay form.

Complete the direct pay form and attach the completed student reimbursement worksheet, original itemized receipts, conference agenda, if applicable, and other travel documents to it. Submit the signed direct pay form and attached paperwork to Accounts Payable for review and processing.

If you were issued a travel advance, you still need to complete the student reimbursement worksheet and attach it to a direct pay form along with the original receipts and other travel documents. Accounts Payable will review the receipts and apply the travel advance to the trip expenses which will result in one of the following:

- The approved trip expenses exceed the amount of the travel advance and therefore the student is due a reimbursement for travel expenses not covered by the travel advance if there is sufficient funding.
- The approved trip expenses were less than the amount of the travel advance and therefore the student needs to return the unused cash. The amount to be returned and the fund account number to use for the deposit and other details will be provided by Accounts Payable. Should payment not be remitted by the due date of the advance, the advance will be considered a loan, which is taxable to the individual.
- The approved trip expenses equal the amount of the travel advance and therefore no reimbursement is due the student and no money is due to be repaid to the university.

Some Tips for Travel Reimbursements:

- The name on the receipt, for example guest name on hotel receipt, must match the name of the person requesting the reimbursement. If not, additional information is needed.
- If you paid, a hotel receipt must show payment was made or have a zero balance. If not, proof of payment will be required. You should check out at the desk to ensure this requirement is met. If Travel Services arranged payment of the hotel, include room receipts.
- A conference agenda must be included with the travel reimbursement. A summary of the agenda or the at-a-glance agenda is sufficient. If the trip was associated with research for which there is no official agent then a log briefly outlining the daily business activities is sufficient.
- Meals included in a paid registration fee or hotel stay must be deducted from the per diem allowance. This should be detailed in a conference agenda, but if not please provide this information.
- Include airline boarding passes, if applicable
- All receipts must be itemized. A credit card charge slip with a total is not an itemized receipt although it does provide proof of payment.
- An email from the conference organizers confirming your registration is not a receipt unless it includes payment information such as the amount(s) paid, what was paid (registration, conference dinner, etc.) and indicates you made payment.
- Should Accounts Payable require additional information, you will receive an email at your USI email address. Delay in responding or providing additional information will delay your reimbursement.

Appendix Three: Definitions

Accounts Payable – Office responsible for reviewing and processing post-trip travel forms and documents. Any questions after a trip has occurred should be directed to this office.

Agency Accounts – Student organizations on campus account. Students may use this account for sponsored or unsponsored travel.

Designated Trip Leader – Can be a staff member, students, or approved volunteer. When student or volunteer, the trip does not qualify for field trip insurance.

Field Trip – (academic and non-academic) is an activity and travel sponsored, organized, scheduled and supervised by

the University of Southern Indiana personnel during which students of the University are taken off campus on behalf of and in connection with the University, excluding all sports (varsity and club). Field trips include same day and overnight supervised and sponsored activities. Field Trips must be supervised in order to be covered by the University's Field Trip insurance.

Financial Manager – University representative authorized to approve expenditures and sign off on a travel authorization. This is not your student organization treasurer or off campus advisor. For student organizations, this is typically your faculty or staff advisor.

Travel Advance: Travel Advance is a loan provided by the university to cover travel expenses paid by the traveler. Traveler is responsible for reconciling the loan (by the due date) by submitting travel forms and receipts to Accounts Payable. If advance amounts are due from traveler after review, email notification will be sent to the traveler's USI email address with instructions and due date for returning the balance owed.

Travel Authorization Form – The university form that all travelers must complete for sponsored travel and submit for approvals prior to traveling.

Travel Services Office - Office responsible for reviewing and processing 'pre-trip' travel forms and documents, facilitating payment to travel vendors and assisting with finalizing travel arrangements. Not responsible for developing travel itineraries, negotiating hotel rooms or airline contracts for groups.

Revised: August 22, 2017

UNIVERSITY OF SOUTHERN INDIANA

TRAVEL POLICIES AND PROCEDURES

DRAFT 03-16-2019

Table of Contents

TRAVEL POLICIES AND PROCEDURES

This version of the Travel Policies and Procedures is effective March 18, 2019. It replaces all previous policies.

This document is distributed solely through the University of Southern Indiana online network and, as such, can be updated more easily and frequently than a printed policy document. While it is incumbent upon the traveler to keep abreast of policy changes, policy changes are broadly communicated.

Purpose

These policies are intended as a guide for individuals with University-related travel and travel related hospitality. The responsibility to comply with the guidelines rests with the traveler, the supervisor and the financial manager who certify conformance to these guidelines by approving the business purpose for the trip/activity. The same judgment and consideration apply to travel and travel related hospitality (referred to as "hospitality" throughout this document) as to any University transaction. Purchases and reimbursements should be authorized only for expenses that conform to University policy, are ordinary, necessary, and reasonable both in amount and relative to its purpose.

Responsibilities

Traveler/Employee – Pre-Trip Travel Request
The individual submitting a Pre-Approval Report bears the responsibility to:

- Obtain approval and a trip number by completing the Pre-Approval Report prior to the trip departure.
- Provide description and business purpose of travel. Include supporting details such as a conference website address, meeting invitation, etc.
- Estimate the travel expenses for the trip for which funding is requested.
- Identify FOAP(s) for the trip for approval of funding support and routing purposes.
- List personal day(s) and/or outside funding for the trip.
- Provide documentation of the business travel period when personal travel is included.
- Submit the Pre-Approval Report via Travel USI prior to the trip departure date, preferably 30 days prior.

Traveler/Employee – Travel Expenses
The individual submitting an Expense Report bears the responsibility to:

- Verify all expenses being paid or reimbursed by the University are valid and conform to this policy document and understand that requests lacking required documentation and/or explicit business purpose will be questioned and perhaps not be reimbursed through these policies.
- Attest that expenses submitted for reconciliation/reimbursement have not been previously paid through a prior submitted expense report, cash advance, or by an outside agency or other third-party.
- Comply with set funding limits.

- Submit Expense Report including all documentation related to his/her travel to the University via [Travel USI](#) within 60 days of completion of travel or latter of incurrence/payment of the business expense.
- Retain accountability for ensuring all expenses are in accordance with this policy document and sponsoring agency, if applicable, even though the employee may delegate responsibility for Expense Report preparation to a delegate.
- Understand that while Accounts Payable may review expenses and documentation uploaded, the primary responsibility for validity, appropriateness and accuracy of the information provided rests with the traveler/employee.

Authorizer/Approver – Pre-Trip Travel Request
Individuals authorized to approve business travel of others and who may also provide funding support will administer these policies and are responsible to:

- Attest that the purpose of the requested trip is valid and directly related to University business.
- Request documentation for any additional department level requirements.
- Send completed Pre-Approval Report to Travel Office on a timely basis (via [Travel USI](#)).
- Understand that while the Travel Office may review the Pre-Approval Report, the primary responsibility for the appropriateness of the business travel rests with the traveler/employee and the individual(s) responsible for approval.

Travel Office – Pre-Trip Travel Request and Travel Purchase Methods
The Travel Office is responsible for reviewing Pre-Approval Reports for the following reasons:

- Information on the Pre-Approval Report is supported by business purpose and description provided.
- Pre-Approval Report is reviewed for compliance with University Policies.
- Pre-Approval Report has been reviewed/approved by appropriate approver(s).
- Determine method for travel purchases.
- Enroll traveler, delegates and departments in the PNC Visa Travel Card Program (Tcard) to those who qualify. Determine if cardholder settings need modification in order to meet travel needs.
- Enroll traveler, delegates and departments in the University's online travel booking tool, Egencia, for air travel purchases.

Accounts Payable – Travel Expense Reconciliation/Reimbursement
Accounts Payable is responsible for reviewing Expense Reports prior to processing the reconciliation/reimbursement to verify that expenses are reasonable and meet the following criteria:

- Information on the Expense Report is supported by accompanying support documentation, which is both complete and in accordance with this policy document.
- Expenses conform to requirements imposed by the Internal Revenue Service (IRS) and Indiana Department of Revenue (IDOR).
- Request further documentation or explanation for expenses that appear to be excessive or unusual in relation to the nature of the business travel. Explanation of such expenditures must be included on the Expense Report.
- Expenses have been reviewed/approved by the appropriate approver, when applicable.
- Review expenses for compliance with University policies.

The traveler and authorizer should note that internal and external auditors routinely examine Expense Reports for compliance with University policies.

Business Purpose/Justification

In accordance with IRS rules on Accountable Plans, expenses incurred by University employees must serve a business purpose in order to not be taxable. This means the expenses provide a business benefit to the institution, not a personal benefit to the employee. However, the University also has stewardship obligations, so personal expenses may be reimbursed and taxed to the traveler. When you create an expense report, you must give a detailed business purpose to justify the expense. The business purpose should answer these questions:

- What? – i.e. describe expense in context
- Why? – Explain how the travel benefits USI
- Who?
- When?   These questions will be answered in the required fields on the Pre-Approval Report form
- Where?

A detailed, relevant business purpose will allow for a faster reimbursement, with less chance of a rejection of your expense report. Here are some examples of unacceptable business purposes, and how to make them more detailed, by including information on what the expense was, and why it was made. The detailed versions can also include who was involved, where it happened, or when it happened.

NOTE: The University is engaged in the business of education, research, and public service so describing the expense in that context is appropriate.

Unacceptable Version of Business Purpose	Detailed Version of Business Purpose	Questions Answered in Detailed Version
Presented at conference	Presented a paper at the Exotic Animal Symposium to share research with colleagues	What? Why? Where?
Meal with colleagues while in travel status	Business purpose must be specific. "Dinner with J. Doe, Prof of Education to discuss new program:" is an appropriately documented business purpose. "Dinner with J. Doe:" is not. The business purpose of an expense may be obvious to the employee, but not to a third-party reviewer.	What? Why? Who?
External hard drive	Portable USB Flash Drive needed for field research purchased while in travel status	What? Why? When?

General Information

These policies apply to any employee or non-employee who incur expenses on behalf of the University of Southern Indiana while in travel status and seeks reconciliation/reimbursement for those expenses from the University, regardless of the source of funds. The University will pay for reasonable travel, meals/Per Diem, lodging and other out-of-pocket expenses, as per University policies, incurred in the transaction of University business up to amounts approved by the employee's Financial Manager.

This document outlines policies and procedures in general terms to allow reasonable discretion for employees incurring expenses while conducting University business. Departments may implement more restrictive policies and procedures to which departmental personnel should adhere. Grant awards may contain additional requirements or restrictions.

These policies are not expected to cover every possible situation. Items of an unusual nature should be discussed with the Travel Office if the traveler is aware of the situation before the trip occurs. The traveler should contact Accounts Payable and/or Grant Accounting before the submission of expenses. Supervisors and financial managers can request exceptions to this policy document in the event of extenuating circumstances; however, even if approved, these exceptions may result in a taxable liability to the traveler. Written explanation and approval, as needed, must be included with the request for reconciliation/reimbursement in exception situations.

All employee or non-employee travel related reimbursements must be submitted via Travel USI. Original documents are not submitted to Accounts Payable as backup documents are uploaded in Travel USI and attached to the expense report electronically. It is required that the submitter retain original receipts for two fiscal years.

Trip Pre-Approval Report

All travel and travel related hospitality purchases require a Pre-Approval Report. A Pre-Approval Report is created in Travel USI. Essential information for the University trip or activity is required, including traveler's name, description and business purpose of trip/event, dates, destination, etc. The funding amounts approved for university business travel will be encumbered until expenses have exhausted the encumbrance, the system automatically liquidates encumbrance after 90 days, or a request is made to release the encumbered funds.

Trip Pre-Approval Reports are submitted for various business traveler types including:

Individual Faculty/Staff Travelers
- An employee of the University traveling on University business
- Required to complete a Pre-Approval Report form for each trip

Athletic Teams
- Coach(es) and athletic teams of the University traveling for competition purposes
- Required to complete ONE Pre-Approval Report form for each team trip

Individual Student Travelers
- A student traveling on University business
- Read [Student Domestic Travel Policy](#)
- Required to complete a Pre-Approval Report form

    Note: Students traveling for their own benefit will not require a Pre-Approval Report form for payment. See section on [Student Travel Award](#) for details.

Group Travelers Including Student(s)
- Consists of a group leader with one or more students traveling on University business
- Typically has combined expenses
- Required to complete ONE Pre-Approval Report form for the group

    Note: Faculty/staff traveling with a group AND who are receiving funding from different departments are considered individual faculty/staff travelers, and therefore need to complete their own Pre-Approval Report form.

Candidate Traveler
- An individual brought to the University for employment interview process
- Department required to complete a Pre-Approval Report form
- Read Human Resources (HR) guidelines on hospitality in the [University Handbook](#)

Guest Traveler (non-candidate)
- An individual who has an approved agreement/contract with the University to provide services
- Department submits contract/agreement including the travel allowance through [BuyUSI](#)

Event Travel
- Meetings/events hosted by the University that are off-campus (i.e. Board of Trustees meetings, Admissions receptions, etc.)
- May include travel of both employees and non-employees
- Traveler/delegate required to complete a Pre-Approval Report form for the expenses of the event
- For individual faculty/staff/students, refer to appropriate traveler type listed above

Mileage Logs Only
- Mileage requests for University business travel, no other travel purchases/expenses involved
- Required to SEMI-ANNUALLY complete ONE Pre-Approval Report form for mileage only
- Submit Expense Report for mileage claims on a monthly basis

The [Travel Office](#) is responsible for the Pre-Approval Report. The [Accounts Payable Office](#) is responsible for the Expense Report. Both offices provide periodic training.

Travel Card Program

University of Southern Indiana offers the PNC Corporate Visa Travel Card (Tcard) to help facilitate the payment of travel expenses for University business. The Tcard, to be used for business purposes only, can be used by employees as a primary payment method for travel and travel related hospitality expenses for approved business trips.

The Travel Office administers the Tcard Program. Individual Tcards are issued are issued to faculty and staff for payment of travel costs, such hotel, baggage, and ground transportation as well as purchase/payment of registration fees, air travel and other travel agency purchases such as lodging through Egencia while on approved University business. To request a Tcard for faculty or staff, contact the Travel Office.

Individual cardholders are responsible for all charges made on the Tcard and for reconciling the expenses to satisfy those charges. All unreconciled charges will be considered personal expenses and reported to Human Resources as a taxable benefit. Failure to reconcile charges accumulated on the Tcard by completing a Travel and Expense Report could result in a loss of card privileges including the closure of the Tcard account.

Misuse of card or failure to comply with policies may result in forfeiture of Tcard.

Online Travel Booking Tool and Travel Agency (Egencia)

The Travel Office administers the University's travel booking tool (Egencia). The Travel Office is responsible for creating user accounts in Egencia and assigning them to the appropriate University department and Tcard account. To request an Egencia account for faculty and staff, contact the Travel Office.

Egencia accounts are also created for departments to facilitate travel arrangements and payments for students, candidates and guests. Contact the Travel Office for more information on uses of an Egencia account.

Travel arrangements made through Egencia include airline tickets, hotels, car rentals and domestic train bookings.

The Egencia website provides tutorials and other helpful resources for booking travel. The Travel Office also offers training to faculty and staff. In addition, a traveler/travel arranger may contact Egencia directly to speak with a travel agent about travel arrangements. Note: An additional fee will be charged for Egencia's agent assistance.

Travel purchases through Egencia are for University approved travelers only. Egencia is not to be used for non-business approved travelers.

Travel which has been charged directly to a University Tcard through Egencia or other travel vendor must be reported on a Travel and Expense Report in order to reconcile the expenses of those directly charged items. A traveler who chooses to book flights outside of Egencia will be able to request reimbursement by submitting an Expense Report <u>after</u> the business trip is completed.

While the Egencia booking tool is recommended for the traveler's use, the University will reimburse travelers for self-booked travel made through other means, though the documentation requirements are greater (see specific documentation requirements in Air, Lodging, and Vehicle Rental sections for details). The Expense Report will include travel costs incurred before the trip (airfare, registration, etc.) as well as during the trip (Per Diem, taxis, etc.). All receipts must be uploaded for audit purposes.

It is the responsibility of the traveler/delegate to verify expenses submitted for reconciliation/reimbursement have not been reimbursed or paid through a previously submitted expense report, travel advance, or an outside agency or other third party.

For guidance on booking travel, refer to Schedule A - Travel Buyer Guide.

Travel Advances

The University offers a Tcard program to faculty and staff for travel purchases. As a result, travel advances are not issued to faculty or staff who decline enrollment in or are ineligible for the University Tcard program.

Travel advances may be provided to travelers with special travel needs, such as in chaperoning a group of students with substantial cash needs or for international travel to locations where Visa is not widely accepted, or those for whom the Tcard is not a viable option.

Contact Accounts Payable to determine if a travel advance is available for a trip.

Travel advances will not be issued more than one week prior to the scheduled departure date and must be reconciled within one week of the completion of a trip. Request for any additional payment, advance or reimbursement may not be processed for any traveler with an outstanding advance.

Failure to account for a travel advance after repeated attempts to contact the traveler will result in reporting the advance to the HR to review for possible inclusion on the traveler's W-2 and withholding taxes on the advance amount from the traveler's paycheck. The traveler may also lose the privilege of obtaining future travel advances.

Per IRS regulation, once an unsettled cash advance has been added to a W-2 it cannot be reversed – even if settled.

AIR

Air Class of Service

Travelers must book the lowest price coach class airfare that reasonably meets the traveler's schedule.

Business class is permissible when all three of the following scenarios exist:
- The destination of University business is outside the continental United States and the scheduled flight time, including stopovers and change of planes, is in excess of 14 hours.
- The funding department has adequate budget resources

- It is clear that this form of travel is for a valid University purpose and would be the best use of the funds available.

First class fares are not permissible.

U.S. airlines must be used for all federally sponsored international air travel for grants. (Refer to the Fly America Act.)

Air Travel Receipts

It is preferred that faculty and staff traveling on business book business airline tickets through Egencia. Airline bookings through Egencia will have an emailed receipt and will not be required to show additional evidence of payment.

The closest airport to the University is Evansville Regional airport and is therefore considered the "home" airport. Employees are eligible for airfare costs up to the cost of airline tickets for departures and returns between the Evansville airport and business destination. For those employees whose work station is not the University campus, the best reasonable airfares should be based on the closest airport to their work station.

The University will not reimburse travelers for tickets or upgraded tickets purchased with frequent flyer miles. Frequent Flyer program benefits should not be the deciding factor when selecting flights.

Individual dues paid for membership in an airline club are not reimbursable.

On-line Receipts Documentation for Airline Electronic Tickets (E-tickets)

Receipts are required for all airfare and related expenses. In order to meet IRS requirements that a flight was taken and paid for by the traveler, documentation support with E-tickets requires an itinerary reflecting airline, flight numbers, departure/arrival dates and times, as well as receipt listing total flight cost, payment method (e.g., Visa ************1234), and evidence of full payment.[1] The Itinerary/Receipt requirements may be satisfied by the same summary document depending upon the method used by the airlines or travel company.

Tickets purchased via personal credit card and requested for reimbursement after the completed trip, need to include documentation of best reasonable cost of airfare. The documented fare quote must be captured and dated the same date as the purchased ticket. If no documentation of a fare comparison is submitted, then the maximum reimbursement will be $400 for business only trips, i.e. no personal travel included. (See "Personal Travel" for documentation required.)

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[1] Absent the summary itinerary and receipt document(s) referred to above, or if questions remain due to the nature of or lack of submitted documents, additional information may be requested, including electronic receipt print out from kiosk or 24-hour check in process, boarding pass, and/or copy of traveler's credit card statement reflecting the charge.

Personal Travel

Occasionally an employee may take a trip that includes both personal and business travel.

Any difference between the cost of airfare to the business destination for the business dates and the cost of the purchased flight itinerary is the traveler's responsibility.

The traveler must provide a fare quote for the business destination and dates to compare with the cost of the flight itinerary purchased. The fare quote needs to be captured on the same date the actual flight itinerary was purchased.

Unused Airline Tickets

Unused airline tickets purchased by the University through Egencia are tracked for use as a credit against future travel or refund. The refund receipt/cancellation confirmation should be attached to the Expense Report.

Note: Any unused airline tickets initially charged to a grant/sponsoring agency must be reversed and more appropriately charged to departmental accounts for future departmental benefit.

LODGING

Lodging

The University offers a single occupancy room upon request for an approved business trip. If a request for a single occupancy room is made, then it must be granted regardless of budgetary or other considerations, and without reprisals or retaliation for making such a request. However, if faculty and/or staff traveling on University business choose to share lodging accommodations, then they will be allowed to do so except in the following two situations:

1. Faculty and/or staff are prohibited from sharing a room with a student.
2. Managers are prohibited from sharing a room with their subordinates.

Faculty/staff traveling on business should book and pay for business lodging using their individual Tcard or personal payment method. If the lodging cost is shared with another University colleague, then the travelers should notify the hotel at check-in that there will be more than one method of payment.

The University will pay lodging expenses not to exceed the single room occupancy charge including taxes and actual room costs, as substantiated by the detailed hotel bill, for each day that lodging away from home is required for business reasons. Additional lodging costs, such as internet, parking, etc. charged to the hotel room will be itemized on the Expense Report under lodging.

Travelers will not be reimbursed for "no show" charges unless extenuating circumstances occur and are adequately explained.

Travelers should choose convenient, safe, and reasonably-priced accommodations whenever practical. However, when attending a conference, travelers may stay at the conference hotel even if it is not the most economical option available.

State government rates will apply, as available, for lodging within Indiana.

Many hotels have frequent guest programs that reward travelers with free accommodations in exchange for a specified number of paid room nights at the hotel. The University will not reimburse travelers for the value of free accommodations used for business travel.

On-line Receipts Documentation for Lodging:

Receipts are required for all lodging expenses.

Hotel reservations through Egencia and paid with a Tcard will need to provide an itemized hotel bill reflecting amount paid and payment method. Traveler will not be required to show additional evidence of payment.

For payment methods other than the Tcard, documenting lodging with only an on-line receipt, as opposed to a receipt directly from the hotel, requires a receipt/itinerary from the on-line travel service (Hotwire, Priceline, Hotels.com, etc.) reflecting cost, payment method (e.g., Visa ************1234), and evidence of full payment.[2] This is typically an issue when the lodging is booked via an on-line travel website rather than directly with the hotel.

Note: A confirmation for an online purchase indicates the reservation has been made, while the hotel receipt shows the traveler actually stayed at the hotel as intended. Documentation of both are required as backup of the expense.

Local Lodging for Candidates

The Travel Office will work with the department submitting the Pre-Approval Report to obtain lodging for approved candidate interview visits to ensure negotiated rates are secured.

VEHICLE RENTAL

Vehicle Rentals

The use of a rental car should be justified as a business necessity. When traveling in groups, sharing of vehicles is encouraged to reduce costs. When renting a vehicle, fuel costs will be reimbursed based upon actual fuel purchased, not mileage.

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[2] Refer to Schedule C – Travel and Expense Report Supporting Documentation for required documents based on purchase method. The traveler should note that "smart expenses" (includes: itinerary data captured via booking through the Travel USI online booking tool, paid via the University's Tcard program and e-receipts captured directly from the hotel) will typically be subject to a lesser documentation requirement.

It is preferred that faculty and staff traveling on business book local vehicle rentals through the Enterprise or Budget programs. The University has a discount program in place with Enterprise Holdings, Inc., offering both the National Car Rental and Enterprise Rent-A-Car brands, enabling the traveler to benefit from significant savings and enhanced service benefits. The discounted rates are available through the Enterprise booking tool.

The University also has a discount program in place with the local Budget Car Rental. Reservations and discounted rates are requested through email communication.

For vehicle rentals with air travel, use Egencia to book the reservation that works best.

On-line Receipts Documentation for Rental Vehicles

Receipts are required for all car rental expenses.

Rental vehicle reservations made through Egencia and paid with a Tcard can use reservation information received from rental location. Traveler will not be required to show additional evidence of payment.

For payment methods other than the Tcard, documenting rental cars with only on-line receipts requires a receipt/itinerary from the on-line travel service (Hotwire, Priceline, Hotels.com, etc.) reflecting cost, payment method (e.g., Visa ************1234), and evidence of full payment.[3] This is typically an issue when the car is rented using an on-line travel website rather than directly with the rental agency.

Vehicle Rental Insurance

Collision damage insurance (sometimes referred to as CDW or LDW), personal accident insurance (PAI), and liability insurance supplement (LIS) should be declined when traveling within the United States; if elected, such insurance is not reimbursable. However, when traveling outside the United States, this coverage should be selected and is reimbursable.

Some states and/or vehicle rental agencies require travelers less than 25 years of age to obtain insurance. If the insurance is required, then the cost is eligible for reimbursement. Questions regarding vehicle rental insurance should be directed to Risk Management.

PER DIEM AND HOSPITALITY

Per Diem and Hospitality Expenses

Per Diem is available for business trips to help supplement the cost of food purchases while away from home. Meal receipts for hospitality while in travel status are allowed in certain situations. The traveler will be notified by the Travel Office if receipts are to be used instead of requesting Per Diem.

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[3] Refer to Schedule C – Travel and Expense Report Supporting Documentation for required documents based on purchase method. The traveler should note that "smart expenses" (includes: itinerary data captured via booking through the Travel USI online booking tool, paid via the University's Tcard program and e-receipts captured directly from the car rental agency) will typically be subject to a lesser documentation requirement.

Those pre-approved for hospitality purchases will reconcile reasonable, non-excessive meal expenses (breakfast, lunch, dinner) incurred while traveling away from home or entertaining on University business using the Travel and Expense Report.

Refer to the University Handbook for guidelines pertaining to Candidate hospitality.

Per Diem Method

Meal receipts are not needed.

Reconciliation/reimbursement on a Per Diem basis is the payment of a flat sum to supplement meal and incidental expenses each day instead of a statement of actual cost. Per Diems are not available for expenses other than meals. The rates are automatically applied in Travel USI.

Travelers who use a Per Diem allowance do not have to substantiate each meal expense, but they must demonstrate that the trip occurred with a receipt, such as a hotel itinerary, that indicates the dates and times of travel.

Please note the following regarding the use of Per Diems:

- See Per Diem chart (Schedule B) for rates and travel periods.
- Per Diem method is available for conference travel; traveler should exclude any provided meals from the reconciliation/reimbursement request (25% breakfast /25% lunch /50% dinner).
- The Per Diem amount is based on location of travel and where lodging is obtained for the evening. When a trip includes more than one University business stop and the cities involved have different Per Diem rates, the Per Diem rate for each calendar day (beginning at 12:01 a.m.) is determined by the location of the lodging for that night.
- Per Diem allowance amount is based on time of departure and time of return.

Receipt Requirements for Approved Hospitality

Itemized receipts must be submitted[4].

For receipts to qualify under the accountable plan as a tax-free reimbursement, the traveler must provide a business purpose as well as the names, positions/titles, and the organizational affiliation of those attending the meal. This information is required as an entry on the Expense Report.

NOTE: Documents required in Travel USI are scanned images that are uploaded or emailed to a traveler's Travel USI account for attachment to the expense report electronically. It is required that the submitter retain original receipts for two fiscal years.

> **IMPORTANT: Alcohol charges are not allowed on the University Tcard.** Travelers should obtain separate billings for alcoholic beverages and other food/drink from the food provider.

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[4] Refer to Schedule C – Travel and Expense Report Supporting Documentation for required documents based on purchase method.

Tips

Tips are reimbursable for normal services associated with business travel such hospitality meals, taxis, etc. Tips should be reasonable (typically 15-20%) and any unusual amounts should be explained. Tips should be included on the traveler's receipt and should be documented on an Expense Report.

Conferences and Professional Meetings

The conference agenda or a meeting schedule is to be submitted with the Expense Report to support the business purpose of the trip. The entire conference agenda need not be attached; the most important pages are those containing the location of the conference, the schedule and the meals provided. It is helpful to also include pages pertaining to the traveler's involvement at the conference (e.g., as a speaker or panel member).

> **HELPFUL TIP: Be sure to attach the conference agenda. The failure to attach a conference agenda is the most common cause for delay in processing an Expense Report.**

See section on Lodging for hotel information.

If meals are included in the conference fee but the traveler chooses to eat elsewhere, such expenses are not reimbursable. Any exception request to this policy must include a full explanation as to the business reason the traveler did not attend the provided meal. Per Diem reimbursement is reduced by meals included in the registration cost.

Many conferences offer optional recreational events for attendees for an additional cost/fee. Decisions regarding the reconciliation/reimbursement for such events should be made by the traveler's supervisor. It is best such decisions be made prior to the travel. Unless appropriate business purpose is documented, reconciliation/reimbursement of such events may be treated as compensation, subject to required payroll tax withholding, and reported to HR to review for possible inclusion on the employee's Form W-2.

ADDITIONAL TRAVEL INFORMATION

Registration and Memberships

Registration is to be purchased using the individual traveler's Tcard when vendors accept credit card payments. If a vendor requires payment by check/ACH, the traveler/delegate will need to complete an Expense Report in Travel USI for the payment request AFTER completing a trip Pre-Approval Report.

> **HELPFUL TIP: Make sure to allow for approval and processing time for BOTH the Pre-Approval and Expense Reports to meet any early-bird discount deadlines.**

Memberships in professional societies, organizations, or institutions that are a requirement of the employee's job and approved by their Financial Manager are reimbursable and not taxable.

Individual dues paid for membership in any club organized for business, pleasure, recreation, or any other purpose are generally not reimbursable.

Travel Insurance

Faculty and staff traveling on business, either domestically or abroad, are automatically covered by the University of Southern Indiana Travel Accident Insurance Policy at no cost to the traveler. This coverage applies only to trips on University business, not for a traveler's personal business.

The cost of any additional travel insurance is not reimbursable in most cases (see Car Rental section for exceptions).

Injuries

Employees who suffer injury, illness or death by an accident arising out of and in the course of their employment, whether on or off campus, are provided medical care and other benefits under Worker's Compensation. If injured while on University business, travelers should contact Risk Management for guidance.

Taxi and Other Ground Transportation

The cost of taxis or other ground transportation to and from hotels, airports or railroad stations in connection with business activities is reimbursable.

The cost of taxis or other ground transportation to meals are not reimbursable, unless that specific meal is documented with a business purpose. "Meal while on business trip" is not a business purpose for the meal itself.

Personal Automobile

Use of the traveler's personal automobile will be reimbursed at the effective University mileage rate (designed to cover gas, oil, and fixed costs such as insurance and depreciation). Actual mileage traveled will be recorded on the Expense Report for reconciliation/reimbursement and limited to the distance from the traveler's primary place of employment or the traveler's home, whichever is less.

Tolls and parking fees are reimbursable. Car wash expenses are generally not reimbursable.

Reconciliation/reimbursement for meals, lodging, and expenses other than for transportation is generally limited to those normally incurred during the time applicable to commercial air transportation. A financial manager can approve reconciliation/reimbursement of expenses incurred outside this time period if the University requires automobile travel (e.g., for the transportation of equipment or lab samples) or if the overall cost of the trip to the University is less than commercial air costs.

Electronic Toll Passes (i-Zoom, I-Pass, etc.)

The University will reimburse for actual tolls incurred for business purposes, whether paid via cash or electronically. Electronic toll expenses can be supported by reduction in prepaid balance amounts documented by statements available online from vendors such as i-Zoom, I-Pass, etc. The University will not reimburse individuals for the cost or deposits required on these various vendor's (i-Zoom, I-Pass,

etc.) transponders or for the funding of an individual's account in anticipation of incurring future tolls for business.

University-Owned Vehicles

When using a University vehicle for business travel, fuel, oil, and repair expenses will be reimbursed at the actual costs paid by the traveler, not the mileage rate. The use of a University vehicle should be noted on the Expense Report. Tolls and parking fees are also reimbursable.

Telephone and Other Communication Charges

Phone - The University will pay charges for calls made outside a University office provided the calls are substantiated by a telephone bill (or hotel invoice). The Internal Revenue Service requires the business purpose for all reimbursed phone calls.

Cell phones - Phone and/or data charges while in travel status in excess of normal monthly plan expenses incurred for business purposes on personal cell phones can be itemized and submitted with a full explanation for reimbursement review. Monthly cell phone charges for an employee's personal cell phone service are not reimbursable as travel expenses.

Internet - It is anticipated that the University's connection to the Internet will be used by all employees when needed. Internet charges while in travel status will be reimbursed if appropriate business purpose is documented. Monthly Internet line charges for a personal residence are not reimbursable.

Miscellaneous Travel Expenses

Miscellaneous expenses incurred while in business travel status are reimbursable only when the expenditures are reasonable in nature. Examples of such expenses include:

- Additional checked bag(s)
- Bell hop/hotel porter
- Laundry/dry cleaning/pressing services

Events – Off Campus with Employees at Event

The cost of a University event held off campus and which includes employees may be charged to a Tcard pending approval of a Pre-Approval Report and payment guidance provided by the Travel Office. Typically a contract is required in order to secure event space, food, refreshments, etc. Contracts are to be reviewed by the Director of Procurement before any deposits are paid.

Expenses such as food or refreshments (breakfast, luncheon, dinner or reception) which have been paid and charged directly to a Tcard must be reported on an Expense Report in order to document the business purpose of those directly charged items. The receipts from the prepaid item(s) must be attached for audit purposes.

TRAVEL TAXABILITY

Employee Travel Taxability

In order to reimburse employee business expenses on a tax-free basis, federal tax rules and Internal Revenue Service audit requirements must be followed. These rules govern the University's requirements regarding employee business expense reimbursements. On occasion, the policy may indicate that certain items must be treated as taxable income, meaning that the University must include certain reimbursements in the employee's compensation, subject to required payroll tax withholdings, and reported on the employee's Form W-2.

University of Southern Indiana's (USI) Travel Policies and Procedures guide satisfies the IRS definition of an accountable plan. Expense reimbursements that meet the accountable plan rules are not reported as income to the traveler. Under USI's accountable plan rules in accordance to IRS requirements, travel advances and reconciliation/reimbursement of expenses must meet three requirements:

- Expenses reimbursed must be business-related. Further, travel advances must be reasonably related to the cash business expenses expected to be incurred.
- Employees must submit an Expense Report via Travel USI to an approver substantiating amount, time, and business purpose within 60 days after the trip. Expense Reports submitted after this 60-day[5] time frame will not qualify for accountable plan treatment.
- In situations where a travel advance has been approved, employees must submit related Expense Report within seven (7) business days of trip completion. Accounts Payable will review the Expense Report. If any amount is owed, then Accounts Payable will communicate instructions for a timely repayment.

If an employee does not substantiate expenses and/or clear advances within 60 days, these amounts will be treated as compensation, subject to required payroll tax withholding, and reported to HR to review for possible inclusion on the employee's Form W-2.

Adhering to the following policies are necessary for authorized business expense reimbursements and those expenses eligible for tax-free reconciliation/reimbursement to remain tax-free to the employee.

Student Travel Awards and Taxability

University of Southern Indiana's mission includes advancing education and enhancing cultural awareness, so it is understood that providing money to students to allow them to travel benefits the University by fulfilling this mission. Scholarships or grants that provide student educational assistance are generally amounts paid to, or for the benefit of, students at an educational institution to aid in the pursuit of their studies or related research. These payments typically support educational needs, such as travel, primarily for the benefit of the student's academic development. Scholarship and fellowship awards paid to individuals for unqualified expenses, such as travel, are generally not reportable under IRS guidelines but are taxable income to the recipient. If the payee is a nonresident alien for tax purposes, the payment will be subject to withholding taxes and reported to the individual and the IRS on annual Form 1042-S.

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[5] The 60-day requirement is from the latter of the date paid or incurred. Prepaid business trip expenses will be considered incurred during the trip and thus the 60 days calculated from the last date of the trip.

Scholarship or grant award payment requests for student travel only may be submitted via a Direct Pay Form (DPF) with the student's name, address, Banner ID number and Financial Manager signature. The description and business purpose would be entered as "Student Travel Award." Backup documentation for the DPF is a copy of the award letter/email sent to the student by the department. This process would not require the submission of a Pre-Approval Report.

If a department chooses to pay for expenses on behalf of a student using a Tcard, then a Pre-Approval Report must be submitted in Travel USI using the profile of the cardholder making the purchase. An Expense Report would need to be completed to post the transactions for allocation. The recipients are not employees performing services and therefore cannot satisfy the business purpose requirement under an accountable plan as defined by the IRS. It is the responsibility of the department/traveler who initiates the Pre-Approval Report to complete the Expense Report in Travel USI for all student payments and expense allocations entered in Travel USI.

If a student is a USI employee or is traveling on behalf of a department to present at a conference, not just to attend, or is representing the University in an official capacity, then the student's travel would fall under USI's accountable plan and would not be considered taxable income for the student. Students in this category would require a Pre-Approval Report and would follow instructions as an employee traveler.

Examples of students who would be covered under USI's accountable plan include but are not limited to:

- Student worker traveling on behalf of a department for a conference relevant to the student worker's position
- Student athletes traveling for competition
- SGA officer traveling on behalf of SGA
- The Shield staff traveling on behalf of The Shield
- The Spin (USI radio) staff traveling on behalf of The Spin
- IMA Team traveling as representatives of USI's Romain College of Business in the Student Case Competition

International Travel

International travel is defined as travel to, between, or within countries outside the United States and its territories and possessions, including Canada and Mexico. For travel outside the U.S. travelers should check the entry requirements for the specific country to which they are traveling. This information is available on the U.S. Department of State website. In addition, the Vice President of your area or Provost must review and approve faculty/staff travel to countries/areas for which the U.S. State Department has issued a Travel Advisory Level 4. Consult with Risk Management for a current report of risk on the selected country.

The University restricts student travel to countries with a Department of State Travel Advisory Level 4.

All program directors responsible for University of Southern Indiana student or faculty travel abroad must adhere to the USI policy regarding Study Abroad and Faculty-Led Travel programs. Read the policy in the program manual, Planning a Safe Trip Abroad.

Additionally, the STEP (Smart Traveler Enrollment Program) is a free service provided by the U.S. Department of State which allows the traveler to enroll their trip with the nearest U.S. Embassy or Consulate. Benefits of this enrollment include receiving important information from the Embassy about safety conditions in your destination country, help the U.S. Embassy contact you in an emergency and help family and friends get in touch with you in an emergency. University of Southern Indiana strongly encourages all travelers to enroll in this program before leaving for an international destination.

International Travel Expenses

Reconciliation/reimbursement requests for international travel follow the same guidelines as the general travel policy. In addition to airfare, and hospitality, car rentals, lodging, etc., the traveler may be reimbursed for applicable passport/visa fees, required immunizations, airport taxes, exchange rate fees, and other items necessary for conducting University business in connection with University travel.

Expense reports must be submitted in U.S. dollars with an explanation and translation of the foreign receipts and their conversions. Currency rates will be calculated on the Expense Report via Travel USI using the date of the receipt.

U.S. airlines must be used for all federally sponsored international air travel for grants. (Refer to the Fly America Act.)

Supplies and Miscellaneous Business Expenses Incurred while in Travel Status

Employee reconciliation/reimbursement via an Expense Report is used primarily to reimburse for travel and hospitality expenses. The employee reconciliation/reimbursement method should only be used for emergency purchases of goods or services. An employee reconciliation/reimbursement should not be used as a means to circumvent strategic vendor relationships, university bidding policies or approved buying methods.

A receipt is defined as a written acknowledgment that a specified remittance, article or delivery has been made. At a minimum, the name of the payee, date and amount should appear on the receipt. Any unusual items or special circumstances causing a policy deviation should be fully explained on an attached, signed memorandum and properly approved.

Payments to Individuals Policy

Individuals providing services to the University are most appropriately paid directly by the University for tax reporting purposes. Employees should only pay individuals with pre-approval from the Travel Office and then seek reimbursement from the University. Employees should never utilize this method to pay fellow employees.

Submitting Expense Reports

Expense Reports are submitted on-line via Travel USI. The completed report will forward through the online process to Accounts Payable. Under normal circumstances a properly completed Expense Report submitted to the Accounts Payable Department will be processed within two weeks upon receipt in Accounts Payable. If Accounts Payable is required to seek additional information or return a report which does not have adequate support or proper approval, the reconciliation/reimbursement process will likely be delayed. Reimbursements to employees are processed as direct deposits for those who have a valid direct deposit on file for payroll purposes.

IMPORTANT: A single Pre-Approval Report form may be tied to several Expense Reports.

> Example: An individual traveler/delegate would complete ONE Pre-Approval Report form, which will have an assigned trip number. All expenses associated with this trip will use this trip number as a reference in order to capture the expense of the entire trip. The traveler may have pre-trip costs of registration fees and airfare to allocate BEFORE the trip occurs, so the traveler/delegate would complete an Expense Report tied to the Pre-Approval Report form. The traveler will also have expenses incurred during the trip and will need to allocate the expenses on another Expense Report that will be tied to the same trip number as the first report.

Schedule A - Travel Buyer Guide

Item	Individual Travel Card	Personally Paid (out-of-pocket) Reimbursement	Travel Services Determines	BuyUSI	Procurement Card	Direct Pay Form
UNIVERSITY TRAVELERS (FACULTY/STAFF/STUDENTS/CANDIDATES)						
Air - Faculty/Staff - Egencia (user account)	✓✓					
Air - Student/Candidate - Egencia (guest account)	✓✓					
Air - Group Tickets (one or more travelers, group includes students)			✓			
Air - Checked bag fee - Faculty/Staff	✓					
Air - Checked bag fee - Student traveling for USI benefit/Candidate		✓				
Hotel - Faculty/Staff - Egencia (user account)	✓					
Hotel - Student/Candidate - Egencia (guest account)	✓✓					
Hotel - Conference/Other - Faculty/Staff	✓✓					
Hotel - Conference/Other - Student	✓					
Hotel - Group - Faculty/Staff with Students						✓
Hotel - Group - Students only			✓			
Hotel - Candidate			✓			
Rental Vehicle - Faculty/Staff	✓					
Rental Vehicle(s) - Faculty/Staff with Students	✓					
Rental Vehicle - Student(s) only			✓			
Fuel for Rental Vehicle - Faculty/Staff	✓✓					
Fuel for Rental Vehicle - Faculty/Staff with Students	✓✓					
Fuel for Rental Vehicle - Student(s) only traveling for USI's benefit		✓✓				
Mileage for Personally Owned Vehicle (mileage amount includes cost of fuel)		✓				
Chartered Bus			✓			
Meals - Faculty/Staff/Student - Per Diem		✓				
Meals - Hospitality - Faculty/Staff with Students or Candidate	✓	✓				
Miscellaneous - parking, tolls, hotel WiFi, etc. - Faculty/Staff	✓					
Miscellaneous - parking, tolls, hotel WiFi, etc. - Student/Candidate		✓				
Registration - Professional Conference/Workshop/Training	✓					
Registration - Entry Fee for Collegiate Team			✓			
Events - Off-campus Event			✓			
Student Travel Awards - paid directly to the student			✓			
Student Travel Awards - expenses paid on behalf of the student (air, hotel, etc)						✓

Schedule B - Per Diem Chart

Overnight Per Diem Rates - Continental United States

In State			
Departure Day	**Interim Days**	**Return Day**	**Specific Meal Rates**
Before noon $26		Before 8 a.m. $0	Breakfast $6.50
Noon - 4:30 p.m. $13	$26	8 a.m. - Noon $13	Lunch $6.50
After 4:30 p.m. $0		After noon $26	Dinner $13
Out of State			
Departure Day	**Interim Days**	**Return Day**	**Specific Meal Rates**
Before noon $32		Before 8 a.m. $0	Breakfast $8
Noon - 4:30 p.m. $16	$32	8 a.m. - Noon $16	Lunch $8
After 4:30 p.m. $0		After noon $32	Dinner $16

Rates are based on where lodging is obtained for the evening.

Meal Rates

Breakfast is 25% of daily per diem rate.
Lunch is 25% of daily per diem rate.
Dinner is 50% of daily per diem rate.

Same-Day Per Diem Rate

Same-Day per diem rate is not available. An overnight stay is required to claim per diem due to IRS regulations.

Other Per Diem Rates
Non-continental U.S. and other Countries are at the rates listed below. with the same departure and return times in the chart above applied.

	Daily Rate
Hawaii, Alaska, Puerto Rico, U.S Territories and Possessions	$50
Japan	$90
Korea and Taiwan	$85
China, France, Germany, Great Britain, the Netherlands and Singapore	$65
All other countries	$50

Meals Provided Deduction
The University must not pay for a person's meal more than once. This includes, but is not limited to, meals included in registration fees or by hotels in the room charge. If a person in travel status received a meal without charge, then the meal rate must be reduced from the daily per diem allowance. However, no deductions will be taken for continental breakfasts or meals served on airplanes.

Schedule C - Travel and Expense Report Supporting Documentation

Expense Type	Egencia/Tcard Documentation	Required Documents (when purchasing using a personal payment method)	Additional Documents (that may be needed when purchasing on own)
Air Transportation	Egencia: Emailed receipt from Egencia Tcard: Flight itinerary reflecting airline, flight numbers, departure/arrival dates and times, and passenger receipt listing flight cost and payment method (Visa)	Flight itinerary reflecting airline, flight numbers, departure/arrival dates and times, and passenger receipt listing flight cost, payment method (e.g. Visa ***** ***** ***** 1234), and evidence of full payment	Absent the proper itinerary and receipt, one or more of the following may also be required: E-receipt print out from kiosk or 24-hour check-in; boarding pass; and/or a copy of the traveler's credit card statement reflecting the charge.
Car Rental	Detailed car rental receipt reflecting the amount paid and payment method (Visa)	Receipt/itinerary reflecting cost, payment method (e.g. Visa ***** ***** ***** 1234), and evidence of full payment	Absent the proper itinerary and receipt, additional information may be requested, including but not limited to, detailed receipt from rental car agency indicating payment of any balance due, and/or a copy of the traveler's credit card statement reflecting the charge.
Personal Auto	N/A	Miles driven per mapping tool within travel expense report	If the mileage exceeds best reasonable flight quote, then limit mileage reimbursement to flight quote.
Conferences/Meetings	Agenda (at-a-glance agenda) or meeting schedule and paid receipt. The entire conference agenda need not be attached; the most relevant pages will include the location and dates of the conference as well as any meals included at the conference.	Agenda (at-a-glance agenda) or meeting schedule and paid receipt. The entire conference agenda need not be attached; the most relevant pages will include the location and dates of the conference as well as any meals included at the conference.	Absent the proper receipts, additional information may be requested including but not limited to, copy of the traveler's credit card statement reflecting the charge.
Lodging	Itemized hotel bill reflecting amount paid and payment method(Visa)	Receipt/itinerary reflecting cost AFTER stay, payment method (e.g. Visa ***** ***** ***** 1234), and evidence of full payment	Absent the proper itinerary and receipt, additional information may be requested, including but not limited to, detailed itemized hotel folio indicating payment of any balance due, and/or a copy of the traveler's credit card statement reflecting the charge.
Per Diem	N/A	To substantiate per diem request, provide lodging information. Receipts are not required.	
Hospitality	Itemized receipt. Include business purpose as well as name(s), position(s), and company of the person(s) entertained	Itemized receipt in addition to receipt reflecting payment method (e.g. Visa ***** ***** ***** 1234) and evidece of full payment. Include business purpose as well as name(s), position(s), and company of the person(s) entertained	Absent the proper receipts, additional information may be requested including but not limited to, copy of the traveler's credit card statement reflecting the charge, an alcohol assessment form, and/or a missing receipt statement.
Internet, Telephone, Fax	Hotel bill or other connection charge receipt. If related to personal monthly plan, then contact Human Resources.	Hotel bill or other connection charge receipt reflecting payment method (e.g. Visa ***** ***** ***** 1234) and evidence of full payment. If related to personal monthly plan, then contact Human Resources.	Absent the proper receipts, additional information may be requested including but not limited to, copy of the traveler's credit card statement reflecting the charge.
Other Travel Expenses	Itemized receipt reflecting full payment	Itemized receipt reflecting payment method (e.g. Visa ***** ***** ***** 1234) and evidence of full payment	Copy of the traveler's credit card statement reflecting the charge and/or a missing receipt statement.

Schedule D - Expenses Not Reimbursable by the University

The following list is presented only as a guide and is not intended to be a complete list of expenses which are not reimbursable by the University:

- Domestic vehicle rental insurance and international travel insurance (includes emergency medical and travel assistant services) are provided by the University and therefore the purchase of either type of insurance is a duplication of coverage.
  Note: trip cancellation insurance is a separate insurance.
- Portion of air travel, train travel, auto rental, mileage, hotel costs, or meals for personal use.
- Upgrades - air, hotel or car rental.
- Traffic fines, court costs, parking violations, and auto repairs.
- Cost for establishing i-Zoom or I-Pass accounts, including transponder deposits, for personal vehicles.
- Unused room reservations not properly canceled.
- Annual premiums for personal property insurance or annual fees for personal credit cards including liability insurance for lost cards.
- Personal expenses such as room service, movies, snacks, haircuts, reading material, toiletries, medicine, etc.
- Transportation from home to office and/or office to home.
- Theft, loss or damage to non-business-related personal property.
- Contributions to public officials or candidates for public office.
- Airline and country club dues.
- Application fees for the US Customs and Border Protection's Global Entry program.
- Application fees for the Transportation Safety Administration's Pre✓lane program.
- Babysitter fees, kennel costs, pet or house-sitting fees.
- Doctor bills, prescriptions and other medical services.
- Donations to not-for-profit organizations. (Contact Development for information on University donation policies.)
- Spouse travel expenses when the spouse's presence is not required by the University.
- Credit card delinquency fees or finance charges.
- Saunas, massages or exercise facilities.

Schedule E - Contact Information

Travel Office
- General Travel Policy
- Pre-trip Process in Travel USI
- How to Purchase Travel
- PNC Visa Travel Card Program
- Travel Advance – *limited availability*

Tricia Tieken, Travel Buyer at 812-465-1058
Sarah Seng, Travel Assistant at 812-464-1957

Accounts Payable
- Reconciliation of Travel Purchases
- Post-trip Process in Travel USI
- How to Request a Reimbursement

Sherri Brown, Sr. Accounting Assistant at 812-464-1772

Tax Accounting
- Specific Tax Questions
- Payments to Foreign Visitors

Angela Torres, Manager of Accounts Payable and Tax Accounting at 812-461-5423
Andrew Smith, Staff Accountant, Accounts Payable and Tax Accounting at 812-461-5441

Risk Management
- Vehicle Rental Insurance
- International Travel Risk Reports
- Injuries, Illness or Death while in Travel Status

Phone: 812-465-7003
Email: USI1riskmgt

Grant Accounting
- For specific questions regarding a grant account

Jon Shoptaw, Staff Accountant, Special Funds at 812-461-5431

Schedule F - Useful Websites and Forms

- Accounts Payable
- Chrome River USI Helpdesk Email
- Financial Manager Spreadsheet
- Fly America Act
- Planning a Safe Trip Abroad
- Procurement
- Risk Management
- Student Domestic Travel Policy
- Travel Office
- Travel USI
- U.S. Department of State
- USI University Handbook

RE: university travel policy

Stanley, Susanne L <sstanley@usi.edu>
Wed 2/12/2020 2:29 PM

To: Deligkaris, Christos <Dr.Deligkaris@usi.edu>

Hello Christos,

I apologize for the delay in getting back with you. Here are the answers to your questions, in bullet-point format.

- Yes, the Travel Policy is "draft" copy. The policy is developed by both Travel Procurement (reports to director of Procurement) and Accounts Payable (reports to assistant controller). There are elements of the Accounts Payable content that require approval from the controller. Your question prompted a follow-up as to the status of the controller's review. Thank you.

- Angela Torres, manager of Accounts Payable and Tax Accounting, is the best person to contact regarding questions about the accountable plan (and tax implications). The simple answer is: your example of a student presenting at a conference does not fall under the accountable plan.

  Having said that, I understand student David Wahl is traveling with you this weekend to San Diego and that he has received a Travel Award. I am going to continue this conversation on the email string about the student's Travel Award from Student Affairs.

Susanne

Susanne Stanley • Travel Manager • University of Southern Indiana • sstanley@usi.edu

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From: Deligkaris, Christos <Dr.Deligkaris@usi.edu>
Sent: Friday, February 07, 2020 10:08 PM
To: Stanley, Susanne L <sstanley@usi.edu>
Subject: Re: university travel policy

Susanne, one more question: on page 20 of the travel policy the following case is not described: a student (not a student worker) that goes to a conference to present research and represent their program (eg biophysics). Does this fall under the accountable plan or not?

Best wishes,

Christos Deligkaris, PhD
Assistant Professor of Physics, University of Southern Indiana
SC2220, 8600 University Blvd, Evansville IN, 47712
Office Phone: (812) 228-5056
www.deligkaris.org @DeligkarisGroup

From: Deligkaris, Christos <Dr.Deligkaris@usi.edu>
Sent: Friday, February 7, 2020 9:52 PM
To: Stanley, Susanne L <sstanley@usi.edu>
Subject: Re: university travel policy

Thank you. It says "draft" and it was last updated 3/16/2019, is this the one we are currently using?

Best wishes,

Christos Deligkaris, PhD
Assistant Professor of Physics, University of Southern Indiana
SC2220, 8600 University Blvd, Evansville IN, 47712
Office Phone: (812) 228-5056
www.deligkaris.org @DeligkarisGroup

From: Stanley, Susanne L <sstanley@usi.edu>
Sent: Friday, February 7, 2020 11:34 AM
To: Deligkaris, Christos <Dr.Deligkaris@usi.edu>
Subject: RE: university travel policy

Hello,

Yes, here is link https://www.usi.edu/travel-procurement/university-travel-policy/

Susanne

Susanne Stanley • Travel Manager • University of Southern Indiana • sstanley@usi.edu

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From: Deligkaris, Christos <Dr.Deligkaris@usi.edu>
Sent: Friday, February 07, 2020 10:46 AM
To: Stanley, Susanne L <sstanley@usi.edu>
Subject: university travel policy

hi Susanne,

I hope you are doing well.

I am the Chair of the student affairs committee this year and one of the charges that came from senate was on travel. Can you please send me the official university travel policy? Or maybe direct me where I can find it in the handbook or elsewhere....I already got from Student Affairs the student travel policy.

Best wishes,

Christos Deligkaris, PhD
Assistant Professor of Physics, University of Southern Indiana
SC2220, 8600 University Blvd, Evansville IN, 47712
Office Phone: (812) 228-5056
www.deligkaris.org @DeligkarisGroup

USI Travel Procedures and Chrome River

Elliott, William S <wselliott@usi.edu>

Tue 2/11/2020 11:55 AM

To: Elliott, William S <wselliott@usi.edu>; Schauss, Kim E <keschauss@usi.edu>; Bower, Glenna G <gbower@usi.edu>; Mitchell, Zane W <zwmitchell@usi.edu>; Staples, Lisa C <lstaples@usi.edu>; Martin, Terry L <tlmartin@usi.edu>; Susott, Marvin F <msusott@usi.edu>; Deligkaris, Christos <Dr.Deligkaris@usi.edu>; DiPietro, Joseph A <dipietro@usi.edu>; Doss, Paul K <pdoss@usi.edu>; Durbin, James M <jdurbin@usi.edu>; Greenwood, Eric S <egreenwood@usi.edu>; Johansen, Nils I <johansen@usi.edu>; Kloosterman, Jenna L <jkloosterm@usi.edu>; Maria, Tony <ahmaria@usi.edu>; Merlo, Matthew J <mjmerlo@usi.edu>; Polak, Jeffrey M <jmpolak@usi.edu>; Purcell, Kenneth M <kmpurcell@usi.edu>; Scheller, Kent W <kschelle@usi.edu>; Wright, Carrie L <clwright@usi.edu>

📎 3 attachments (279 KB)
Academic Affairs travel-authorization(July 2, 2019).xls; Student Travel Emergency Contact and Medical Information.docx; Activity Waiver and Release of Liability.pdf;

All,
I am sending this message as a reminder of the paperwork and the procedures that you must follow for any University-related travel. When planning a trip, the first step is completing the attached Academic Affairs Travel Authorization. Complete this form thoroughly; if students are involved with your trip, please include (or attach) a list of all students participating on the trip. If the trip involves overnight stays, please include sleeping arrangements (students can only room and/or tent with students of the same sex). If you are presenting at a conference, please attach a copy of your submitted abstract. Then, paperclip (<u>do not staple</u>) this paperwork together and submit it to me for approval.

After submitting the Academic Affairs Travel Authorization, you may move forward with reserving USI vehicles (e.g. minivans, Suburban, pick-up truck). Please complete this form: https://www.usi.edu/science/faculty/pott-college-vehicle-use/vehicle-request-form. You will only be able to reserve a vehicle if you have completed the appropriate vehicle safety training module, Potential Driver Acknowledgement online form, and have a recent MVR check (for more details, please see: https://www.usi.edu/riskmanagement/vehicle-safety-policy-and-driver-authorization/). Once your reservation is approved, you will receive an Outlook calendar notification. You are also required to follow the Pott College Vehicle Safety Policy (see: https://www.usi.edu/science/faculty/pott-college-vehicle-use/).

After you have received your approved Academic Affairs Travel Authorization form, you will need to convert this paperwork to a digital format (preferably pdf). You are then ready to complete the "Pre-Approval Report" in Chrome River. Please follow all directions in Chrome River, and upload the pdf of your approved Academic Affairs Travel Authorization form. Be sure to pay close attention to all of the FOAPs (account information) listed on the Academic Affairs Travel Authorization and enter them as listed in "Chrome River". After the "Pre-Approval Report" is approved in Chrome River, your travel card will be activated (if you have been awarded funding). You can then use your travel card to purchase registration, lodging, airfare, rental vehicles, and other travel related expenses. Please keep all receipts, as you will need to upload digital copies of these receipts for all travel card purchases made prior to and during your trip.

Next, if students are traveling, you will need to have each one of them complete the attached "Activity Waiver and Release of Liability" and "Student Travel Emergency Contact and Medical Information" forms. For the latter, the originals must be turned into the Pott College Dean's office prior to departing on your trip. If you are using a USI vehicle or a rental, please have a copy of the Vehicle Accident Report Form for each vehicle. This form may be accessed at: https://www.usi.edu/riskmanagement/risk-management-forms/. Also, please recall that student drivers must be at least 21 years of age, and have completed the appropriate vehicle safety

training module, Potential Driver Acknowledgement online form, and have a recent MVR check at least a week prior to the departure of your trip.

If using a USI vehicle, you will want to pick-up the keys and packet the day prior to your trip departure. Please pick-up the keys and packet from the appropriate person: Geology and Physics Minivan – Kim Schauss; Pott College Minivan or Suburban – Lisa Staples; Engineering Minivan – Donna Moore; F-150 Pick-Up Truck and Box Truck – Justin Amos. Each packet contains a travel card – this travel card is to be used for vehicle fuel, repairs, and car wash. For each purchase, please obtain a receipt and enclose it in the packet. If a receipt does not print at the pump, you must go into the station and obtain a receipt. Do not use your travel card for fuel for USI vehicles. For parking fees, you will need to use your travel card (the vehicle card will not work for parking) and reconcile these expenses in Chrome River. After the trip, you are also responsible for cleaning the vehicles– this includes interior and exterior. You can use the vehicle travel card to pay for a car wash at Royal Express on Pearl Drive (obtain a receipt); and there is access to free vacuums at this location to clean the inside of the vehicles. Please recall that these are our vehicles, and each of us will be responsible for keeping the vehicles clean. The packet, keys, and all receipts must be turned over to the appropriate staff person; if there are any issues with the vehicle, these need to be reported when the packet is returned.

Upon your return, you will complete an Expense Report in Chrome River (only if you have used your personal travel card, or need to claim expenses and/ or request reimbursements, e.g. per diem). Please note that fuel, repairs, and car wash costs associated with USI vehicles are not uploaded to Chrome River. Only expenses on your personal travel card will need to uploaded with corresponding receipts in Chrome River. Please be sure to also upload a conference program (or link to the program) and/or trip itinerary, along with other documentation as requested. If claiming mileage for a personal vehicle, you must use the map/mileage app in Chrome River.

A few other things to keep in mind:
- In the Pott College, USI students are not permitted to travel without a faculty member. This policy includes club trips; in this case, the faculty club advisor needs to accompany the students on the trip.
- If a student on your trip is requesting an Endeavor Presentation Award, Provost Travel Grant, or funding from the Student Government Association, I need to be in the loop. In most cases, I will need to provide initial funding for the student from the Department, and then seek a transfer of the funds. In order to do this, I will need the account number for the award. This information is not automatically sent to me, so you need to share this information with me.
- When completing the Academic Affairs Travel Authorization, please be as accurate as possible in estimating expenses. Common expenses include: airfare, baggage fees, lodging, parking, per diem, abstract fee, registration, shuttle fares, and/or ground transportation. For specific line items, such as lodging, overestimate (e.g. 115%) the cost to ensure the correct amount of funding is awarded.

If you have any questions, please let me know.
-Bill

Dr. William S. Elliott, Jr.
Chair, Professor of Geology
Department of Geology and Physics
Pott College of Science, Engineering, & Education

8600 University Boulevard
Evansville, IN 47712
812-228-5053
wselliott@usi.edu I www.usi.edu

UNIVERSITY OF SOUTHERN INDIANA®

Pott College of Science, Engineering, and Education

Student Travel
Emergency Contact and Medical Information

Participant Information

Name (first & last) _____ Student ID _____
Local Phone Number _____ Email _____
Mailing Address _____
Name of Student Organization _____
Dates of Trip _____ Destination _____
Advisor Name _____

Emergency Contact

Primary
Name (first & last) _____ Relationship_____
Address _____
Phone Number _____ Email _____

Secondary Emergency Contact
Name (first & last) _____ Relationship_____
Address _____
Phone Number _____ Email _____

Medical Information

Primary Insurance _____
Primary Physician _____ Medical Facility _____
Phone Number _____
Address _____

Please list any known allergies _____
_____
Please list all medication that you use on an ongoing basis _____
_____

Please submit this completed form to the Pott College Dean's Office and provide a copy to the faculty member leading your field excursion or trip.

University of Southern Indiana
Activity Waiver and Release of Liability

In consideration of my participation in _____

<div align="center">(name of activity)</div>

conducted on_____ at _____

<div align="center">(dates)   (place(s))</div>

I hereby forever release and covenant not-to-sue The University of Southern Indiana or The University of Southern Indiana Board of Trustees ("University"), and any of their employees, instructors, volunteers, agents, and all others who are involved, **from any and all present and future claims resulting from ordinary negligence on the part of the University or others listed** for property damage, personal injury, or wrongful death, arising as a result of my engaging in or receiving instruction in this activity or any activities incidental thereto, wherever, whenever, or however the same may occur. **I hereby voluntarily waive any and all claims both present and future, resulting from ordinary negligence, that may be made by me, my family, estate, heirs, or assigns, and I relinquish on behalf of myself, spouse, heirs, estate and assigns the right to recover for injury or death.**

I understand that participation in this activity may involve certain risks. Full disclosure has been made to me of the risks and dangers connected with this activity. In addition, I understand that participation in this activity involves activities incidental thereto, including, but not limited to:

_____

as well as travel to and from the site of the activity, participation at sites that may be remote from available medical assistance, and the possible reckless conduct of other participants. **I am voluntarily participating in this activity with knowledge of the danger involved and hereby agree to accept any and all risks of property damage, personal injury, or death.**

I further agree to indemnify and hold harmless the University and others listed for any and all claims arising as a result of my participation in this activity or any activities incidental thereto, wherever, whenever, or however the same may occur.

I understand that this waiver is intended to be as broad and inclusive as permitted by the laws of the state of Indiana, and I agree that if any portion is held invalid, the remainder of the waiver will continue in full legal force and effect. I further agree that the venue for any legal proceedings shall be in the state of Indiana.

I affirm that I am of legal age and am freely signing this agreement. **I have read this form and fully understand that by signing this form, I am giving up legal rights** and/or remedies which may be available to me for the ordinary negligence of the University or any of the parties listed above.

<div align="center"><u>CAUTION: READ THIS DOCUMENT CAREFULLY BEFORE SIGNING!</u></div>

_____   _____
(Signature of Participant)   Date Signed

_____   _____
(Signature of Witness)   Date Signed

_____
(Address and Telephone Number of Witness)

_____   _____
(Signature of Parent/Guardian if Participant is a minor)   Date Signed

RE: travel processes

Formica, Sandy J <sformica@purdue.edu>
Mon 2/10/2020 9:11 AM

To: Deligkaris, Christos <Dr.Deligkaris@usi.edu>

*** This message was sent from a non-USI address. Please exercise caution when responding, clicking on links or opening attachments. ***

Hi Christos,
It's so good to hear from you. I hope everything is going well for you ☺

We do use the concur system for travel requests and reimbursements. I am now in charge of helping the graduate students with their travel. They have to do a travel request in concur at least two weeks before they travel. Then when they return from their trip they do the reimbursement. Our business office requires receipts for their costs that they need reimbursed for which are uploaded into concur. Faculty does a similar thing with theirs. If I can help answer any other questions, just let me know.

It would be great to see you again and meet your family.

All the best
Sandy

From: Deligkaris, Christos <Dr.Deligkaris@usi.edu>
Sent: Sunday, February 9, 2020 10:18 PM
To: Formica, Sandy J <sformica@purdue.edu>
Subject: travel processes

Hi Sandy,

I hope you had a great weekend! It has been a while (~ 9 years!) since the last time we met!

I have a question on travel authorizations but I am not sure who to ask, do you mind forwarding this to someone in physics that may know....this year our student affairs committee (at USI) was asked to find ways to improve our process of how to do travel authorizations/approvals/etc and I thought to ask someone at PU what your faculty do. Do your faculty submit a paper form for travel authorization and a Concur trip request? Do your faculty submit their expense reports in Concur? Who does the Concur-related administrative work for your students when they travel?

I hope we can visit W. Lafayette sometime with the family when the weather improves, we are only a few hours away. I look forward to saying hi in person!

Best wishes,

Christos Deligkaris, PhD
Assistant Professor of Physics, University of Southern Indiana
SC2220, 8600 University Blvd, Evansville IN, 47712
Office Phone: (812) 228-5056
www.deligkaris.org @DeligkarisGroup

FW: Academic Affairs Travel Request and Provost Travel Grant

Stanley, Susanne L <sstanley@usi.edu>
Wed 2/12/2020 4:16 PM
To: Deligkaris, Christos <Dr.Deligkaris@usi.edu>

📎 1 attachments (1 MB)
Wahl, David - Present at 2020 Biophysical Society Annual Meeting - San Diego, CA - 2.15-2.18.2020.pdf;

Hello again,

Per my other email, sent in relation to Travel Policy, I wrote "I understand student David Wahl is traveling with you this weekend to San Diego and that he has received a Travel Award. I am going to continue this conversation on the email string about the student's Travel Award from Student Affairs."

Here are comments related to Travel Awards:
· Because the student is traveling with you, and not on his own, it would have been acceptable for you to include on your Pre-Approval (in Chrome River) the travel costs of the student that you would pay using your Travel Card.
· You would <u>not</u> include travel expenses for which the student would need to be paid directly.
· The Travel Card transactions for you and the student would be reconciled by you through the an Expense Report(s).
· Given the fact the trip departure date is in three days, it would appear the student has already paid for some of his travel costs (registration and airfare). Additionally, it would appear that the student is prepared to pay on-site travel expenses (hotel, parking, meals). At this point, the simplest way to pay the student is to issue the Travel Award to him when he returns from the trip.

· A Travel Award payment occurs outside of Chrome River and is handled by Accounts Payable. Contact Accounts Payable with questions about Travel Awards.

I hope this information is helpful.

Susanne

Susanne Stanley • Travel Manager • University of Southern Indiana • sstanley@usi.edu

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From: Seng, Sarah E <seseng@usi.edu>
Sent: Wednesday, February 12, 2020 8:12 AM
To: Stanley, Susanne L <sstanley@usi.edu>
Subject: FW: Academic Affairs Travel Request and Provost Travel Grant

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From: Deligkaris, Christos <Dr.Deligkaris@usi.edu>
Sent: Friday, February 07, 2020 10:41 AM
To: Seng, Sarah E <seseng@usi.edu>
Subject: Fw: Academic Affairs Travel Request and Provost Travel Grant

Sarah hello,

I was asked by Student Affairs to make a Chrome River trip for a student that will present to a conference. How do I do this?

Best wishes,

Christos Deligkaris, PhD
Assistant Professor of Physics, University of Southern Indiana
SC2220, 8600 University Blvd, Evansville IN, 47712
Office Phone: (812) 228-5056
www.deligkaris.org @DeligkarisGroup

From: Alston, Beth <ekalston@usi.edu>
Sent: Monday, January 27, 2020 11:26 AM
To: Deligkaris, Christos <Dr.Deligkaris@usi.edu>
Subject: RE: Academic Affairs Travel Request and Provost Travel Grant

Good morning Dr. Deligkaris,

Yes you will need to add this trip into Chrome River before the trip, travel can assist you with anything that you may need help with in Chrome River.
I have also attached the approval for David again in case you need for your records. The attachment will need to be uploaded into Chrome River for the student travel.

As far as the Provost travel grant, this will be awarded after the trip, so the initial funding will need to come from the depart or college (however, it works in Pott College) and we will transfer the funds after the steps are taken below:

Within 30 Days following your trip, complete the following steps:

1. Upload your receipts to Chrome River. (In Chrome River print -save-as the Financial Summery and attach to an email, send to Beth Alston in the Student Affairs Office at ekalston@usi.edu.

2. Attach any receipt that was not paid through Chrome River (such as student vehicle rentals) and add to the email sending to Beth Alston in the Student Affairs Office at ekalston@usi.edu.

3. A list of all the organizations you are received financial assistance from, and the amount received.

4. If other awards have been granted, this grant will be given after those have been exhausted.

Thank You,
Beth Alston

From: Deligkaris, Christos <Dr.Deligkaris@usi.edu>
Sent: Monday, January 27, 2020 9:54 AM
To: Alston, Beth <ekalston@usi.edu>
Subject: Re: Academic Affairs Travel Request and Provost Travel Grant

Beth good morning,

Do I need to do something prior to the trip or is all my work with CR done after the trip? (just for my student, I have my own TA)

Best wishes,

Christos Deligkaris, PhD
Assistant Professor of Physics, University of Southern Indiana
SC2220, 8600 University Blvd, Evansville IN, 47712
Office Phone: (812) 228-5056
www.deligkaris.org @DeligkarisGroup

From: Alston, Beth <ekalston@usi.edu>
Sent: Tuesday, January 7, 2020 1:06 PM
To: Deligkaris, Christos <Dr.Deligkaris@usi.edu>; Wahl, David M <dmwahl@eagles.usi.edu>
Subject: Academic Affairs Travel Request and Provost Travel Grant

Congratulations David!

You have been awarded a Provost Student Travel Grant for $250 for you to present at the 2020Biophysical Society Annual Meeting in San Diego, CA on 2/15-2/18/2020.

Dr. Deligkaris,

I have attached the approved copy of the Academic Affairs Travel request and the approved Provost Student Travel Grant for the $250. You will need to enter this information into Chrome River and attached these documents. Please note that the Provost Travel Grant is a reimbursement, and will be paid out after the trip is completed and all other funds have been applied.

In order to receive this funding, you must complete the following steps.
Prior to trip:

Within 30 Days following your trip, complete the following steps:

1. Upload your receipts to Chrome River. (In Chrome River print -save-as the Financial Summery and attach to an email, send to Beth Alston in the Student Affairs Office at ekalston@usi.edu.

2. Attach any receipt that was not paid through Chrome River (such as student vehicle rentals) and add to the email sending to Beth Alston in the Student Affairs Office at ekalston@usi.edu.

3. A list of all the organizations you are received financial assistance from, and the amount received.

4. If other awards have been granted, this grant will be given after those have been exhausted.

Failure to meet this time limit will result in forfeiting monies award.

If you have any questions please do not hesitate to contact me.

Here is the link for the Endeavor Award, if you haven't already applied for it.
Endeavor Award link
https://www.usi.edu/endeavor

Thank You,

Beth Alston '07
Administrative Associate
Student Affairs

University of Southern Indiana
8600 University Boulevard
Evansville, IN 47712
812-464-1757
ekalston@usi.edu   I   www.usi.edu

Appendix 7b

CD: Christos Deligkaris, faculty member

ST: student that traveled to conference with research advisor (CD)

CD submits travel authorization request on CR. That was denied because faculty are required to first submit the travel authorization in paper form and when that was approved, then CD submitted the same thing on CR.

ST submits travel authorization request to the VP for SA, along with a request for grant from the provost's office. An application for the Endeavor travel grant was also submitted (different process).

1/7/2020: CD receives an email from the VP for SA that the student's travel authorization information needs to be entered on CR. There is no information on how to do that. After inquiring about this to VP for SA, CD was directed to talk to TP for more information.

2/7/2020: CD asks TP for help on entering the student's travel authorization information on CR.

2/10/2020: CD calls TP to see if request for help was received and to find out how to do what is needed. TP informs CD that the email from the VP for SA regarding the student's travel may have been misleading. TP did not know on that day what CD should do. TP told CD that they would get back to him with information on this.

2/12/2020: CD receives email with information on how to proceed. TP asks that ST should submit a reimbursement request to AP after the conference is done.

2/15/2020: Conference takes place.

3/3/2020: ST visits AP with all receipts, travel authorization, and was told that

- a direct pay form needs to be filled out
- signatures from those that authorized the provost grant and the endeavor grant are needed
- needs some of award letter from each with amount for each award
- He needs student ID and to talk to Michele Duran at the Provost Office.

They also said that through some avenue he could have had these expenses prepaid.

3/5/2020: ST visits Provost's Office with Direct Pay form but nothing else from what AP said he would need. ST signed a form, completed a direct deposit form and that was the end of it. Apparently, a lot of forms/signatures AP said were needed, were not truly needed as the Provost's Office was able to process the reimbursement request with them.

Re: student travel

Deligkaris, Christos <Dr.Deligkaris@usi.edu>
Fri 2/21/2020 2:12 PM
To: Eaton, Alex <aceaton1@usi.edu>; Hall, Jon Mark <jmhall@usi.edu>

thank you Alex, no follow ups! Have a good weekend!

Best wishes,

Christos Deligkaris, PhD
Assistant Professor of Physics, University of Southern Indiana
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www.deligkaris.org @DeligkarisGroup

From: Eaton, Alex <aceaton1@usi.edu>
Sent: Friday, February 21, 2020 10:31 AM
To: Deligkaris, Christos <Dr.Deligkaris@usi.edu>; Hall, Jon Mark <jmhall@usi.edu>
Subject: RE: student travel

Hey Christos,
Please feel free to give me a call at 812-464-1841 anytime today. I've put the answers below for the questions, but you might have more follow-ups.

1. Coaches complete paper forms (we created these forms so it is specific to the information we need for athletics team travel) that they give to their designated administrative assistant who enters the travel into Chrome River.
2. Yes, the administrative assistant helps set up the authorizations in Chrome River as well as the backend with receipts. The coaches are responsible for getting the receipts after the trips to the administrative assistant.
3. All of our coaches have USI travel cards which are used for team travel.
4. Student-athlete do not pay for anything out of pocket unless it's personal. We provide meals, transportation, lodging, etc.
5. We have a trip log that coaches completed and attached all receipts when they return to give to our administration assistants. Part of this form has a spot that asks for anything that the coach had to pay for out of pocket. This is all entered into Chrome River and a reimbursement is issues to the coach once the trip has been finalized by accounts payable.

Alex

From: Deligkaris, Christos <Dr.Deligkaris@usi.edu>
Sent: Friday, February 21, 2020 10:23 AM
To: Hall, Jon Mark <jmhall@usi.edu>
Cc: Eaton, Alex <aceaton1@usi.edu>
Subject: Re: student travel

good morning Jon Mark and Alex,

Thank you for getting back to me. I have a few follow up questions and I am not sure if it would best to ask you or one of the coaches since it appears that they need to do a lot of the student/athlete travel related work.

Can I set up a time for a phone conversation with whomever you think would be able to help me understand these processes for student/athletes and coaches?

Thee are my follow ups:

1) Do coaches fill out a paper travel authorization form, one on Chrome River or both?

2) Does the athletics department have a travel delegate to take care of this paperwork?

3) Do coaches use a USI travel credit card or a personal card to pay for the trip-related expenses?

4) Do student/athletes pay for anything out of pocket regarding their trip?

5) If coaches need to be reimbursed about trip-related expenses, do they fill out a paper form or a form on Chrome River?

I apologize for taking a lot of your time, I am hoping with this information the student affairs committee can submit a complete response to the senate.

Best wishes,

Christos Deligkaris, PhD
Assistant Professor of Physics, University of Southern Indiana
SC2220, 8600 University Blvd, Evansville IN, 47712
Office Phone: (812) 228-5056
www.deligkaris.org @DeligkarisGroup

From: Hall, Jon Mark <jmhall@usi.edu>
Sent: Wednesday, February 19, 2020 11:15 PM
To: Deligkaris, Christos <Dr.Deligkaris@usi.edu>
Cc: Eaton, Alex <aceaton1@usi.edu>
Subject: Re: student travel

Christos, thanks for reaching out. I will be glad to take a stab at these answers and I have copied our Associate AD, Alex Eaton, as she may be able to help clarity or add some things.

1. Student athletes do not complete travel authorizations. Coaches will fill out appropriate paperwork for a team trip, but students do not.
2. In most cases, coaches simply pay for meals for their teams on the road. For example, if the tennis team goes out to eat, the coach pays for the entire teams meal.
3. Student athletes do not fill out liability waivers for trips.
4. We do have travel guidelines in our policy and procedures manual that are in addition to the university travel policies.

I hope this helps. Thanks again.

Jon Mark

Jon Mark Hall
Athletic Director
University of Southern Indiana
812-464-1846

From: Deligkaris, Christos <Dr.Deligkaris@usi.edu>
Sent: Sunday, February 16, 2020 9:56 AM
To: Hall, Jon Mark
Subject: student travel

Dear Jon Mark,

I am the chair of the student affairs committee this year and we are currently working on a charge related to student travel. I have a few questions related to student athletes travel, can you please forward this email to the person that can help me? This will help me respond to the faculty senate.

These are my questions:

1) What procedure (forms etc) do student athletes follow in order to travel in order to participate in athletic games? Do they need a travel authorization?

2) Do student athletes get reimbursed or per diem for their food and other expenses during travel? If yes, what procedure do they need to follow in order to get the money?

3) Do student athletes need to fill out liability release forms for traveling with their team?

4) Does the athletics department has a travel policy in addition to the University Travel Policy?

Best wishes,

Christos Deligkaris, PhD
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