



Expense Allowances

University Employees

Itemized Receipts over \$30 must be provided

Lodging

**Reasonable and necessary amounts
Must have itemized statement**

Meals

**Breakfast
\$12.00**

**Lunch
\$15.00**

**Dinner
\$30.00**

Max of \$57.00 per day

Group Employee meals paid for by the President are not subject to meal maximums

Receipts greater than \$30.00

Conference

Agenda, Registration brochure showing dates and meals provided should be submitted

Single day trips

Personal Meals during single day trips or within official domicile are not reimbursable

Telephone Charges

Must show business purpose for the call

Internet

Business use only

Pre-Registration is reimbursable only after completion of the trip or event.

Expenses Not Allowed

University Employees

Personal Expenses

- Alcohol
- Personal Travel Insurance
- Movies
- laundry
- Extra Meals

Laundry Exception

Extended Foreign travel. Receipts over \$10 should be provided

Exceptional Circumstances

Legitimate & well documented expenses otherwise denied, will be reimbursed with Dean or Vice - Presidential approval only

Candidate Travel and Moving Expense

Discretion of the department seeking to hire candidate

Taxable amount reported on employees W-2 form

Foundation funds may be used for reimbursement

Travel Expense report must clearly indicate "Candidate Travel"

Spousal/Dependent Travel

Board of Governors annually approves non-contractual fringe benefits for a limited group of employees

The university will not pay for any spousal travel except as approved by the Board of Governors.

Methods of Transportation

University Owned Vehicles

Motor Pool

Airline Travel – Economy Only

Enterprise Rent- A-Car

UBER/LYFT, Taxi, Shuttle Buses, Limousines and other methods to/from the airport and hotel

Must have receipts for any purchase greater than \$30.00

Commercial Transportation

Personal Vehicle –WITHIN STATE

Personal Vehicle –OUT OF STATE

Foreign Travel

Foreign Travel Authorization Form

Vice – Presidential approval required

Inoculation is reimbursable

Expenses incurred in obtaining passports and visas are reimbursable

Upgrade to Economy Plus is allowed. No reimbursement for business or first class airfare

If less than 25% of the trip is spent on personal activities, the trip is considered entirely for business

Receipts for Foreign Travel:

All receipts to be converted to US Dollars use

<https://www.oanda.com>

Credit Card Transactions can be used as a source for the conversion rates.

In the event that no receipt documentation can be obtained from the vendor, the employee must provide a written, signed statement stating that all related purchases did not include alcohol.