

ORED Detailed Travel Guidelines

Airfare:

- Itemized receipt should show the date, amount, payment method, ticket number, vendor name, destination and dates of travel.
- Cost is limited to the most economical and efficient airfare available.
- Upgrades or first class tickets are generally not allowable and require justification.
- One baggage fee each way will be allowed. Justification is needed for reimbursement of additional baggage fees.
- Reimbursement for travel insurance on domestic air travel is not allowed.

Rental Car:

- Provide original itemized receipts for the vehicle and gas.
- Rental vehicle size and style must be consistent with travel needs.
- Only UI employees are allowed to be drivers.
- Only UI employees or students are allowed to be passengers. Non-UI passengers are not covered by insurance.
- Whenever possible use Enterprise Rental Car (Corporate Account: XZ47IDS Account Name: IDS).
- Insurance coverage should be waived as it is not allowed (reimbursable).
- Sign the rental agreement in your name, followed by the initials UI.
- Be sure to carry a State of Idaho accident claim kit; you might want to also have in your possession a copy of your Authorization to Travel form.
- Contract Instructions for State of Idaho Contract PADD1073 (Enterprise/National):
 1. Go to http://purchasing.idaho.gov/statewide_contracts.html (Enterprise is the main supplier and Hertz is the secondary)
 2. Click on "Information and Website Link" to order
 3. Website Link is at the bottom of sheet and bottom of these instructions
 4. See "Online Ordering Instructions" for ordering on the Enterprise website
 5. Primary Contract Contact:
 - i. Name: Kelly Jenkins
 - ii. Toll Free Number: 800-736-8222 (use corporate code ID XZ47IDS)
 - iii. Direct Number: 208-658-0865, ext. 204
 - iv. Fax Number: 877-610-3739
 - v. E-mail: Kelly.jenkins@ehi.com
 - vi. Website:
https://www.enterprise.com/car_rental/deeplinkmap.do?bid=002&cust=XZ47IDS

International Travel:

- If you are traveling internationally you must submit and approve your Trip Authorization at least 30 days prior to traveling. You will receive an e-mail with an export controls questionnaire to fill out and submit to the Office of Research Assurances. Completing both of these items ensures that you have permission from UI to travel internationally, appropriate insurance coverage, and access to any special assistance should you experience travel complications.
- If you rent a vehicle, please purchase the minimum compulsory insurance.
- Travelers must follow the Fly America Act.
(<http://www.uidaho.edu/research/faculty/resources/fly-america-act>)

Lodging:

- Employees should ask for the government rate when available.
- Prior to leaving your hotel, please review your hotel invoice to ensure it is a detailed itemized receipt with a \$0 balance.
- Incidental expenses will need to be paid for with personal funds at check-out.
- Rate should be single rate. If rate on hotel receipt is for two people, please provide the name of the second person, note if the person is a UI employee and what function they are fulfilling.

Conference:

- Provide conference registration receipt.
- Provide a conference/meeting agenda.
- Per diem should not be requested for any meals that are included in the registration fee or provided at the conference unless justification is provided.

Public Transportation:

- If using a UI purchasing card you must provide receipts.
- All other forms of payment do not require receipts unless the cost exceeds \$75.
- Tips are not reimbursed as they are considered part of the per diem.

Traveler Paid for Meal during Business Meeting:

- Provide itemized receipts if non-UI employees are attendees.
- Provide a list of attendees and their affiliation.
- Include the business purpose.
- Provide an agenda for the meeting.
- All alcohol charges must be paid from personal funds and receipts submitted for reimbursement.
- Entertainment expense form is needed and should be signed prior to travel (see attached forms).
- Reimbursement is limited to the State of Idaho meal per diem rate per attendee if all diners are UI employees and must follow APM 70.22 Meals and Refreshments for Official Meetings.

Personal Vehicle Mileage:

- Private vehicle reimbursement rate is 54 cents per mile.
- Please provide a copy of Mapquest, Yahoo, Google Maps or other source which supports the distance as the most direct or efficient route, showing your workstation address as the beginning and ending location address and total miles. Or you may request mileage per the State Travel Mileage Chart (see <http://www.uidaho.edu/finance/controller/accounts-payable/travel-services> under Resource Files).

Per Diem:

- You are eligible for per diem when meals are not provided based on departure date/time and return date/time.
- The in-state per diem rate is \$45/day and out-of-state per diem rate will be figured based on federal regulations.
- The per diem rate includes incidentals such as tips for taxis, airport shuttle services, baggage handling, hotel services, meals, etc.
- Per Diem Allowances for Trips with Overnight Stay:

Per Diem Rate Chart

	In State \$45.00/day	Out of State \$51.00/day	<u>Federal Rate</u>	Departure	Return
Breakfast	\$11.25	\$12.75	25%	7 a.m. and after no breakfast	8 a.m. and before no per diem
Lunch	\$15.75	\$17.85	35%	11 a.m. and after no lunch	2 p.m. and before no lunch
Dinner	\$24.75	\$28.05	55%	5 p.m. and after no per diem	7 p.m. and before no dinner

Per Diem Allowance for trips without an overnight stay is calculated at the In-state Rate.

Other:

- Internet aboard airplanes or other locations may be allowable if justification is provided that identifies “access at the time and location is essential in the performance of official State business and is not predominately for personal convenience or entertainment.”
- Laundry and dry cleaning expenses are allowable if travel exceeds five calendar days.

Please contact your fiscal staff or the ORED Fiscal Operations Manager for any questions.