

Gatton Travel: An Overview

The following guidelines for Gatton College faculty and staff provide further instruction for each stage of the travel process for travelers and those that may assist in preparing a traveler's itinerary: Pre-Travel, Business Travel, and Post-Travel.

I. Pre-Travel Status:

a. Pre-Approval Form

- i. Complete Gatton College's web-based [Travel pre-approval](#) form in FRANSys.

b. Reservations:

- i. University prefers the use of [Travel Services](#) for all reservations.
- ii. Procurement cards are the preferred method of payment for business only travel. If you do not have a procurement card, and would like to have one, contact the business office.

1. Domestic Airfare:

a. UK has three approved airports that you can fly from.

- i. LEX Bluegrass Airport in Lexington
- ii. CVG Cincinnati/Northern Kentucky International Airport in Hebron
- iii. SDF Louisville Muhammad Ali International Airport in Louisville
- iv. If you choose to fly from a different airport, then a cost comparison from one of the approved airports is required. Please refer to Section II.

b. Gatton College prefers to have a cost comparison be made with UK Travel Service vendors when an alternate vendor is used. Please refer to Section II on cost comparisons.

c. Gatton College reserves the right to limit the reimbursement to what would have been paid with UK Travel Services.

d. UK reimburses coach class airfare.

- i. With supervisor approval, business class airfare can be reimbursed for eight hours or more of uninterrupted flight service.
- ii. Reasonable ancillary fees including, but not limited to, expenses for convenient or early boarding, extended legroom, seat location, baggage, in-flight meals, and Wi-Fi service are approved at the supervisor's discretion.

e. Final itemized receipt is required as documentation, not just a confirmation. Flight itinerary and ticket receipt are required. These can be difficult to obtain when booking with Priceline or Expedia type vendors.

f. If you are combining business and personal travel, please refer to Section II.

2. International Airfare/Travel:

a. **Required** to purchase international airfare through UK Travel

- Services.
- b. Must be registered with the University's [International Travel Registry](#) before departure.
3. Personal Vehicle Travel
- a. Employee driving for University business must have a [Motor Vehicle Record Release and Information Form](#) on file with Risk Management.
 - b. Vehicle-related expenses are allowed (parking, tolls, ferries, bridges, tunnels, etc.)
 - c. Gasoline, repairs, towing, mileage for sightseeing or other personal travel are not allowed.
 - d. Mileage is reimbursed from the traveler's work location, unless driving from the traveler's residence is closer.
4. Rental Cars
- a. Domestic travel, additional insurance is not an authorized expense.
 - b. International travel, additional insurance can be purchased.
 - c. Procurement card can only be used if it is in the name of the person renting the car.
 - d. If the renter does not have a procurement card in their name, then payment will need to be made with a personal credit card and be reimbursed after travel is complete.
 - e. Gasoline may be purchased when refueling a rental car.
5. Air vs Auto Cost Comparison
- a. When a traveler chooses to drive a personal vehicle or a rental car over 500 miles one way an airfare cost comparison must be done.
 - b. [Air vs Auto Travel expense form](#) must be completed.
 - i. Reimbursement will be the lesser of either your actual driving expenses or the estimated air expense total on the expense form.
6. Lodging
- a. Hotel expenses are limited to the business days of travel at the single room rate, including room tax and other business-related hotel fees (Wi-Fi or parking, etc.)
 - b. Folio must include the name of the traveler, the name of the hotel, dates of arrival and departure, room rate, type of credit card used for payment, payment for hotel charges, and applicable taxes.
 - c. Airbnb's/VRBO's are allowable as long as they are reasonable to meet business needs.
 - i. Damage fees, additional guest fees, insurance or something not usually charged by hotels are the responsibility of the traveler.
 - ii. If additional houseguests are included, get a quote that shows what the price of the Airbnb would be with only one houseguest.

II. Cost Comparison:

- a. Needed when:
 - i. Originating/returning from a different airport than the three approved by UK
 - ii. Adding travel dates (combining business and personal time)
 - iii. Detours
 - iv. Upgradeable fares (business class or first class)
- b. Must be done on the same day the actual ticket was purchased.
 - i. Through Concur Travel
 - 1. Ensure business-only travel search parameters are used based on the beginning/ending date and time.
 - 2. Ensure the print date shows on the cost comparison (which must match the actual ticket purchase date). It is best to run the cost comparison from Concur and then “print to Adobe”, and then save the PDF – in this way, the date stamp will show on the cost comparison.
 - ii. Through AAA or Avant Travel
 - 1. Email must show the hypothetical itinerary/airfare that the traveler would choose for official University business travel.
- c. University will not reimburse any personal travel expenses which are other costs incurred related to items not needed to fulfill the business purpose of the travel.
- d. Procard can be used to purchase a combined business and personal airfare ticket only if the resulting airfare is equal to or less than the cost comparison airfare for UK business only travel.
- e. Personal credit card must be used to purchase a combined business and personal airfare ticket if the resulting airfare is higher than the cost comparison airfare for UK business only travel.
 - i. After travel is complete, the traveler will be reimbursed the cost comparison airfare amount.
- f. If a cost comparison is not secured, then a [Request for Historical Airfare Cost Comparison](#) form must be completed.

III. Business Travel Status:

- a. Receipts
 - i. Itemized Receipts are needed for all expenses.
 - ii. Include vendor name, item description, quantity, price, and transaction date.
- b. Per Diems
 - i. University will reimburse meals and expenses incurred on the first and last days of travel at 75% of the standard per diem rate regardless of what time of day the travel begins and ends.
 - ii. Procard should not be used to pay for individual meals when traveling. That is what per diem is for.
 - iii. Meal per diem cannot be claimed for meals included in registration fees, paid for by others, or otherwise provided at no cost to the traveler as part of the event.
 - iv. Business Meals when traveling can be reimbursed or put on the procard.
 - 1. Breakfast, lunch, or dinner meetings when in travel status to conduct University business may be reimbursed for the actual meal cost instead of the per diem.
 - a. Please include a list of attendees, business purpose, agenda,

or event flier.

IV. Post-Travel Status:

- a. Submit all relevant travel receipts into Gatton College's web-based [Travel Tools](#) in FRANSys.
 - i. Submit your travel related procard charges
 1. Transaction type Travel Procard
 - ii. Submit your travel related reimbursement receipts
 1. Transaction type Travel Reimbursement
- b. You will be notified when your report is ready in Concur to be submitted.