

Gatton Travel: An Overview

The [University of Kentucky's policies](#) for travel and reimbursement of travel expenses provide a clear framework for all University entities. While the University's policies are the definitive reference, Gatton College requires faculty and staff travelers to utilize UK's Travel Services (only [Concur](#) or [AAA Corporate Services](#)) for purchasing airfare. 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:** The items listed in this first section include a web-based form that can be completed to inform the College of travel as well as a variety of types of reservations that might be made by a traveler.
 - A. **Pre-Approval Form:** Completing Gatton College's web-based [Travel Pre-Approval Form](#) is optional, however, the Business Office – based on the information provided by the traveler – will be able to reiterate to the traveler any UK policies significant to the traveler's plans and/or reimbursement.
 - i. **Estimated Cost:** Any business-related travel should have a budget that's discussed between the traveler and respective Department Chair.
 - ii. **Reminders:** This form contains policy reminders for the traveler and the Business Office will respond with assistance in travel-planning and/or policy inquiries.
 - B. **Reservations:** While **Gatton College requires use of UK Travel Services for airfare**, the University prefers all reservations (hotel, rental car, etc.) be made through UK Travel. There are rare occasions when this is neither possible or practical. Guidance for each reservation type can be seen below.
 - i. **Airfare:** Gatton College faculty and staff must purchase airfare through UK Travel Services (**only Concur or AAA Corporate**). Avant Travel is not to be used. Any airfare that is available via a non-UK vendor should be available through [Concur or AAA](#). If not, permission from Patty Brophy (Director, Travel Management Services) is required in order to move forward with a purchase of airfare outside of UK Travel Services. Several scenarios require securing a valid airfare cost comparison. Please see document titled, "UK Travel: Common Mistakes" to see when a cost

comparison is required and when a traveler should and should not use a Procard to purchase airfare.

- ii. **Motor Vehicle Travel:** A traveler may rent a vehicle through [UK Motor Pool](#) or [Concur](#), or use her/his own private vehicle for travel. Should motor vehicle travel exceed 400 miles one-way, a valid airfare cost comparison must be secured per University policy, which will determine how much money is reimbursed to the traveler. Rental vehicles purchased when mileage exceeds 400 miles one-way must be done so with a personal credit card. Insurance should not be purchased for rental vehicles as UK faculty/staff are covered by [UK's Fleet Insurance Policy](#) when in business-travel status.
 - iii. **International Travel:** Any faculty/staff traveling internationally is required to register with [UK's International Travel Registry](#). Please see below (vi) for instructions for Foreign Lodging.
 - iv. **Seat Class:** UK faculty/staff can only use coach/economy class with the exception of being allowed to book "business" class for legs of trips that last longer than 8 hours. Again, the "business" class can only be purchased for that particular leg of the trip. The shorter legs of such a trip are not included in that exception.
 - v. **Domestic Lodging:** Concur provides a wide array of domestic lodging options. While there is not a maximum allowable amount to spend on lodging, the hotel chosen should be reasonably priced. Allowable expenses on a lodging bill include room, tax, wifi/internet for business purposes, and parking for business purposes.
 - vi. **Foreign Lodging:** When traveling internationally, the traveler is to remain below the maximum [Federal lodging per diem](#) for a particular city. Concur will price the hotel for you, giving the cost per night (without taxes) and the estimated total cost (with taxes). The latter is the key figure since it includes taxes. If the traveler's lodging exceeds the maximum Federal lodging per diem rate, the Procard cannot be used to pay, and the traveler will be reimbursed only the per diem rate.
- II. **Business Travel Status:** While in Business Travel Status, traveler might require assistance from a travel agent. Both [Concur](#) and [AAA Corporate Services](#) offers assistance 24 hours a day to address any issue regarding your reservation.

- A. **Air Travel:** Should a flight be canceled or delayed, traveler is advised to contact AAA Corporate Services (1-800-354-4514) or UK's Concur Help Desk (1-877-463-0543) 24 hours a day.

- B. **Lodging:** When booking lodging through Concur or AAA Corporate Services, an agent will most likely be able adjust your reservations should any issues arise with traffic or air delays. If hotel has unexpectedly reached its capacity, that particular hotel should be able to set up lodging at a different hotel for the traveler. Beyond issues with reservations, there are also other important points regarding lodging, allowable expenses, and reimbursement.
 - i. **Allowable Expenses:** Hotel parking and wifi/internet access (both for business purposes only), room and tax are permissible charges to a Procard and are reimbursable if the traveler should pay with a personal credit card.

 - ii. **Unallowable Expenses:** When paying with a personal credit card, the traveler can purchase room service or an upgrade to a room, however said charges would not be reimbursed beyond meal per diems and a single room rate.

- III. **Post-Travel Status:** Upon the traveler's return, s/he is required to submit all relevant travel receipts via Gatton College's web-based [Travel Reimbursement Form](#). Once the form is submitted to the Business Office, a Travel Voucher will be compiled and sent to the traveler for review and digital signature. When the Business Office is in need of further information, it will keep communication minimal so that the traveler's UK duties are not interrupted. Requests must be submitted within 60 days.
 - A. **Travel Reimbursement Form:** Information entered in this form will provide the Business Office with all details needed to reimburse the traveler:
 - i. **Employee Information & Address:** Name, contact information, employee number, and departmental information. The address information entered should be the address the traveler wishes to have his/her reimbursement check mailed to.

 - ii. **Details of Travel:** Key elements in the section are the purpose of travel – which should state the “Business Purpose” – including the benefits to both the employee and University. This section also includes expense information (use of personal funds, Procard, or expenses paid by a third party).

- iii. **“Other Information”**: At the bottom of the form’s Page 1 is a text field the traveler can enter any information relevant to the travel such as flight delays, specific meal per diem requests, and/or expense purpose(s).

- iv. **Upload Documents**: After clicking “Submit” on Page 1, the form’s Page 2 allows the traveler to upload scans of receipts, conference agenda(s), or any other document relative to the trip. PDF, DOC, GIF, JPG, JPEG, and PNG are preferred formats.