

Gatton Travel: Common Mistakes

Seen below are the most common mistakes made by travelers, which could result in the traveler not being reimbursed and/or create the need for an Exception to Business Procedures:

- **Itemized Receipts:** Any receipt, whether a Procard receipt or a receipt being submitted by traveler for reimbursement, must be itemized. Receipts must also include the date, vendor name, and cost. Any reimbursement must be requested within 60 days of expense or last day of travel.

- **Airfare Cost Comparison:** There are several scenarios when a valid airfare cost comparison is required to be secured. As a reminder, an airfare cost comparison is only considered valid if it's run through Concur or provided by a AAA agent (with specific instructions in the University's Travel Policy):
 - a) *Personal Time:* In all cases that personal and business travel are combined on an airline ticket, a valid airfare cost comparison (through Concur) must be secured the same day as the ticket purchase for what the airfare would cost if the traveler were only flying on official UK business. Furthermore, the airfare must be purchased with a personal credit card. The traveler would then be reimbursed the actual airfare cost or the lowest cost in the valid airfare cost comparison.

 - b) *Non-Workstation Originating Airport:* If traveler plans to fly out of a non-workstation location, then a valid airfare cost comparison must be secured the same day as the ticket purchase (which must be made with a personal credit card) to show what it would have cost to fly out of a "workstation" location. Flying out of Lexington, Louisville, or Cincinnati are acceptable and do not require a cost comparison.

 - c) *Drive > 400 miles One-Way:* If driving more than 400 miles one-way, a valid airfare cost comparison (through Concur) must be secured as soon as the traveler is aware s/he will be taking a trip. The maximum reimbursement, including mileage, tolls, lodging and subsistence, is limited to no more than the normal expenses that would have been incurred if commercial air had been used.

- **Airfare through non-UK Services:** Gatton College faculty and staff are required by the College to book airfare through either Concur Travel or AAA Corporate Services. Airfare expenses from any other services -- including Avant Travel Services -- whether a trip has personal time or not, will not be reimbursed by the College unless Patty Brophy, Travel Management Services Director, has approved the purchase.

- **Foreign Lodging:** Foreign lodging will be reimbursed for actual amount or up to amount allowed (including taxes) for the location. When planning any travel, please consult the Federal per diem [website](#) and consult with the Gattton College's Business Office to ensure that A) lodging will be below the maximum allowable per diem and B) if traveler cannot find a lodging location below the per diem rate then we must perform an Exception Request *prior* to travel.
- **Procard Misuse:** If a traveler purchases room service (food or drink), the expense should be separated from the main bill and paid for with personal funds. While hotel wifi/internet for business purposes and vehicle parking are allowable on a Procard, any other type of expense will need to be paid for with personal funds unless a Procard has been dedicated especially to such purchases.
- **Seat-Class:** Airline travel is required to be at the lowest coach or tourist class. Business Class tickets and/or seat charge expenses will be reimbursed when the travel requires uninterrupted flight service of 8 hours or more.