

Gatton Travel: Common Mistakes

Seen below are the most common mistakes made by travelers, which could result in the traveler not being reimbursed 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, proof of payment, and cost. **Reimbursements must be requested within 60 days of expense or last day of travel.**
- **Airfare Cost Comparison:** There are several scenarios, listed below, when a valid airfare cost comparison is required. As a reminder, an airfare cost comparison is only considered valid if it's run through Concur with a timestamp the same day you purchase your ticket or provided by a AAA agent on the same day you purchase your ticket ([see 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, airfare must be purchased with a personal credit card. Following travel, one would be reimbursed the actual airfare cost or the lowest cost in the airfare cost comparison.
 - b) *Non-Workstation Originating Airport:* If traveler plans to fly out of a non-workstation location to reach his/her business travel destination, 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 the "workstation" location. Lexington, Louisville, or Cincinnati airports are accepted as "UK Workstation" airports and do not require cost comparison (unless you have personal days during travel).
 - 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. You would then fill out an ["Air vs. Auto" comparison](#). 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 on a personal credit card from any other services, whether a trip has personal time or not, can only be reimbursed if a valid airfare cost comparison has been obtained on the day of your ticket purchase or if you have obtained an approved [Request for Historical Airfare](#) from Patty Brophy. A Request for Historical Airfare can delay reimbursement for months so it is recommended you

contact the Gatton Business Office to obtain a valid cost comparison the day you purchase your airfare.

- **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 Gatton 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 (not charged to Procard). While hotel Wi-Fi / internet for business purposes and vehicle parking are allowable on a Procard, any other type of expenses 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 economy class (or up to Comfort+ level or airline equivalent). [The Concur website](#) defaults to economy class. A seat upgrade to economy comfort or economy premium can be purchased directly through an airline's website and can be reimbursed with supervisor approval.

Business Class tickets and/or seat charge expenses will be reimbursed with supervisor approval when the travel requires uninterrupted flight service of 8 hours or more, but only a flight leg of 8 hours or more can be upgraded (not shorter flights).