

Fiscal Policy 03-140-401 Travel

Policy Section	Policy Sub-Section	Old Policy	New Policy
1. Summary	1.1 - 1.3		NEW FORMAT: Statement of fiscal principals, explanation of intent and who should be informed
2. General Travel Requirements	2.1 - 2.4		Clearly defined requirements for compliance, authorized travelers, accommodations and travel rewards
3.1 Air Transportation	3.1.1 Booking Airfare		<i>No major changes identified</i>
	3.1.2 Fees		<i>No major changes identified</i>
	3.1.3 Non-Commercial Aircraft	Detailed information related to use of charter and private aircraft	Detailed information removed from policy and can now be found on the Non-Commercial Aircraft Webpage, managed by OSU Insurance and Risk Management Services
	3.1.4 Airport Parking		NEW: Travelers are expected to use economical and reasonable parking
			NEW: Valet parking is not a reimbursable expense
3.2 Ground Transportation	3.2.1 Commercial Transportation	Receipt Requirement \$25 per transaction	Receipt Requirement \$75 per transaction
	3.2.2 Motor Pool		<i>No major changes identified</i>
	3.2.3 Rental Vehicles	Must rent compact or economy cars	Travelers are expected to rent most economical option based on trip purpose
	3.2.4 Private Vehicle		NEW: Commuting guidelines
	3.2.5 Accidents/Claims		<i>No major changes identified</i>
3.3 Lodging	3.3.1 Commercial Lodging	Reimbursement based on per diem	Reimbursement based on actual cost
		Campgrounds considered non-commercial lodging	Campgrounds included within commercial lodging
			NEW: Overnight stay in arrival/departure city allowed with budget authority approval
	3.3.2 Non-Commercial Lodging		<i>No major changes identified</i>
	3.3.3 Group Travel		<i>No major changes identified</i>
3.4 Meals	3.4.1 Per Diem	Travelers claim M&IE per diem based on their specific travel departure and return times	Travelers can claim up to 75% of M&IE per diem based on first and last day of travel

	3.4.2 Group Travel	Gratuity allowed up to 15% of the meal expense	Gratuity allowed up to 20% of the meal expense
	3.4.3 One-day Trips	Breakfast M&IE per diem can be paid when an employee leaves their official work station 2 or more hours before their regular work shift. Dinner M&IE per diem can be paid when an employee returns to their official work station 2 or more hours after their regular work shift.	Travelers can claim up to 75% of M&IE per diem on one day trips when they are away from their official work location for at least six hours
3.5 Conference Expenses	3.5.1 - 3.5.3	Guidelines for various payment methods	Conference payment methods removed from this policy
3.6 Business Travel Combined with Personal Travel	3.6.1 General		NEW: Procurement card must not be used for personal travel expenses
	3.6.2 Air Transportation		<i>No major changes identified</i>
	3.6.3 Ground Transportation		NEW: Direct bill option for car rental should not be used
			NEW: OSU automobile liability does not apply when a vehicle is used outside scope of employment
	3.6.4 Lodging		NEW: Non-business lodging cost must be paid with personal funds
3.7 International Travel	3.7.1 & 3.7.4 & 3.7.5		<i>No major changes identified</i>
	3.7.2		NEW: Requires registration of faculty, staff, students and others
	3.7.3		NEW: Calculation of how the foreign currency transaction equals the USD value must be included with request for reimbursement
3.8 Travel on Grants	3.8.1 Authorization		<i>No major changes identified</i>
	3.8.2 Documentation Requirements		<i>No major changes identified</i>
	3.8.3 Bringing Potential Fellows to Campus		<i>No major changes identified</i>

3.9 Travel Reimbursements	3.9.1 Travel Reimbursements Requests	<p>Filing Reimbursement Requests beyond the 60 day time limit may result in the reimbursement payment being taxable as wages to the employee and/or being denied.</p> <p>If an employee does not submit a reimbursement request within 60 days, the business center may offer a one-time educational session, before they issue a Memorandum of Understanding (memo or MOU).</p> <p>The University will not reimburse the employees late reimbursements in the upcoming two year period after an MOU is issued.</p>	<p>If an employee does not submit a reimbursement request within 60 days of the completion of business travel, reimbursement will be paid as taxable wages to the employee.</p> <p>Repeated reimbursement requests that exceed the 60 day or fiscal year-end reporting requirements will be evaluated by the associated business center and the Controller's Unit and may be denied.</p>
	3.9.2 Authorization		<i>No major changes identified</i>
	3.9.3 Documentation Requirements		<i>No major changes identified</i>
	3.9.4 Group Travel		NEW: Group Travel defined as two or more travelers
	3.9.5 Non-Employee Travel		<i>No major changes identified</i>
	3.9.6 Travel Paid by Outside Source		<i>No major changes identified</i>
	3.9.7 Non-Reimbursable Expenses		<i>No major changes identified</i>