

Travel Regulations

Updated: March 2024

Effective: July 1, 2024



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Introduction

Purdue's Travel Regulations, in support of [Travel for University Business \(II.A.3\)](#) effective May 1, 2021, govern booking and reimbursement related to business travel and expenses and are available to help travelers manage the process.

All regulations apply to faculty, staff and students employed by the University who are traveling on University-related business.

The University contracts with various travel service providers and vendors to ensure strategic sourcing and pricing agreements. To take advantage of these negotiated discounts, travelers must book travel arrangements through the University's travel reservation system. All contracts with travel service providers and vendors must be approved by the CFO, or his designee.

Travelers are encouraged to book business travel in Concur or utilize the University's travel agency. Booking through these methods allows the University to exercise a strong duty of care, which includes the benefit of quickly locating and assisting traveling employees in times of emergency.

The core principles of travel and expense regulations are:

- Employees are encouraged to book travel through Concur/University's travel agency.
- Expenses must be submitted through Concur or Purdue Travel.
- Expenses must have a clear business purpose and be directly related to the mission of the University.
- Expenses must be reasonable and appropriate for the circumstances.
- Expenses must be fully documented and submitted for required approvals.
- Expenses incurred for business purposes must not be driven by personal enrichment (e.g. monetarily, loyalty points), either in appearance or in fact.
- Expenditures must comply with all applicable laws and University policies.

The regulations promote traveler safety, good stewardship of University resources and a streamlined system for booking travel arrangements and reporting expenses.

Adhering to the regulations will help ensure travelers are paid/reimbursed in a timely manner and at full value.

The University will reimburse travelers for reasonable and necessary out of pocket business expenses incurred in direct connection with University business and in accordance with these regulations. Travelers must exercise good judgment that supports the University's mission and submit expenses through the channels and within the timelines outlined in this document.

Purdue Travel

Purdue Travel is the University's central travel office. This office is responsible for establishing discounted rates with preferred travel partners, providing training, maintaining the travel regulations, providing travel policy exceptions, assisting with traveler expense reports, and providing an additional review of the expense reports in relation to the Travel Regulations.

Employee and Approving Manager Responsibility

Travel booking and expense reimbursement must follow the regulations outlined in this document and employees are expected to exercise sound judgement when evaluating any expense category not included.

Employee/Traveler Responsibilities:

- Gain any pre-approvals to travel, understanding cost and allowability on funds.
- Submit or upload into Concur expense receipts no later than 30 days after their trip has ended.
- Review and submit travel expense reports within 60 days after travel has ended.
- Unreconciled travel transactions and/or expense reports that are **not cleared within 180 days** after the last day of official business travel, could be reported as additional wages to the employee. Those transactions that do not have a receipt will be marked personal and could be deducted from Traveler's payroll. Those transactions that do have a receipt will first be considered for discretionary funds, if those are not available, they will be marked personal and will be deducted from Traveler's payroll. The report will then be submitted by Central Travel to process. The University follows the IRS accountable plan rule on submitting and reimbursement of expenses found in [IRS publication 463](#).
- Reimbursement will not be allowed for submission after 180 days after the last day of official business travel. All exceptions will have to have the approval of the dean or department head and business office.

Employees must seek direction from Purdue Travel if clarification is needed.

Fiscal Approvers are expected to review employees' submitted expenses and decline all expenses that do not meet the requirements established in these regulations.

Business Leaves Extending 22 Days

If the travel event requires the employee to be absent from campus for more than 22 consecutive workdays, it is the employee's responsibility to request approval through SuccessFactors. Contact your business office for assistance with your request.

The [Human Resources website](#) provides detailed information on requesting business time off and approvals.

Compliance

Employees and approving Managers who do not comply with these regulations may be subject to the following:

- Reimbursement delays for improper documentation
- Non-reimbursement for regulation violation
- Disciplinary action, up to and including termination of employment.

Documentation

Employees must submit electronic copies of original receipts in Concur. Failure to submit electronic receipts could result in non-reimbursement of expenses.

For a business expense related to travel to be approved and reimbursed, it must be properly substantiated. Airfare, Hotel, Registration, Vehicle Rental, and expenses not related to travel such as conference add-ons or presentation or research materials while on travel, require receipts regardless of amount. All other expenditures that are \$75 or greater require receipts for reimbursement. Receipts totaling less than \$75 should not be submitted, except as noted below. **NOTE: If sponsor requirements are more restrictive, the more restrictive receipt requirement will take precedence.** If a required receipt has been lost, a **Certification for Missing Receipt form** (PDF) must be submitted. Airfare, Lodging and Vehicle Rental receipts can be obtained from the airline, travel agency or provider. Failure to provide required documentation within 10 business days from date of request will result in the expense being marked as personal and not reimbursed by the University.

*Confirmation of payment must show proof of actual payment amount. Order confirmation, reservation confirmation, quotes, pro forma invoices, or estimated charges and the like do not constitute a confirmation of payment, unless the document confirms the amount has been paid.

Expense	Required Documentation
Airfare	Detailed itinerary and/or e-Receipt containing the following information: - Airline Name - Flight Number - Dates of Flights - Destinations (From/To) - Traveler Name - Fare Class - Total Cost - Confirmation of Payment* <i>Company paid upgrades must meet criteria in Airfare section of this document. Free upgrades should be noted in expense report comments.</i>
Lodging	Detailed receipt containing the following: - Traveler Name - Hotel Name - Location - Dates of Stay - Nightly Rate - Daily Taxes/Fees - Total Cost - Confirmation of Payment* <i>Additional lodging/hotel charges incurred by a traveling companion(s) or Purdue Employee sharing a room or additional room who is not on paid travel with a business reason for the trip must be deducted. Free upgrades should be noted in comments.</i>
Registration	Detailed receipt containing the following: - Traveler Name - Event Title - Dates - Location (if applicable) - What is included in Registration (hotel/meals) - Benefit of Participation - Copy of Agenda/Schedule - Total Cost - Confirmation of Payment <i>When fee is waived for Presenters, provide Program/Agenda documenting the scheduled talk.</i>
Memberships	Detailed Receipt containing the following: - Traveler Name - Purpose/Benefit - Total Cost - Maximum \$500 for Individual Membership - Society/Membership Name - Dates of Membership - Confirmation of Payment*

	<i>"Individual memberships under \$500 with a business purpose benefiting the University and formal approval from the department head is allowable. However, in most cases, memberships are not allocable to individual projects and will be treated as indirect costs." Please see Memberships in the Classification of Cost Items under CAS Guidelines (purdue.edu)</i>
Vehicle Rental	Detailed receipt containing the following: • Traveler Name • Vendor Name • Vendor Pickup/Drop-off Locations • Dates of Rental • Rental Class • Daily/Weekly Rate used • Other Fees Charges • Total Cost • Confirmation of Payment <i>Company paid upgrades must meet criteria in Vehicle Rental section of this document. Free upgrades should be noted in comments.</i>
Business Meals – Sponsored Program Funds	Detailed receipt containing the following: • Vendor Name • Date • Total Cost with Tip • Purpose of Business Meal • Itemized Charges • Attendee List • Meeting Agenda • Confirmation of Payment* <i>Please reference Business Meals link for all requirements. Alcohol is <u>not</u> allowed on Sponsored or University funds.</i>
Hospitality	Detailed receipt containing the following: • Vendor Name • Vendor Address/URL • Date of Purchase • Purpose/Benefit • Item Description • Quantity • Unit Price/Extended Price • Total Cost • Confirmation of Payment* • Attendee List (if applicable)
Other S&E (conference media, books, research or presentation materials/services)	Detailed receipt containing the following: • Vendor Name • Vendor Address/URL • Date of Purchase • Purpose/Benefit • Item Description • Quantity • Unit Price/Extended Price • Total Cost • Confirmation of Payment*
Third Party Paid/No Cost	Provide detail in Comment regarding expenses paid by non-Purdue funds. Subject to Policy III.B.5, Gifts, Gratuities, and Recognition Operating Procedures. • Must provide legitimate business reason why the Third Party is providing • Must meet customary industry practices and conventions • Is not lavish, frequent, or substantially in excess of allowable per diems(for meals) or standard rates; and • Does not put employee or Third Party in a position of questionable ethical circumstance.

Missing/Lost Receipts

The requirements listed below must be followed if the required receipt for an expense is lost or unobtainable.

- Lodging: Request a statement from the provider.
- Airfare: Contact the travel agency or airline for a printout.
- Vehicle Rental: Contact the rental agency for a copy of receipt.
- All other expenses: Complete a [Certification for Missing Receipt form](#) (PDF).

Reimbursement

Payment to the traveler will be made after completion of the trip, based on documented, reasonable, and actual business travel expenses supported by original, itemized receipts. Reimbursement is not allowed for items provided free of charge, such as airline travel vouchers/certificates, frequent flyer miles, loyalty award programs for air, hotel, car, etc. The University processes the reimbursement via direct deposit after the approval of the submitted expense report.

To ensure expenditures are correctly reported and funds are still available, all travelers should submit their receipts within 30 days from the last day of travel. Travelers should submit their travel expense report **within 60 days** after completion of travel. The travel expense report is used to total all expenses incurred for the trip, deduct any amounts for pre-paid expenses, travel cash advances and any expenses deemed to be personal, and determine if a reimbursement is owed to the traveler or if the traveler needs to return unused cash advance funds.

- Unreconciled travel transactions and/or expense reports that are **not cleared within 180 days** after the last day of official business travel, could be reported as additional wages to the employee. Those transactions that do not have a receipt will be marked personal and could be deducted from Traveler's payroll. Those transactions that do have a receipt will first be considered for discretionary funds, if those are not available, they will be marked personal and will be deducted from Traveler's payroll. The report will then be submitted by Central Travel to process.

Reimbursement will not be allowed for submission after 180 days after the last day of official business travel. Exceptions to the 180 days will have to have approval from the Dean, Department Head, and the traveler's business office.

The University follows the IRS accountable plan rule on submitting and reimbursement of expenses found in [IRS publication 463](#).

Remote Work Reimbursement

Reimbursement of expenses for remote staff required to travel to campus is contingent on the employee's agreement and date of hire. The below guidelines should be used to determine when reimbursement of travel expenses is allowable.

Employees hired on or after April 1, 2020, in positions classified as 100% remote will be eligible for travel reimbursement to campus for university business if all of the following criteria is met:

- The employee's supervisor mandates the travel.

- The employee's offer letter includes language detailing the terms of when reimbursement of travel expenses is allowable. Offers that were issued after April 1, 2020, that do not include this information should be handled through the exception process detailed below. For future offer letters, the hiring manager should work with their talent acquisition specialist for specific language regarding travel reimbursement.
- The employee's remote work location is greater than a four-hour drive and/or includes an overnight stay.

Employees hired before April 1, 2020, who were later granted 100% remote status and chose to relocate away from campus will not be reimbursed for travel expenses if returning to campus for university business. Additionally, employees working 100% on campus or in a hybrid position are not eligible for travel reimbursement for trips to campus.

Refer to the [Travel policy](#) section on Exceptions for requests to reimburse that do not meet all the above criteria.

Insurance

Travelers are provided insurance coverage by the University as outline below:

Personal Car Usage

- No coverage is provided by Purdue for physical damage to private vehicles used on University business. Personal vehicle liability insurance is primary in the event of an accident. The university mileage reimbursement on a privately-owned vehicle compensates the traveler for wear and tear, fuel, and insurance coverage.
- It is highly recommended that a traveler rents a vehicle through Concur for business travel to ensure proper coverage and reduce liability to the traveler.

Vehicle Rental

- **Domestic** - Purdue is self-insured for damage exposure on vehicles used by staff traveling on domestic University business. Therefore, the Loss Damage Waiver (LDW) and Collision Damage Waiver (CDW) offered by the rental company should not be purchased as they will not be reimbursed.
- **International Travel** is considered travel to, between, or within countries outside the United States and US territories. This includes Canada and Mexico. Rental car usage on international business travel **requires the purchase** of full insurance coverage, this includes liability insurance, and **Loss Damage Waiver (LDW) and Collision Damage Waiver (CDW)** insurance offered by the rental car company. The cost of this insurance coverage is a reimbursable expense when part of international travel.
- Other insurance options offered such as Personal Accident Insurance (PAI), Supplemental Liability and Personal Effects (PEC) coverage is **not reimbursable for domestic or international** rentals.
- Reporting Accidents – Refer to the [Office of Risk Management](#) procedures.

International Travel and Evacuation Insurance

- The University purchases international medical and evacuation insurance coverage for faculty, staff, students, and immediate family accompanying those traveling. Travelers should refer to the [International Travel Field Guide](#) located on Risk Management's website.
- Additional or optional insurance outside of Risk Management's policy coverage they issue is not allowable, therefore not reimbursable.

Other Insurance Coverage

The purchase of insurance to cover trip interruption, cancellation, baggage, or any other travel related insurance is available through the Risk Management website, however, this is considered a personal expense and is not reimbursable by the University.

Regulations

Airfare

- The University established negotiated rates with [preferred vendors](#) that must be utilized when possible.
- Employees are required to fly economy class for flights less than 8 hours. Flight time includes total schedule in-air flight time, including connecting legs, that are greater than 8 hours. Upgrades up to Business class will be permitted for flights 8 hours or longer.
- First class is not allowed and will not be reimbursed.
- An exception to purchase a higher-class ticket (excluding first class) may be requested from Purdue Travel when one of the following conditions is met:
 - When use of other than coach class is necessary to accommodate a medical disability or other special need. Travelers who require accommodations defined by the Americans with Disabilities Act (ADA) must request and receive approval for the accommodation through Human Resources using the [Reasonable Accommodation Request Form](#). All other exception requests should be sent to Purdue Travel by emailing purduetravel@purdue.edu.
 - When exceptional security circumstances require other than coach class airline accommodations (i.e., use of coach class accommodations would endanger your life or University property); or
 - Coach class accommodations on an authorized/approved foreign air carrier do not provide adequate sanitation or health standards.
- Employees must attempt to arrange/purchase airline tickets 14-30 days in advance of travel.
- When booking a cheaper fare that would require an additional overnight stay, (generally a Saturday night) the discounted airfare, additional lodging, fixed meals, and any other expenses incurred due to the additional stay must not exceed regular economy/coach fare for the business trip.
- The Fly America Act requires employees to use a U.S. Flag Carrier if the trip is federally funded. Please refer to [Fly America Act | GSA](#) for additional details.
- Traveling employees may retain frequent flyer program benefits. However, participation in these programs must not influence flight selection, which could result in incremental costs to the University.
- Reimbursement is not allowable for items provided free of charge, such as airline tickets provided using frequent flyer miles, loyalty award programs and airline travel vouchers/certificates.
 - The use of a personal e-credit could be reimbursed as long as the original receipt shows how the ticket was originally paid for.
- Airline club and lounge memberships and usage are not reimbursable.
- Employees may not voluntarily be “bumped” from a flight for cash or cash equivalent incentives.
- Early Check-In fees are allowable for airlines that do not assign seats (i.e., Southwest) or those that do not assign seats until check-in (i.e., Frontier). This does not include early boarding fees when seats have been assigned.
- Cost comparisons are not required for domestic flights (United States and U.S. Territories), unless **personal travel is combined with business travel and/or change of airport due to the personal travel.**

- See the [Cost Comparisons](#) section for specific guidelines.
- Cost comparisons are not required for international flights unless **personal travel is combined with business travel and/or there is a change of airport** due to the personal travel.
 - See the [Cost Comparisons](#) section for specific guidelines.
- Expenses subject to [Documentation](#) requirements.
- The following table provides an overview of fares and add-ons for some of the most commonly used airlines.

Airline	Airfare Category	Add On's	Domestic		Eligibility Requirements	International		Eligibility Requirements	Description
			Allow	Not-Allowed		Allow	Not-Allowed		
United									
	Basic Economy		✓			✓			Fee to choose seat, no changes allowed, pay to check bags, no carry-on bag
	Economy		✓			✓			Choose your seat, no change fee, pay to check bags, 1 carry-on bag
	Economy-Refundable		✓			✓			Choose your seat, no change fee, pay to check bags, 1 carry-on bag, fully refundable
	Economy Plus		✓		8+ Hours Total Flight Time	✓		8+ Hours Total Flight Time	Extra legroom, no change fee, pay to check bags, 1 carry-on bag
	Premium Economy		✓		8+ Hours Total Flight Time	✓		8+ Hours Total Flight Time	Roomier seat, no change fee, 2 checked bags, 1 carry-on bag
	Business		✓		8+ Hours Total Flight Time	✓		8+ Hours Total Flight Time	
	First Class			X			X		

Airline	Airfare Category	Add On's	Domestic		Eligibility Requirements	International		Eligibility Requirements	Description
			Allow	Not-Allowed		Allow	Not-Allowed		
		Seat Selection	✓		8+ Hours Total Flight Time	✓		8+ Hours Total Flight Time	Economy – Free Preferred - \$31-\$41 Economy Plus - \$186-\$240
		Baggage Charge	✓			✓			
		Early Check in		X		✓			
		United Club-Lounge		X			X		
		Economy Plus membership		X			X		
Delta									
	Basic Economy		✓			✓			No seat assigned until after check-in, no changes allowed, last to board, not eligible for upgrades
	Main Cabin		✓			✓			No change fees, eCredit, choose your seat.
	Delta Comfort + (Includes Delta Economy Comfort +)		✓		8+ Hours Total Flight Time	✓		8+ Hours Total Flight Time	Board early, deplane quickly, more legroom.

Airline	Airfare Category	Add On's	Domestic		Eligibility Requirements	International		Eligibility Requirements	Description
			Allow	Not-Allowed		Allow	Not-Allowed		
	First Class			X			X		
		Seat Selection	✓			✓			
		Baggage Charge	✓			✓			
		Early Check in		X			X		
		Delta Club-Lounge		X			X		
American									
	Basic Economy		✓			✓			No changes allowed, pay to choose seat, pay to check bags, board in last group.
	Main Cabin		✓			✓			No change fees, choose your seat, pay to check bags, general boarding.
	Premium Economy		✓		8+ Hours Total Flight Time	✓		8+ Hours Total Flight Time	
	Business		✓		8+ Hours Total Flight Time	✓		8+ Hours Total Flight Time	
	First			X			X		
		Seat Selection	✓			✓			\$10-\$30

Airline	Airfare Category	Add On's	Domestic		Eligibility Requirements	International		Eligibility Requirements	Description
			Allow	Not-Allowed		Allow	Not-Allowed		
		Main Cab Extra	✓			✓			
		Priority	✓			✓			
		Extended Hold		X			X		
		Baggage Charge	✓			✓			
		Early Check in		X			X		
		American Club-Lounge		X			X		
Southwest									
	Wanna Get Away		✓			✓			2 checked bags, no change fees, flight credit if canceled.
	Wanna Get Away Plus		✓			✓			2 checked bags, no change fees, flight credit if canceled, transferable flight credit, same day change, same day standby.

Airline	Airfare Category	Add On's	Domestic		Eligibility Requirements	International		Eligibility Requirements	Description
			Allow	Not-Allowed		Allow	Not-Allowed		
	Anytime		✓			✓			2 checked bags, no change fees, flight credit if canceled, transferable flight credit, same day change, same day standby, refundable, priority/express lane, Early Bird included.
	Business Select		✓		8+ Hours Total Flight Time	✓		8+ Hours Total Flight Time	2 checked bags, no change fees, flight credit if canceled, transferable flight credit, same day change, same day standby, refundable, priority/express lane, A1-A15 priority boarding, premium drink on flight.
		Early Bird	✓			✓			Allows for seat selection.

			Domestic		Eligibility Requirements	International		Eligibility Requirements	Description
Airline	Airfare Category	Add On's	Allow	Not-Allowed		Allow	Not-Allowed		
		Baggage Charges	✓			✓			
		Lounge		X			X		

Privately Owned, Leased or Chartered Aircraft

The traveler must follow the University [Cost Comparison](#) guidelines when selecting any of the below options.

- If using Privately Owned aircraft the current per mile amount based on [GSA Privately Owned Vehicle \(POV\) Mileage Reimbursement rates](#). The reimbursable amount is for one individual only.
- The actual lease cost for aircraft leased from a commercial leasing company or Purdue Aero Club is reimbursable up to the round-trip commercial coach airfare rate for the same trip for the same number of official passengers.
- Chartered aircraft expenses are reimbursable up to the lowest available round trip commercial coach airfare for the same dates and destination of travel.
- Expenses subject to [Documentation](#) requirements.
- This travel is also subject to the University's Office of Risk Management's posted [Operating Procedures for the Use of Aircraft on University Business](#).

Lodging

- The University established rates with [preferred vendors](#) must be utilized when possible. Employees are expected to reserve standard rooms. Employees may accept room upgrades to suites or executive floor rooms only if the upgrade is no additional cost to the University.
- Reimbursable items include hotel internet connection, tips to hotel staff, and vehicle parking.
- The University will not reimburse expenses for in-room movies and minibar charges. Laundry, cleaning and pressing of clothing is also not reimbursed unless the traveler has a minimum of four consecutive nights on official University business.
- Lodging expenses are reimbursed upon presentation of an original itemized receipt from established businesses that provide lodging to the general public.
- Reimbursement is not allowable for items provided free of charge, such as accommodations received through hotel loyalty award programs.
- Reimbursement is not allowed for additional guests that are not travelers on University business.
- When booking a hotel in Concur that has a conference room rate, leave notes for travel agent (enter conference code & rate), and Purdue's Travel Agency will adjust the rate.
- For conferences with a direct link to book lodging, travelers should make those reservations themselves through the link provided.
- Expenses subject to [Documentation](#) requirements.

Vehicle Rental

- The University established rates with [preferred vendors](#) that should be utilized when possible.
- Employees must request a standard/mid-size car when renting a vehicle for business travel.
- Vehicle rental reimbursement is limited to the amount directly related to University business. If the traveler opts for a weekly rate because the total cost is less than the total daily rate for the number of business days, the weekly rate amount will be reimbursed.
- Insurance
 - Purdue is self-insured for damage exposure on vehicles used by staff traveling on domestic University business. Therefore, the Loss Damage Waiver (LDW) and Collision

Damage Waiver (CDW) offered by the rental company **should not** be purchased, as they **will not be reimbursed**.

- Rental car usage on **international business travel requires the purchase** of full insurance coverage, this includes liability insurance, and **Loss Damage Waiver (LDW)** and **Collision Damage Waiver (CDW)** insurance offered by the rental car company. The cost of this insurance is reimbursable.
- Other insurance options such as Personal Accident Insurance (PAI), Supplemental Liability and Personal Effects (PEC) coverage is not reimbursable for domestic or international rentals.
- Insurance questions should be directed to [Risk Management Office](#) at the West Lafayette campus by calling 765-494-7695.
- Traffic fines, court costs, parking violations, etc. are not reimbursable.
- Expenses subject to [Documentation](#) requirements.

Ground Transportation and Parking

- Taxi, shuttle, ride share, bus, train, or other local conveyances, including reasonable tips, are a reimbursable travel expense.
- Transportation expenses incurred for the following scenarios are allowable:
 - Between places of business at a temporary business location.
 - Between a place of lodging and temporary business location.
 - At a location of temporary business or lodging.
 - Between carrier terminal (airport, train, or bus station) and place of business or lodging.
 - Between residence and carrier terminal (airport, train, or bus station) on beginning or returning day of travel.
- In-State (Indiana) airport parking must not exceed \$14 per night. Incurred parking costs that are more than \$14 are at the expense of the traveler. Check parking rates on the airport website prior to traveling.
 - The University has negotiated two parking programs for Indianapolis International Airport, which are described on the Travel website under [Airport Parking Contracts and Discounts](#).
 - ParkIndy provides Purdue-specific rate of \$14 per day for parking on the 5th floor of the Airport Terminal Parking Garage.
- Out-of-State airport parking is reimbursed at the long-term economy parking rate.
- If parking expense submitted exceeds the in-state or out-of-state long-term economy parking rates, the amount over will be the traveler's responsibility.
- Other parking expenses that are reimbursable include lodging parking, parking garages and street parking when related to university business travel.
- Expenses subject to [Documentation](#) requirements.

Mileage & Personal Car Usage

- An employee may use their personal car for business purposes. The University will reimburse employees for business travel using their personal vehicle at the prevailing rate per mile. The mileage reimbursement on a privately owned vehicle compensates the traveler for wear and tear, fuel and insurance coverage. No insurance coverage is provided by Purdue for physical damage to private vehicles used on University business.

- Mileage for travel on campus or in the area of official duty station is considered a business expense, and reimbursement is subject to departmental guidelines, since this is not considered a travel expense it should not be processed through Concur.
- The University reimburses mileage at either the [federal](#) or state rate, depending on funding source.
- If a funding source (e.g. grant) requires the Indiana state mileage allowance, reference the [Indiana Department of Administration Travel Services](#) website Reimbursement Rates to view the latest memo related to mileage reimbursement.
 - The official station is defined by the IRS as the location of the permanent office, including the entire city or general area in which the 'official station' is located.
 - If the traveler departs/returns on the weekend, a holiday, after normal work hours, or a day they would not normally commute to their official station, it is acceptable to calculate the mileage from their home.
 - An individual's daily commute to and from their residence and work is not considered to be in University travel status, and therefore is not eligible for reimbursement.
 - Mileage reimbursement is *limited to the lesser* of expenses incurred from the **departure point** or from the traveler's **official station**.
- When two or more staff travel together in a personal vehicle, the mileage reimbursement is only issued to the Purdue employee who provided the vehicle for business travel.
- Traffic fines, court costs, parking violations, etc. are not reimbursable.
- Expenses subject to [Documentation](#) requirements.

Drive vs. Fly

- The allowable mileage reimbursement is a maximum of \$550 when the traveler chooses to drive their personal vehicle to a business travel destination where a flight would typically be required. Generally, it is cheaper to fly than drive if traveling more than 1,000 miles.
- If multiple people are riding in one vehicle, and it is determined to be less expensive than flights for those travelers, full mileage will be reimbursed.
- An employee who chooses to drive rather than fly long distances may be reimbursed a fixed meal allowance for a total of two full driving days: one day before and one day after the official business.
- Expenses subject to [Documentation](#) requirements.

Daily and One-Way Vehicle Rental

- Employees may rent vehicles for single day and one-way use booking with the University's strategic partners through Concur.
- Reservations should be made following the guidance on the [Car Rental webpage](#). Rental reservations can be made through Concur or directly with the car rental company. A [quick reference guide](#) is available to assist with booking a reservation.
- Our preferred car rental agency, Enterprise, has a location at the Purdue University Airport located at 1452 Aviation Drive in West Lafayette. This location has the following hours:
 - Monday-Friday: 8 a.m.-6 p.m.
 - Saturday: 9 a.m.-12 p.m.
 - Sunday: Closed
- More information about the rental process, including [FAQs](#) and [rental car rates](#), is located on the Travel website. Questions should be sent to transportation@purdue.edu.

- Purdue is self-insured for damage exposure on vehicles used by staff traveling on University business.
- All accidents should be reported as soon as possible to the [Risk Management Office](#) at the West Lafayette campus by calling 765-494-7695.
- Traffic fines, court costs, parking violations, etc. are not reimbursable.
- Expenses subject to [Documentation](#) requirements.

Meals

The University provides fixed meal allowance to staff while traveling on official business for the University at the rate paid by the U.S. General Services Administration (GSA) Per Diem Rates for [inside of Continental United States](#) and [outside of Continental United States](#). If a funding source (e.g. grant) requires the Indiana state fixed meal allowance, those rates are based on the [Indiana Department of Administration Travel Services](#) website Reimbursement Rates.

- The fixed meal allowance provides a daily reimbursement amount for meals and gratuity.
- The rate is paid based on **the location of University business**.
- The traveler is paid after the trip, upon submission of an expense reimbursement request.
- The Fixed Meal Allowance begins the day the traveler departs for business and continues through the day of return, as long as all days in between are business related.
- An individual department may reduce a per diem allowance due to funding restrictions (grant, etc.) by entering a reduction of expenses on the travel expense report. This reduction must be consistent and equally applied across all dates of travel.
- The provision of food, beverages, activities or events for the purpose of promoting and furthering the mission of the University is considered a hospitality expenditure and is defined in the [Hospitality Expenses \(II.A.1\)](#) policy.
- The fixed meal allowance is prorated based on travel time. The below chart must be used to determine the correct allowance.

When travel is		Fixed Meal Allowance Rate (Based on location of University-related business)
Less than 12 hours		None
12 hours or more on	Day of Departure	75% of the applicable rate
	Full days of travel	100% of the applicable rate
	Day of Return	75% of the applicable rate

- If a meal is provided, no subsistence shall be claimed for that meal and the Fixed Meal Allowance must be adjusted by deducting the appropriate amount shown in the GSA Per Diem Rates for [inside of Continental United States](#) and [outside of Continental United States](#).
- An employee who chooses to drive rather than fly long distances may be reimbursed a fixed meal allowance for a total of two full driving days: one day before and one day after the official business.

- Expenses subject to [Documentation](#) requirements.

Travel Status

- **Domestic Travel** includes the day before business is set to begin and ends the day after official business concludes.
 - When a rest day stop is authorized, the applicable fixed meal allowance rate for that day will be calculated for the rest stop location.
- **International Travel** includes two days before business is set to begin and ends the day after official business concludes.
 - If the flight and layovers total more than 8 hours, the destination is foreign travel, airfare is coach/economy, and follows a direct route with no personal destinations; an additional rest period day can be claimed.
 - When a rest day stop is authorized, the applicable fixed meal allowance rate for that day will be calculated for the rest stop location.
 - When the International Date Line is crossed, actual elapsed time will be used rather than calendar days to determine the meal allowance.

Registrations & Memberships

- Registration fees for attendance at professional meetings/conferences may be reimbursed upon submission of an itemized receipt. If receipts are not provided by the conference/workshop, it is the traveler's responsibility to obtain an acceptable proof of the claim for reimbursement, i.e., proof of payment (credit card receipt) and a supporting document indicating the conference registration amount and any items included in the fee.
 - Meals provided as a part of the registration fee must be deducted from Fixed Meal Allowance (per diem) on the expense report.
 - Books, publications, CDs, etc. from conferences are reimbursable but then become property of the department. A comment must be added to the line item on the travel expense report.
- Individual membership dues are allowable expenses if there is a business purpose, and the amount of the dues does not exceed \$500.00. Payment for membership dues through Concur must be accompanied by a registration fee on the expense report.
 - Payment of membership dues ONLY should not be paid via the Travel card.
 - Costs of memberships are typically not allowable as direct costs to sponsored projects.
- Expenses subject to [Documentation](#) requirements.

Other Allowable Expenses

The following is a list of expenses that are reimbursable if they are part of travel expense related to University business:

- Baggage Charges:
 - Charges for checking baggage.

- Tips for handling luggage, such as taxi, shuttle or courtesy transportation drivers or hotel staff.
- Transportation charges for authorized excess baggage when carrying equipment necessary to complete official business.
- Necessary charges (including tips) for storage when such are a result official business.
- Sending baggage, samples, display materials, and/or supplies to official business location and back to official station.
- Use of computers, printers, fax machines, and scanners when necessary to complete official business mission.
- Fees for the use of conference/meeting rooms and equipment when necessary to complete official business mission.
- Official telephone calls/service.
- Sales tax on out-of-state business-related purchases.
- Tips for taxi, shuttle, and courtesy transportation drivers.
- Laundry, cleaning and pressing of clothing only when the traveler spends a minimum of four consecutive nights on official University business.
- Energy surcharge and lodging fees when such fees are not optional.
- Emergency purchases of materials or services (e.g., batteries, photocopies) when necessary to complete official business mission.
- E-Z Pass (or similar toll road programs in other states) in rental cars.
- TSA PreCheck and Global Entry fees are allowable for travelers who fly three or more times per year.
- Sales tax on purchases made in Indiana can be reimbursed, but a good faith effort must be made to use the [Form ST-105 Indiana Department of Revenue General Sales Tax Exemption Certificate \(PDF\)](#) and/or a Purdue purchasing card (P-card)
- Expenses subject to [Documentation](#) requirements.

International Travel

Any employee of the university authorized for international travel must follow the appropriate approval, insurance, and travel security requirements. International Travel is considered travel to, between, or within countries outside the United States and US territories. This includes Canada and Mexico.

Refer to the following Purdue Risk Management information on international travel:

- [Purdue International Travel Field Guide](#)
- [International Travel and Evacuation Insurance](#)

The following is a list of expenses that are reimbursable only when traveling on international university business.

- Fees for conversion of foreign currency.
- Passport and/or Visa fees, including cost of photographs.
- Foreign country exit fees.
- Costs of birth, health, and identity certificates.
- Charges for physical exams and inoculations necessary for foreign travel.

- Fees for traveler's checks.

Transportation

- Rental car usage on **international business travel requires the purchase** of full insurance coverage, this includes liability insurance, and **Loss Damage Waiver (LDW)** and **Collision Damage Waiver (CDW)** insurance offered by the rental car company.
- Other insurance options such as Personal Accident Insurance (PAI), Supplemental Liability and Personal Effects (PEC) coverage is not reimbursable for domestic or international rentals
- A foreign train, bus or other service carrier may be used in lieu of, or as a supplement to air travel at the lowest rate by the transportation facility used.
 - If such travel could have been performed by air, the allowance should not exceed that of coach air accommodations.

Expenses subject to Documentation requirements.

Business Travel with Personal Time Included

If travel includes personal expenses, or part of the travel dates include personal time or destinations, travelers must exercise special care not to seek reimbursement for expenses that could be construed as personal.

- University funds cannot be used to reimburse personal expenses or prepay items that include personal expenses.
- When a traveler decides to combine personal travel with business travel, regardless of the type of transportation and lodging, the amount reimbursed will be the costs directly related to the point(s) of business.
- Days that travelers are deemed to be in Travel Status are:
 - Domestic: when traveling one day before, during, one day after official business.
 - International: when traveling two days before, during, and one day after official business.
- Airfare
 - When personal and business are combined, Cost Comparison guidelines must be followed. If the stay at a business location is extended either prior to or after the business mission, a cost comparison should be pulled prior to travel. When the traveler does not provide a cost comparison, pulled prior to the trip, reimbursement will be *limited to the lesser* of actual expenses incurred **or amount set for domestic and international flights**.
 - Domestic
 - Domestic travel transportation will be reimbursed up to \$550 (if no cost comparison was provided).
 - If there is an airport change due to personal travel, a cost comparison should be pulled with a direct flight to/from the official business locations. If no comparison is pulled prior to the trip, reimbursement will be limited to the lesser of actual expense or \$550 for domestic airfare.
 - International
 - International travel transportation will be reimbursed up to \$1000 (if no cost comparison was provided).

- If there is an airport change due to personal travel, a cost comparison should be pulled with a direct flight to/from the official business locations. If no comparison is pulled prior to the trip, reimbursement will be limited to the lesser of actual expense or \$1000 for international airfare.
- Lodging
 - Any additional days lodging beyond the business dates is considered personal and is not reimbursable.
 - If a family member or other non-business-related person stays in the room with the traveler, any additional charges incurred should be deducted (marked as personal).
- Fixed Meal Allowance
 - Fixed meal allowance is paid to staff while traveling on official business. It is not paid for personal days.
 - Any personal days listed on the expense report must be excluded.
- Transportation
 - Parking expenses at the airport and hotels must be reduced for personal day expenses.
 - Taxi and shuttle expenses during personal days are not reimbursable.

Expenses subject to [Documentation](#) requirements.

Travel on Sponsored Program Funds (Fund – 46010000)

Domestic and foreign travel charged to sponsored projects should follow Purdue University Travel Regulations unless federal regulations or the funding sponsor imposes greater restrictions. Please note that when traveling on Sponsored Program funds, receipts and supporting documentation **must be kept for 10 years** after the fiscal year in which the travel occurred.

Travel is allowable as a direct cost when such travel will provide direct benefit to the award. If federally funded, sponsored awards are subject to certain federal laws and the guidelines set forth in the [Uniform Guidance, 2 CFR Part 200—uniform administrative requirements, cost principles, and audit requirements for federal awards](#). Sponsored Program Service's Post Award area sends out a notice of award that will indicate any travel restrictions or requirements of approvals that may be required for the project before incurring and/or submitting any travel cost for reimbursement. When there is a conflict between University policy and award requirements, the [more restrictive](#) policy applies. The [Sponsored Program Services Travel](#) web page contains several resource links such as [Travel Guidance on Sponsored Projects](#), [Travel Approval Delegation](#) and [Foreign Trade Sanctions](#).

Contact the [Post Award Sponsored Funding administrator](#) for guidance.

Certification of Pay while on Travel

If an individual receives their payroll from a sponsored program, business travel expenses should be paid from the same source. Guidance on payment processing and certifications can be found [Certification of Pay while on Travel \(PDF\)](#).

Travel for University Business (II.A.3)

The following information is provided in the [Travel for University Business \(II.A.3\) policy](#):

"Individuals using sponsored program funds to supplement or pay for University Business travel expenses are required to educate themselves or consult with Sponsored Program Services on the

rules of the sponsor and to exercise prudence when making travel arrangements that will be covered by sponsored program funds. Travelers may be subject to more restrictive rules than those of the University and are required to follow the most restrictive rules. The University is not obligated to cover expenses that are not allowable on sponsored programs or denied by the sponsor. Some sponsors, particularly federal granting agencies, may not allow certain expenses that the University typically does. If the expenses meet all conditions of this policy and the associated Travel Regulations, the University may cover them.

Travelers who work on sponsored projects may be required to disclose University Business travel costs paid for or reimbursed by an entity other than Purdue University. Refer to the definition of Significant Financial Interests in the policy on [Individual Financial Conflicts of Interest \(III.B.2\)](#)."

Possible Restrictions

The following list highlights some common sponsored travel restrictions that may be placed on domestic and/or foreign travel. Some awards **may**:

- Prohibit travel.
- Require pre-authorization by Sponsor for each trip.
- Restrict the travel to what was proposed.
- Limit travel to a specific destination or purpose.
- Specify maximum meal, mileage, or other cost rates.

Fly America Act

The [Fly America Act](#) requires employees to use a U.S. Flag Carrier if the trip is federally funded. Sponsored travel must be justified, well documented, in compliance with the sponsor's requirements, and incurred within the period of the award. The supporting documentation must be clear on how the travel supports the award. Charges that are split between two or more projects must demonstrate how the trip specifically benefits each project respectively.

Expenses are subject to [Documentation](#) requirements.

No Cost Travel

Domestic or International travel conducted on University time but at no cost to the University is considered no-cost travel. If a third party is paying for travel, those expenses are not eligible for reimbursement through Purdue.

Although Purdue is not funding the trip, no-cost travel is considered business travel and must be properly recorded and documented in Concur before the traveler leaves. Documentation prior to the trip assures the traveler's supervisor and/or department head is aware of the activity, traveler is covered under worker compensation insurance, and that the traveler can be located in the event of a medical/evacuation incident.

Travel provided by a third party must adhere to the [Gifts, Gratuities and Recognition \(III.B.5\)](#) University policy.

Cash Advances

Cash advances for faculty, staff and graduate student staff are available to reduce incurred, out-of-pocket expenses associated with business travel. Faculty, staff, and student employed by the University may

request cash advances subject to the process and limitations defined below.

All employees are eligible for a Purdue Visa Travel Card. Therefore, the need for cash advances should be minimal.

If the travel is part of a research project, the cash advance should be obtained through Project Advance. Detail instructions for a Project Advance can be located in the [Requesting a Project Advance-Funding QRC](#).

Procedures

Travel cash advances should only be requested for the following circumstances:

- Out-of-pocket travel expenses for graduate students whose departments have restricted the issuance of the Visa Travel Card.
- Out of pocket expenses for any employee for travel to a country with a cash-based economy.
 - For travelers who have been issued a Visa Travel Card, cash advances will not be issued for denominations less than \$500. Advances less than \$500 should be acquired through an ATM with a Visa Travel Card 2-3 days before the trip.
 - Maximum cash advance will be determined by the need of the above. An itemized estimate is required to be included in the Trip Request.
- When funding is limited to a specific amount per travel event.
 - These cash advances will also be required to be reconciled through the Concur Travel and Expense system.

NOTE: Travelers who have un-reconciled cash advances for prior trips will not be issued more cash until the open advances are reconciled and submitted on a travel expense report.

Travel cash advances should not be requested through the Concur system for the following reasons:

- To reimburse an employee who has pre-paid travel expenses on a personal credit card.
- For any expenses that can be paid with a Visa Travel Card (i.e. airfare, registration, fixed meals, hotel), unless traveling to a country with a cash-based economy.
- Research Project costs (These should be requested using a Research Project Advance).

Travel cash advances must be requested and issued through the Concur Travel and Expense system

- Cash advances are requested using the Trip Request function in Concur.
- Trip Requests that include a cash advance requires fiscal approval and will be facilitated through the Concur workflow.
- Cash advances are issued 2-3 days before the start date of the trip, regardless of when the request is made.
- The funds are electronically deposited in the traveler's bank account (e.g. the same bank account that is used for payroll).

Reconciliation and Repayment of the Cash Advance

- Cash advances that are processed through the Concur system are centrally funded and should be reconciled within 60 days of the last day of official business.
- Expenses are reconciled on an Expense Report in Concur upon completion of the trip.

- Travelers are personally responsible for any unused portion of the cash advance.
- Excess travel cash advances will be collected through payroll deduction.
- Any amount that is greater than 25% of the traveler's net pay will be divided into payments.
- For detailed instructions, review the [Cash Advance in Concur Travel and Expense QRC](#).

Cost Comparisons

Cost comparisons should be obtained from Concur, a 3rd party travel vendor, or AAA prior to the trip and must meet the requirements below.

Domestic Travel

Cost comparisons are not required for domestic flights (United States and U.S. Territories), unless **personal travel is combined with business travel and/or there is a change in airport, due to personal travel.**

- The maximum reimbursable amount allowed for domestic travel transportation is \$550. The amount of travel expenses reimbursed when a cost comparison is required is the lesser of the cost comparison amount or the actual expense amount.
- Cost comparison will need to show most direct roundtrip flight from closest major airport from traveler's official duty station to the closest major airport to traveler's official business location.
- It is the responsibility of the traveler to obtain and provide a required cost comparison. In the event a traveler has not provided a cost comparison, the reimbursement will be the lesser of the actual expense or maximum reimbursement for domestic travel at \$550.
 - Purdue Travel has based this on the average flight costs reported by the U.S. Department of Transportation, Bureau of Transportation Statistics.
- The cost comparison should be made at the same time airfare is purchased or the travel request is completed.
- Search should not be limited to a single airline.
- Any personal travel outside of the business location is not reimbursable, regardless of the number of personal days included.
- It is acceptable to provide a copy of a co-worker's airfare itinerary/receipt who attended the same business event with no personal or other travel destinations involved.

International Travel

A cost comparison is required for all international travel to, between or within countries outside of the United States or U.S. Territories. This includes Mexico and Canada trips, but **only if it includes personal travel and/or airport change due to personal travel.**

- The maximum reimbursable amount allowed for international travel transportation is \$1,000. The amount of travel expenses reimbursed when a cost comparison is required is the lesser of the cost comparison amount or the actual expense amount.
- Cost comparison will need to show most direct roundtrip flight from closest major airport from traveler's official duty station to the closest major airport to traveler's official business location.

- It is the responsibility of the traveler to obtain and provide a required cost comparison. In the event a traveler has not provided a cost comparison, the reimbursement will be the lesser of the actual expense or maximum reimbursement for international travel at \$1,000.
- The cost comparison should be made at the same time airfare is purchased or the travel request is completed.
- Search should not be limited to a single airline.
- Any personal travel outside of the business location is not reimbursable, regardless of the number of personal days included.
- It is acceptable to provide a copy of a co-worker's airfare itinerary/receipt who attended the same business event with no personal or other travel destinations involved.

Moving Allowances

Moving allowances are not considered as Travel expenses are covered by the [Moving Allowance Expense Policy](#)

ADA Accommodations

Travelers who require accommodations defined by the Americans with Disabilities Act (ADA) must request and receive approval for the accommodation through Human Resources. A [Reasonable Accommodation Request Form](#) is available on their website. Beginning January 1, 2024, Purdue Travel will not provide medical exceptions without an approved ADA accommodation.

Travelers must provide Purdue Travel a copy of the ADA accommodation approval prior to traveling. Please be aware the approval process can take 4-6 weeks. Purdue Travel recommends beginning the process as early as possible to ensure the process is completed prior to travel.

Purdue Travel will then keep the accommodation approval on file for future travel.

Bowl Travel

The University has developed specific guidelines around bowl travel. Updates may occur annually in support of when and where the Bowl game will be taking place.

General

These guidelines cover individuals on official University business in support of advancement activities or as an extension of their regular on-campus duties. The scope of these guidelines does not include football staff or other Intercollegiate Athletics staff that are involved in related activities.

The University recognizes that in some development situations, a spouse or guest may be included when their participation benefits the donor relationship. In these situations, the spouse who attends bowl events is considered an **official volunteer***, and PRF funds must be used to cover all costs associated with the bowl trip.

When traveling on a bowl tour package, staff and official volunteers are not eligible for subsistence reimbursement. **

Taxability of PRF-Funded Bowl-Related Items

Bowl packages, game tickets, and other bowl-related expenses may have tax implications for participants. The following tax guidelines apply:

- Items reported to IRS as taxable income:
 - Value of bowl package in the event spouse or guest of staff/faculty is not able to participate in every event as an official University volunteer OR appropriate certification form is not signed
 - Value of football tickets IF bowl events are not attended OR appropriate certification form is not signed
- Items not reported to IRS as taxable income:
 - Value of bowl package for spouse or guest who accompanies faculty/staff IF in official volunteer status AND IF appropriate certification signed
 - Value of bowl memorabilia – such souvenirs are of “de minimis,” value as long as they carry a value of less than \$100, and do not need to be separately identified for tax purposes

Participants and Procedural Guidelines

Staff on University Business

The schools, units and regional campuses may have participants on official University business in support of development activities. Some staff may participate in a working role that is an extension of their regular on-campus duties such as select members of the Office of the Dean of Students, select members of the Purdue Music Organization, select members of the University Development Office and members of Marketing and Media.

Travel Options

Essentially, four travel options are available when faculty/staff participate in bowl activities:

1. Complete PAA bowl tour package (transportation/land) – department business office coordinates arrangements
 - Must be paid on PRF funds
2. PAA Land Only bowl tour package – department business office coordinates bowl package arrangements and employee make own transportation arrangements
 - Must be paid on PRF funds
3. Bowl tour package offered by a local travel agency – employee makes all arrangements
 - Must be paid on PRF funds
4. No bowl tour package - employee makes all arrangements
 - PRF funds are strongly preferred
 - For units where PRF funds are limited or unavailable, traditional travel expenses such as airfare, hotel, mileage and per diem would be allowable*** on University Gift funds.

Procedures for Staff on University Business

In advance of the bowl event, Business Managers will verify with Deans and Department Heads which individuals within the business unit are authorized for bowl travel.

1. Traveling on Complete PAA Bowl Package (land/transportation), required to be paid on PRF funds:

- Each participating employee is required to complete a University Business Verification Form. If a spouse or guest accompanies the employee, both the employee and the spouse/guest are to complete the same form (Note: either a spouse or a guest for funding purposes may accompany Employee).
- Employees should also complete a travel request if required.
- Staff member forwards the approved University Business Verification Form to department business office to check out a departmental PRF card.
- Staff member completes reservation form, including:
 - Home address and phone number.
 - Selection of the appropriate tour option, number of game tickets, and optional events.
 - Staff member prints off completed tour application, once payment has been confirmed, and returns this receipt with the credit card to the business office.
- Departmental business manager maintains the approved travel request, the University Business Verification Form and online package receipt.

2. Traveling on combination of PAA Land Only Tour Package and non-package travel arrangements, required to be paid on PRF funds:

- Business office staff coordinate PAA land only Bowl packages following process steps #1-5 of PAA Bowl Package Reservations section above.
- After the bowl event, expense reports for employees should be submitted in Concur Travel & Expense. Expense reports for spouses, and guests – if in official University volunteer capacity - should be submitted on a DIV form.
- Business manager obtains department head signature who authorizes expenditure reimbursement for employee and volunteer spouse/guest.
- Business manager signs and submits all PRF Bowl Travel Reimbursement Request Forms to Purdue Travel.
- Purdue Travel audits form for accuracy and forwards to Purdue Research Foundation.
- PRF reimburses allowable travel expenses for employee and volunteer spouse/guest.

3. Traveling on Bowl Tour package offered by local travel agency, required to be paid on PRF funds:

- Each participating employee is required to complete a [University Business Verification Form](#). If a spouse or guest accompanies the employee, both the employee and the spouse/guest are to complete the same form (Note: either a spouse or a guest for funding purposes may accompany Employee).
- Completed [University Business Verification Form](#) are to be forwarded to the employee's departmental business office.
- Business manager verifies forms for complete, valid, and accurate signatures and information
- Employees should also complete a travel request if required.

- After the bowl event, expense reports for employees should be submitted in Concur Travel & Expense. Expense reports for spouses, and guests – if in official University volunteer capacity - should be submitted on a DIV form.
- PRF reimburses allowable travel expenses for employee and volunteer spouse/guest.

4A. If Non-package Travel Arrangements are made by individual and department elects to pay on PRF funds (preferred option):

- Each participating employee is required to complete a University Business Verification Form. If a spouse or guest accompanies the employee, both the employee and the spouse/guest are to complete the same form (Note: either a spouse or a guest for funding purposes may accompany Employee).
- Completed University Business Verification Form are to be forwarded to the employee's departmental business office.
- Business manager verifies forms for complete, valid, and accurate signatures and information.
- Employees should also complete a travel request if required.
- After the bowl event, expense reports for employees should be submitted in Concur Travel & Expense. Expense reports for spouses, and guests – if in official University volunteer capacity - should be submitted on a DIV form.
- PRF reimburses allowable travel expenses for employee and volunteer spouse/guest.

4B. If Non-package Travel Arrangements are made by individual and department elects to pay employee expenses on university funds:

- Employees should also complete a travel request if required.
- After the bowl event, employees are responsible for preparing and submitting an expense report in Concur Travel & Expense for all allowable travel expenses.
- The Business manager should obtain the Department Head's signature who authorizes expenditure reimbursement for the employee.

NOTES:

Any bowl-related expense not allowable on university funds (game tickets or tickets to university-sponsored events, for instance) should be submitted for reimbursement to the Purdue Research Foundation via DIV form.

If an employee shares travel expenses with volunteer guest/spouse, trip should be paid on PRF funds and steps in Procedure 4A (above) should be followed.

* University official volunteer is defined as a spouse, partner, or guest of a Purdue University staff who accompanies staff in an official capacity at Purdue events and represents Purdue for a business purpose.

** Development staff performing official development activities at the Bowl is exempt from the no subsistence reimbursement rule when traveling on a Bowl package. In these cases, however, exemption is valid only upon approval of Vice President for Development. After the Purdue Research Foundation (PRF) has received the memo containing the list of approved names from Senior Vice President for Development, per diem reimbursement requests for individuals listed will be processed.

*** Examples of Allowable Expenses (only applies to individuals traveling independent of a Bowl package and whose unit has elected to pay using University funds).

Contacts

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Purdue Travel: (765) 496-8747 or purduetravel@purdue.edu

Revision History

The latest version shall supersede all prior formal or informal policies and procedures.

Revision Date	Effective Date	Revision Number	Summary of Changes
07/01/2019	00/00/0000	1	1. Changed Document Title from Guidelines to Regulations – to match Executive Memorandum B-33 2. Added Table of Contents with hyperlinks to topics 3. Added Introduction – summary of why we have the regulations/who they apply to reference to EM B-33 4. Added PURDUE TRAVEL – defined program 5. Added Employee and Approving Manager Responsibility 6. Documentation section – simplified and provided table with required documentation, included not if sponsor requirements are restrictive, they take precedence. 7. Guideline section 8. Removed details from other areas and instead hyperlinked to those areas for reference. (State of Indiana Travel Policy, Fly America Act, GSA Reimbursement Rates, etc.) 9. Added to areas - The University established rates with preferred vendors must be utilized when possible. 10. Added - Traffic fines, court cost, parking violations, etc. are not reimbursable. 11. Added - Airport parking must not exceed the cost of the long-term economy parking. Anything above the long-term economy-parking rate is at the expense of the traveler. 12. Added – International Travel section with links to Risk Management information 13. Added – Business Travel with Personal Time section – outlines cost comparison required and advises employee to exercise special care not to seek reimbursement for expenses that could be construed as personal. 14. Added – No Cost Travel - Domestic or International travel conducted on University time but at no cost to the University is considered No Cost Travel. If a third party is paying for travel, travelers must exercise special care not to seek reimbursement for those expenses. 15. Although Purdue is not funding the trip, NO COST TRAVEL is considered business travel and must be properly recorded and documented in PURDUE TRAVEL before the traveler leaves for a trip. Documentation prior to the trip assures the traveler's supervisor and/or department head is aware of the activity, traveler is covered under worker compensation insurance, and that the traveler can be located in the event of a medical/evacuation incident 16. Added – Moving Allowances - Not considered as Travel expenses and are covered by the <u>Moving Allowance Expense POLICY</u> 17. Added - Group Travel - Group Travel – Travel arrangers are strongly encouraged to procure group travel services through PURDUE TRAVEL. 18. Added - ADA Accommodations - Request for reasonable accommodations for a disability will be considered by PURDUE TRAVEL in consultation with the ADA coordinator.
07/15/2019	07/15/2019	2	19. Reimbursement updated all reports filed within 60 days after returning from trip
2/26/2020		3	20. Added - First class fares not allowed 21. Added – Reimbursement is not allowable for items provided free of charge into Air, Lodging and Reimbursement sections. 22. Added to Reimbursement section - university follows the IRS accountable plan rule on submitting and reimbursement of expenses found in IRS publication 463.
3/2/2020		4	23. Update where it said guidelines to regulations 24. Add codeshare flight information 25. Update links 26. Ground transportation updated to show bus and train 27. Added campus mileage is business expense and not travel 28. Vehicles added link to Risk Mgmt policy and contact information 29. Created section for Registration and Memberships 30. Add more detail to Business Travel with Personal Travel 31. Added Cost comparison section
08/31/2021		5	32. Updated cost comparison requirements.
09/17/2021		6	33. Updated airport parking guidelines to reflect \$14/day limit.
5/20/2022		7	34. Updated link to go directly to Human Resources website for Business Leaves Extending 22 Days
5/20/2022		8	35. Added Remote Staff Reimbursement section.
5/31/2022		9	36. Updated last paragraph in Remote Staff Reimbursement section.
6/15/2022		10	37. Added – Certification of pay while on travel.
5/24/2023		11	38. Updated links throughout document.
3/2024		12	39. Updated ADA Accommodations information to include HR Reasonable Accommodations Request Form.

3/2024	7/1/2024	13	40. Added – Airline fare and add-ons table. 41. Added – Documentation requirements table. 42. Added – Unreconciled travel transactions and/or expense reports that are not cleared within 180 days after last day of business travel could be reported as additional wages, may be marked as personal expenses, and can be submitted by Central Travel for processing. 43. Changed – Expense report submission timeline from 120 days to 180 days. 44. Changed – Reference of travelers to include students, not just graduate students. 45. Added – Clarification that receipts should be submitted within 30 days from end of trip and report submitted within 60 days from end of trip. 46. Added – Missing receipt deadline of 10 business days from request for receipt or expense is marked personal. 47. Changed – Flight upgrade to business class allowed if flight time is 8 hours or more (was 14 hours). 48. Changed – Maximum reimbursable amount for domestic flight with personal time that does not have cost comparison is set to \$550 (was \$400). 49. Changed – Maximum reimbursable amount for international flight with personal time that does not have cost comparison is set to \$1000 (previously did not have a threshold). 50. Changed – Drive vs. Fly threshold set to \$550 (was \$400). 51. Changed – Drive vs. Fly mileage threshold set to 1000 miles (was 800). 52. Added – Clarification of business travel days for domestic travel to include one travel day before business begins and one travel day after business concludes. 53. Added – Clarification of business travel days for international travel to include up to two travel days before business begins and one travel day after business ends. 54. Added – Meal expenses by receipt are not reimbursable. Purdue pays per diem/subsistence only as per IRS guidelines. 55. Changed – Allowable vehicle rental class is standard/midsize (was intermediate). 56. Changed – Out of state airport parking reimbursed at long-term economy rate (was capped at \$14). 57. Changed – Use of University vehicles via Transportation Services to use of Daily and One-Way rentals via vehicle rental vendors.
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