

## UNALLOWABLE EXPENSES

**Personal Travel:** expenses incurred as a result of extending a business trip for personal time or costs associated with the personal travel

**Family Members:** expenses incurred by a family member unless there is a University business purpose in which the University benefited from the expense

### Insurance:

- Personal accident Insurance
- Personal medical Insurance unless recommended or advised in advance by the Risk Management International Travel Insurance Program ([risk.arizona.edu/international-travel-insurance](http://risk.arizona.edu/international-travel-insurance))
- Travel insurance unless there is a University business purpose
- Collision Damage Waiver (CDW) insurance and excess liability insurance must be declined, unless the traveler is on foreign travel status

### Alcohol:

- Alcohol is not permitted with University funds

### Other Personal Expenses:

- Personal phone calls, movies or snacks from a hotel
- Grooming – hair dressers, barbers, masseurs, manicurists, lavatory attendants, etc.
- Toiletries – deodorants, toothpaste, soap, toothbrushes, combs, etc.
- Health club, spa, gym, swimming pool fees, green fees, etc.
- Passport fees
- Airline and other travel clubs or TSA Pre-check
- Traffic citations or parking tickets
- Child care, babysitting, pet sitting, and kennel charges
- Specialty seating assignments or other special accommodations (upgrades) on common carriers unless a medical or physical necessity

## REIMBURSEMENTS

**Please be sure to include the following with your reimbursement request:**

- Signed travel expense report
- Original itemized receipts
- Conference documentation to support designated lodging and allowable meal reimbursements

### Including personal time on your trip?

Include two economy class flight comparisons that show the cost of round trip airfare from your duty post to the business destination that correspond to business dates of trip. Reimbursement will be based on the lower of the two costs.

### Prefer to drive?

Include two economy class flight comparisons, as your reimbursement will be the lower of the cost between driving and flying.

### Taking a driving detour for personal reasons?

Include an internet-based map of the most economical direct route from your duty post to the business destination, as your reimbursement will be limited to the most direct route.

### Using an airline credit from previously canceled flight?

Include all receipts associated with any canceled flights to show proof of payment.

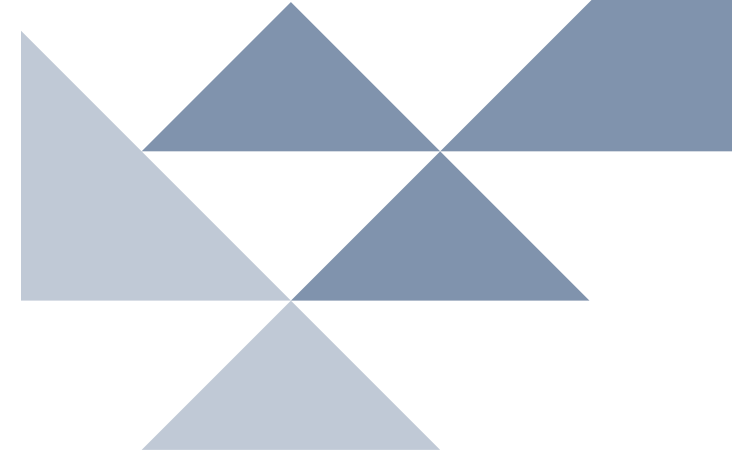
## FINANCIAL SERVICES

Physical Address University Services Building  
888 N. Euclid Avenue, Room 402  
Tucson, AZ 85719

Campus Mail Accounts Payable  
University Services Building  
PO Box 210158, Room 402

Phone: 520-621-9097  
E-mail: [fso\\_travel\\_pay@fso.arizona.edu](mailto:fso_travel_pay@fso.arizona.edu)

AP Secure Upload: <https://www.fso.arizona.edu/accounts-payable/upload>



## UNIVERSITY OF ARIZONA BUSINESS TRAVEL

This brochure contains an overview of travel policies and procedures. For detailed information, visit the Travel web page ([fso.arizona.edu/travel](http://fso.arizona.edu/travel)) or call 520-621-9097.



THE UNIVERSITY OF ARIZONA

Financial Services Office

## WHAT SHOULD YOU KNOW?

Coordinate all travel with your department business unit.

Travelers should follow [CDC Guidelines](#) when traveling on University business.

**Travel Status:** any travel that takes you more than 35 miles away from your duty post.

**Travel Authorization** is required *prior* to travel when Travel Status definition is met for every Employee, Student, and Designated Campus Colleagues (DCC) when traveling on behalf of the University of Arizona, whether or not expenses will be charged to the University.

**International Travel Registry** is required *prior* to travel for all international travel including U.S. Territories. Registry must be in an affirmed status to ensure traveler's safety and eligibility of expense reimbursement. To register, go to [ua-risk.terradotta.com](http://ua-risk.terradotta.com).

Additional information may be found on the UA Policy website ([policy.arizona.edu](http://policy.arizona.edu)) under Research > Health and Safety > International Travel Safety and Compliance Policy.

**IRS Accountable Plan:** all reimbursement requests must comply with the University Accountable Plan to qualify as non-taxable income. Specifically:

- Original, itemized receipts
- For more information, visit the Travel policy at [policy.fso.arizona.edu/fsm/1400](http://policy.fso.arizona.edu/fsm/1400)
- Reimbursements must be submitted to your department business office within 60 days of the end of the trip and to the Financial Services office within 90 days of the end date of travel.

## TRAVEL FUNDING

Recommended options to pay for University of Arizona business travel:

- **Department PCard:** hotel/lodging, airline tickets, conference registrations
- **Requisition:** travel agencies
- **Disbursement Voucher:** prepaid hotel expenses to avoid out of pocket expenses: [fso.arizona.edu/travel/prepaying-hotel](http://fso.arizona.edu/travel/prepaying-hotel)
- **Travel Advance** for a minimum of \$250 may be issued by direct deposit up to 7 days prior to travel and must be repaid or settled within 10 days after the trip ends.

## TIPPING

- Tipping is limited to the 20% industry standard

## LODGING

- Lodging rates are established by the state of Arizona.
- Travel must be a minimum of 35 miles from duty post to qualify for lodging reimbursement unless there is a University business purpose.
- Reimbursement for non-designated lodging is based upon the least expensive single room rate plus tax. Room rates exceeding the State lodging rate(s) will require a University business purpose.
- When personal travel is included, lodging will only be reimbursed based on the least expensive single room under Unallowable Expenses rate plus tax.
- Resort fees required as part of the lodging are reimbursable.
- Reimbursement for lodging that is specifically designated by a conference or meeting is based upon rate established for that conference or meeting. Designated lodging rates are reimbursed at actual costs which may be higher than the State rate. Additional costs for room upgrades at designated lodging are unallowable.

## MEAL AND INCIDENTAL REIMBURSEMENTS (M&IE)

- Rates are established by the state of Arizona and are determined by lodging address.
- M&IE is not allowable for meals provided during transit, by the lodging establishment, or by the meeting/conference organizer.
- Discretionary incidental expenses included in the M&IE rate are dry cleaning, laundry, tips for personal services (such as concierge, bellhop, housekeeper, and doorman), curbside baggage check-in, newspapers and magazines, etc.
- Room service is allowable, although reimbursement will be at the meal reimbursement rate.

## TRANSPORTATION

- Reimbursement for transportation is based upon the cost of the most direct and/or economical means available.
- Mileage is reimbursable at the current state rate of 44.5 cents for privately owned vehicles.
- Mileage to/from the airport is reimbursed at 44.5 cents and is calculated from campus during business hours and with map applications (MapQuest, Google Maps, etc.) from the traveler's residence after hours, on holidays or weekends.
- EITHER mileage OR gas is reimbursable, not both.
- Car rentals are reimbursed based on the most economical compact car rate.
- Collision Damage Waiver (CDW) and Loss Damage Waiver (LDW) insurance are not allowable or reimbursable without a University business purpose. Utilizing existing UA rental company contracts, which include full insurance, is strongly encouraged.
- Airline and other transportation tickets are reimbursed at the economical rate based on the most direct route to the business destination.
- Public/mass transit (bus, subway, etc.) do not require receipts when a set rate is established for transportation.
- Baggage fee for first checked bag is allowable. Fees for additional checked baggage are not reimbursable without a University business purpose.
- Airport parking should be the most economical option available based on business needs.