

Doc. T92-031 (Appendix B)
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UNIVERSITY OF MASSACHUSETTS
TRAVEL POLICY
(Effective Date: January 31, 1997)
EXECUTIVE SUMMARY

I. BACKGROUND

The travel policy has been streamlined as a result of an administrative redesign project that reviewed the process for approval, control, and accounting for travel related transactions for employees and Trustees on University business. The objectives of the redesigned travel policy include improved services to travelers by streamlining the procedures and reducing the documentation burden on the traveler; significantly reducing the reimbursement time to the traveler; and reducing the costly administrative staff time in processing travel transactions.

II. PURPOSE

To provide a uniform policy regarding approval and control of travel by employees and Trustees on University business, and to establish guidelines for the management of travel expenditures.

III. APPLICATION

This policy applies to all campuses and the central administration of the University of Massachusetts.

IV. DELEGATION

The Board of Trustees has assigned to the President and Chancellor of each campus general responsibility for the approval and control of travel by employees, and the President and each Chancellor shall establish written procedures to implement this policy and may, at their discretion, establish travel procedures more stringent where appropriate.

V. RELATED ITEMS

Applicable laws, state and federal audit guidelines, and terms and conditions imposed by grantors and donors.

VI. VOTES RESCINDED

DOC: T92-031 Policy for Management of University Funds, Appendix B is replaced by Doc. T92-031, Appendix B, Amendment #3.

UNIVERSITY OF MASSACHUSETTS TRAVEL POLICY

I. PURPOSE

- A. To ensure compliance with applicable state and federal laws.
- B. To establish guidelines for the approval, control and accounting for employee and Trustee travel on University business.
- C. To ensure fairness for both the traveler and the University.

II. SCOPE

This policy pertains to all employee and Trustee travel expenditures by University of Massachusetts employees or Trustees on University business, regardless of source of funds.

Travel expenses for non-university employees, such as consultants, speakers, lecturers, visiting professors, candidates for positions, and students are reimbursed in accordance with contract for services and vendor payment procedures.

III. RESPONSIBILITY

The Board of Trustees has fiduciary responsibility for the expenditure of all funds under the control of the University of Massachusetts. The Board of Trustees hereby assigns to the Chancellor of each campus general responsibility for the management and control of employee travel expenditures. Responsibility for employee and Trustee travel managed by the President's Office or University Central Administrative Services is assigned to the President, and all references to the Chancellors shall be deemed to include the President as regards such employee travel expenditures. The President shall formulate guidelines to be followed by the campuses in implementing this policy. At their discretion, University campuses and departments may impose more restrictive guidelines for budgetary or control reasons.

It is the responsibility of the Chancellor to implement and administer the provisions of this policy in all areas under his or her jurisdiction. At a minimum, the Chancellor shall:

- Inform all members of the faculty and administration of their obligations for all employee and Trustee travel expenditures under the control of their respective departments or units.
- Issue written instructions relating to the approval and control of employee travel expenditures.
- Establish approval and documentation requirements and allowable cost rules for travel, hotel, and food expenditures.
- Designate the campus officer responsible for the control of employee travel expenditures.
- The President shall issue instructions regarding Trustee travel and designate an officer responsible for coordinating the same.

**UNIVERSITY OF MASSACHUSETTS
TRAVEL POLICY
(Doc. T92-031, Appendix B)**

GUIDELINES

I. GENERAL

The University's travel policy provides for necessary and reasonable travel expenses incurred for authorized University business. The intent of these guidelines is that payment be fair, equitable, and efficient for both the traveler and the University. These guidelines have been designed to be easy to understand and administer.

The University recognizes that employees who travel from home on authorized business must forego their living accommodations and may forfeit personal time. Accordingly, the University will assume the cost of appropriate accommodations. However, such accommodations are not intended to be perquisites and the University reserves the right to deny reimbursement of expenses that are considered lavish, extravagant, or are unsupported by required documentation.

II. SCOPE

These guidelines apply to all travel expenses regardless of the source of funds. At their discretion, University campuses and departments may impose more restrictive guidelines for budgetary or control reasons.

III. PURPOSE

The purpose of these guidelines includes:

- Providing guidance to travelers, travel arrangers, approvers and auditors on cost-effective management of travel expenses.
- Defining the responsibility and accountability of the traveler and authorizer of University business travel.
- Defining the consequences of not adhering to the guidelines.
- Setting rates of reimbursement for mileage and meal per diems for employee and Trustee travel on University business.

IV. AUTHORIZATION AND RESPONSIBILITY

Traveler

A traveler on University-related business has the responsibility to act prudently and incur expenses that are necessary, appropriate, and reasonable. Travel arrangements should use the most cost-efficient means available to meet the programmatic requirements of the trip. The traveler is responsible for prompt submission of travel-related expenses and accounting for any advances received.

Department

Authority and responsibility for approval and control of travel by employees rests with the supervisor or manager of the account to which the expense is to be charged, usually the department head, or Principal Investigator for sponsored projects. Travel expenses are payable only when

required approval(s) are appropriately obtained. Employees may not authorize travel or approve travel expenses for themselves.

V. ACCOUNTABILITY

Department

Accountability for carrying out the University travel guidelines rests with the department head, or Principal Investigator for sponsored projects. Required documentation of travel expenses will be retained in accordance with the written procedures adopted by the campus, and is subject to audit.

Traveler

Travelers are liable for overpayments that may be discovered in a post-audit review. Discovery of fraudulent practice by travelers while on authorized University business is cause for dismissal as well as other consequences that may be determined.

VI. TRAINING

Each campus is responsible for providing training and explaining the University Travel Guidelines to the traveler, travel arrangers, and departmental staff responsible and accountable for the travel guidelines. The training program is intended to explain and illustrate current travel guidelines and procedures and any changes made to these rules.

Travelers, travel arrangers, and departmental staff responsible and accountable for the travel guidelines are expected to complete the training program and keep themselves current with changes in the guidelines.

VII. RATES

Per Diem Meal Allowance

The Treasurer shall promulgate and keep current a Travel Reimbursement Rate Table showing allowances for meals.

Personal Vehicle Use

Reimbursement for personal vehicle use will be reimbursed at the then current rate established by the United States Internal Revenue Service, which rate shall be deemed to include the cost of fuel and other operating expenses of the motor vehicle. The Treasurer will promulgate changes to vehicle reimbursement rates as necessary.

VIII. WRITTEN PROCEDURES

Each campus shall establish written procedures to implement these guidelines. The campus shall provide these procedures to the Vice President for Management and Fiscal Affairs and Treasurer. At a minimum, the campus procedures shall contain approval and documentation requirements for:

- Authorization to Travel
- Prepaid expenses and Cash Advances
- Local Travel
- Air Travel - Commercial/Foreign/Frequent Flyer Programs
- Cancellation Penalties
- Ground Transportation - Private Automobile/Rental Cars
- Authorized Use of State Vehicles (Where Applicable)
- Reporting Car Accidents Related to State Vehicles

- Lodging and Meal Guidelines
- Miscellaneous Expenses
- Travel Expenses of Spouses and Others
- Special Travel (Interview and Student)
- Travel Expense Report
- Required Receipts and Lost Receipts
- Commitment to Timely Reimbursement
- Foreign Travel

Exceptions to the above-described procedures require the approval of the appropriate dean or vice chancellor.

IX. EXCEPTIONS

Exceptions to the above travel guidelines require the approval of the President.