



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

DATE ISSUE
8/3/98

REVISION
5

PAGE
B2-230.0

SUBJECT

TRAVEL

SUB-TOPIC

REIMBURSEMENT/NON-REIMBURSEMENT FOR OTHER TRAVEL EXPENSES

Other Travel Expenses

A. Dues and Registration Fees

1. Registration Fees - Reimbursement for registration fees, or similar expenses incurred when attending any type of organization or association meeting, will be made **only if** the associated membership is directly related to the duties performed by the employee and the type of conference attended. Receipt showing who paid and the form of payment must be submitted.

Meals and lodging may **not** be claimed in the registration fee except when the meals are included as a non-optional, incidental expense of the fee.

Entertainment or other personal items may not be claimed.

A registration fee can be paid in advance by a state agency but only if the fee is paid in the same fiscal year as the date of the conference. **EXCEPTION: The registration fee may be paid in advance and charged to the current year's appropriation if the request is made no earlier than six (6) weeks prior to the date of the conference.** Every effort should be made to attend "paid in advance" conferences and with the approval of the supervisor one employee may replace another employee at the conference.

An employee initiating a Travel Authorization form (see Exhibit B1) should include the amount of the fee or dues in the total estimated cost of the trip.

If a registration fee must be paid in advance, the employee should use the following procedures:

- a. Must have approved travel authorization for period of meeting.
- b. Submit a Purchase Voucher at least one month in advance with the following information on voucher:
 - 1) Place of meeting, along with the title of conference if there



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

DATE ISSUE
8/3/98

REVISION
5

PAGE
B2-230.0.1

SUBJECT

TRAVEL

SUB-TOPIC

REIMBURSEMENT/NON-REIMBURSEMENT FOR OTHER TRAVEL EXPENSES, Continued

is one (no abbreviations), with justification statement explaining the necessity of paying the fee in advance.

2) Dates of meeting.

3) Amount of registration fee and for whom it is being paid.

Usually there is a registration form to be filled out and sent with the University check.

4) Include Vendor's Tax ID# when using a state account.

c. Retain backup material for all of the above and attach to the voucher.

It is the responsibility of the employee to obtain refunds in the event the trip to the meeting is canceled. Reimbursement will not be allowed unless the employee, or another employee designated by the department head, attends the meeting.

- 2. Membership Fees and Dues** - Memberships in professional organizations must be in the name of the University and require written approval from the President or his designee prior to payment. Reimbursement for membership fees and dues in professional organizations will be made if there is a direct relationship between the duties performed by the employee and the organization. **Receipts are required, with a justification statement explaining the necessity of paying the membership fee.**

B. Other Reimbursable Travel Expenses

An employee may receive reimbursement for other travel expenses incurred in the performance of official travel, which includes but is not limited to:

1. Phone calls for official business local and long distance.
2. Money orders used for official business.
3. Gasoline for rental or state-owned vehicles.
4. Parking fees for personal vehicles, rental or state-owned vehicles.
5. Toll charges for rental or state-owned vehicles.
6. Repair parts and labor plus towing charges to repair state vehicles.



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE
8/3/98**

**REVISION
6**

**PAGE
B2-230.0.2**

SUBJECT

TRAVEL

SUB-TOPIC

REIMBURSEMENT/NON-REIMBURSEMENT FOR OTHER TRAVEL EXPENSES, Continued

7. Copies made by the employee that are required by the agency for informational or investigative purposes.
8. Freight charges to ship state equipment or materials.
9. Admittance fees to functions while accompanying clients of the state.
10. Foreign Travel: Passport or visa charges, airport board passes, departure taxes in foreign countries and inoculations.
11. Employees may be reimbursed in amount not to exceed \$25 for emergency purchases of postage. All other purchases for postage must be made payable to the U.S. Postmaster.
12. Notary fees for official documents.
13. Charges to exchange U.S. currency and vice versa. The exchange rate used for conversion of monies must be stated. Losses caused by exchange rate fluctuations are not reimbursable.
14. Toll fees incurred on the use of a personally-owned or leased vehicle for the conduct of state business.

All of the "Other Traveling Expenses" should be detailed on page one of the Travel Voucher.

C. Non-Reimbursable Travel Expenses

An employee will not receive reimbursement for the following travel expenses:

1. Tips or gratuities of any kind.
2. Excess baggage charges for personal belongings.
3. Kennel expenses for pets.
4. Any other personal expense items such as cleaning or laundry.