



Eastern Oregon University – Finance & Administration Travel Policy

.100 Policy Statement

This policy sets forth the guidelines for official university travel when expenses will be incurred by an EOU employee or student.

.110 Policy Rationale

Eastern Oregon University (EOU) strives to provide clear guidelines for travel authorization, advances and reimbursement. This policy is based on the Oregon University System (OUS) travel policy, OUS Fiscal Policy Manual 95.100. The OUS policy can be found online at <http://www.ous.edu/dept/cont-div/fpm/trav-95-100>.

.120 Definitions

None

.130 Travel Authorization

A. Authorization for travel with expenses paid by existing University support will be secured from the appropriate unit head prior to travel time. International travel for the University will require approval from the President's Office.

B. Authorization for the expenditure of funds for travel will be granted when the travel is at the convenience of the University. Travel will be considered at the convenience of the University when it meets the following provisions:

1. When faculty/staff members will be performing duties which are representative of the entire institution (faculty recruitment, institutional voting, purchasing, capital planning, etc.).
2. When travel is associated with course development or is related to an instructional program or other University program and has broad institution-wide implication.
3. When travel is associated with state meetings, university system meetings or professional development.

4. When travel is funded by sponsored research, is necessary for the project, and is outlined in the award contract/budget.
5. Institutional funds may be used for student field trips if the field trip is a required part of the approved course syllabus and the approval of the Dean of the College is obtained prior to the trip.
6. Institutional funds may be used for student athletes, coaches and the staff necessary to compete in collegiate athletic competition.

.140 Travel Advances

When traveling on official University business, employees have access to travel advances via the EOU Corporate Card program or cash advances through the Accounts Payable office.

A. EOU Corporate Cards:

1. Any employee who may have reimbursable travel expenses is eligible for a corporate card. US Bank conducts a credit evaluation prior to issuance of cards.
2. Employees' use of the corporate card is limited to business travel and other business related expenses. Business travel expenses include cash advances, lodging, meals, car rental and miscellaneous expenses incurred while traveling for business purposes. Card holders have Automated Tell Machine (ATM) access through the corporate card.
3. The employee is solely liable for charges to their account in accordance with the agreement between US Bank and the employee. Monthly statements are to be paid in full by the employee upon receipt of the statement. Corporate Cards are only valid while cardholders are employees of EOU, and cards become invalid upon termination from employment.

For complete EOU Corporate Card guidelines and forms, please contact the Accounts Payable office, or go to:

http://www.eou.edu/busserv/document_search/

B. EOU Cash Advances:

1. When the corporate card or personal funds are not available, a cash advance may be issued to an EOU employee. A cash advance request is made using the Travel Authorization/Advance form at

<https://docs.google.com/a/eou.edu/file/d/0B6YoVq94kLqjVm5uUUEwNEpLV00/edit>

2. Cash advances will not be issued for less than \$100.
3. Cash advances require the signature of the appropriate unit head, and the payment can be made by check or ACH transfer. EOU employees should be aware that Accounts Payable processes payments each Wednesday and travelers should submit travel advance paperwork in a timely manner to meet check run deadlines.
4. An advance is issued only for an amount based on an accurate and complete estimate of the expected travel expenses.
5. Any individual who takes a cash advance is authorizing a payroll deduction for the amount of the advance, if the advance is not reconciled within 30 days following the conclusion of the trip.
6. For travel reconciliations, when a personal check is returned NSF, the amount due EOU may be collected by EOU via payroll deduction. All NSF checks will also be charged a \$20 fee.
7. Only one advance per individual may be outstanding at any given time. No subsequent advance or travel reimbursement will be issued to any individual who has not reconciled prior travel.
8. Travel advances are typically released three to five days prior to the first date of travel. In circumstances when the traveler needs the travel advance earlier than three to five days prior to the trip, the traveler may request this in writing from Accounts Payable. These will be reviewed on a case-by-case basis.
9. Travel advances are rarely given to individual students, and such requests will be reviewed on a case-by-case basis.

.150 Travel Reimbursement

- A. A travel reimbursement must be filed with the Accounts Payable office immediately upon completion of travel. The Travel Reimbursement Request form can be found at

<https://docs.google.com/a/eou.edu/file/d/0BzMBwflqfPHcQUwwLVNjSmRtaDg/edit>

The submission of reimbursement forms is required for individuals who meet one of the following conditions:

1. An individual incurred travel expenses on official university travel and needs reimbursed.
2. An individual received a travel advance from the Accounts Payable office and needs to submit a reimbursement to reconcile the advance.

3. An individual charged travel expenses to his/her EOU corporate card and needs to submit a reimbursement form to pay the corporate card statement.

B. Travel reimbursement forms should be submitted to the Accounts Payable office. Individuals should also adhere to the following when submitting reimbursement forms:

1. The form should be completed with accurate information and should be supported by itemized receipts for all expenses. No receipts are required for meals and incidental expenses (these are reimbursed on a per diem basis).

2. The form should be signed by the traveler, as well as the appropriate unit head.

4. No reimbursement will be processed without a travel authorization on file from the appropriate unit head.

5. Incomplete forms will be returned to the individual, but this will not extend the 30-day payroll deduction deadline.

.160 Travel Account Codes

When preparing travel authorization, advance and reimbursement forms, individuals should refer to the following list (OUS Fiscal Policy Manual, Section 2, Account Codes) and select the appropriate travel account codes:

A. In-State Travel

39415 In-State Employee Program Travel

Travel expenses incurred when an employee travels in-state for the benefit of the department or institution.

39416 In-State Employee Training Travel

Travel expenses incurred when an employee travels in-state to receive training.

39445 In-State Non-Employee Program Travel

Travel expenses incurred when a non-employee travels in-state for the benefit of the department or institution.

39446 In-State Group Travel

Travel expenses incurred when an academic class takes a field trip or an athletic team travels to a sports event for competition. Use for all trip expenses for the

group including any employee sponsors (instructors, academic advisors, or coaches) and students (class members, participants, or players). Note: This account cannot be used when all participants are employees.

39492 In-State Sponsored Workshop Speaker Travel - No Indirect Cost

Travel expenses incurred when an agency sponsors a workshop and restricted funds are used to pay these travel expenses. There is no indirect cost charged against this account code. An example would be when NSF sponsors a workshop and pays travel expenses for the speaker.

B. Out-of-State Travel

39515 Out-of-State Employee Program Travel

Travel expenses incurred when an employee travels out-of-state for the benefit of the department or institution.

39516 Out-of-State Employee Training Travel

Travel expenses incurred when an employee travels out-of-state to receive training.

39545 Out-of-State Non-Employee Program Travel

Travel expenses incurred when a non-employee travels out-of-state for the benefit of the department or institution.

39546 Out-of-State Group Travel

Travel expenses incurred when an academic class takes a field trip out-of-state or an athletic team travels out-of-state to a sports event for competition. Use for all trip expenses for the group including any employee sponsors (instructors, academic advisors, or coaches) and students (class members, participants, or players). Note: This account cannot be used when all participants are employees.

C. Foreign Travel

39615 Foreign Employee Program Travel

Travel expenses incurred when an employee travels out of the United States for the benefit of the department or institution.

39616 Foreign Employee Training Travel

Travel expenses incurred when an employee travels out of the United States to receive training.

39645 Foreign Non-Employee Program Travel

Travel expenses incurred when a non-employee travels out of the United States for the benefit of the department or institution.

39646 Foreign Group Travel

This code should be used for group travel to, from, or within a foreign country. Use for all trip expenses for the group including any employee sponsors (instructors, academic advisors, or coaches) and students (class members, participants, or players). This account cannot be used when all participants are employees.

D. Taxable Travel

39712 Employee Travel - Taxable (W-2 Reportable)
Employee Travel - Taxable (W-2 Subject)

39713 Dependent of Employee Travel - Taxable (W-2 Reportable)
Dependent of Employee Travel - Taxable (W-2 Subject)

39742 Non-employee Travel - Taxable (tax reportable)
Non-employee Travel - Taxable (tax reportable)

39743 Dependent of Non-employee Travel - Taxable (tax reportable)
Dependent of Non-employee Travel - Taxable (tax reportable)

E. Conference Account Codes

28601 Conference Registration Fees - Expenditures for conference, convention and other meeting registration fees for attendance. This code may be used for the total registration fee, including any meals, lodging or incidental expenses that are part of the fee. Meals and lodging expenses incurred during travel when not included in the conference fee should be recorded in the appropriate travel account code 39xxx. For training-related registration fees or tuition, see accounts 290xx - (See revenue accounts 064xx for recording conference income when hosting conferences)

.170 Additional/Related Information

The following links provide additional information related to this policy.

EOU Travel Summary (rates & mileage chart)
http://www.eou.edu/busserv/resources/ba/forms/travel_summary.pdf

EOU Travel Forms (advance/authorization & reimbursement)
http://www.eou.edu/busserv/document_search.html#travel

EOU Corporate Card Questions & Answers and Forms
http://www.eou.edu/busserv/purchasing/policies.html#eou_cards

.160 Approval History

Approved by the Eastern Oregon University Executive Cabinet on 08/28/2008.
Adopted into practice 09/12/2008.