

QUESTIONS AND ANSWERS
TRAVEL EXPENSE REGULATIONS

Personal Automobile

- 1. If I embark on business travel from my residence, will I be reimbursed for mileage between my residence and the travel destination, or between headquarters and the travel destination?**

If an employee embarks on travel from his/her residence, the employee will be reimbursed for mileage either between residence and the travel destination, or headquarters and the travel destination, whichever is shorter. Local travel while at destination must be documented for reimbursement purposes.

- 2. What is the policy for travel on a scheduled day off?**

If an employee is required to work on a holiday or scheduled day off, the employee may be reimbursed for mileage from his/her residence to a point of public transportation or designated worksite, *other than headquarters*. An employee may never be reimbursed for mileage between his/her residence and headquarters.

Commercial Transportation

- 3. Can I extend business travel to obtain savings on transportation costs?**

Yes, an employee may extend travel to obtain savings on transportation costs. The employee must document the savings via an attachment to the travel expense voucher. If extending travel does not save money, the employee is liable for any incremental costs (i.e. subsistence and accommodations)

- 4. Is it mandatory for an employee to extend travel to obtain savings on transportation costs?**

No, it is not mandatory; however, employees are encouraged to extend travel, if reasonable. Cost of travel is very often the determining factor in whether or not an employee receives budgetary approval to travel.

- 5. Can I extend business travel for personal purposes?**

Yes, an employee may extend business travel for personal purposes. The employee will be reimbursed for expenses incurred up to the point when he/she would have returned under normal circumstances. If extending travel causes the cost of transportation to increase, the employee is liable for paying the incremental cost of the transportation. Employees are expected to take appropriate leave in accordance with the leave policy.

6. If I change my itinerary and incur additional costs (e.g., flight change charges), who is responsible for paying these costs?

The university will pay for additional costs incurred if an employee changes his/her itinerary for a valid business purpose, and the change is approved by his/her supervisor. An employee who changes his/her itinerary for personal reasons is responsible for any additional costs resulting from the change. Exceptions may be made by the VP for Finance and Administration or his/her designee.

7. If I cancel my travel arrangements, who is liable for costs that are not recoverable?

The university will pay for any costs that are not recoverable if an employee cancels his/her travel arrangements for a valid business purpose, and the change is approved by his/her supervisor. An employee who cancels his/her travel arrangements for personal reasons is liable for any costs that are not recoverable. Exceptions may be made by the VP for Finance and Administration or his/her designee.

8. May I travel by air within the state of Pennsylvania?

Because of the relatively high cost, air travel within the state is prohibited. Exceptions may be made by the VP for Finance and Administration.

Lodging

9. When is overnight lodging not acceptable?

Expenses for lodging will not be allowed at sites located within a reasonable commuting distance of headquarters or residence. Generally, either 50 miles or 1 ½ hours of travel time are considered reasonable commuting, subject to itinerary, weather, and time considerations. Exceptions may be made by the VP for Finance and Administration or his/her designee.

Subsistence

10. How do I determine the proper reimbursement for subsistence while in overnight travel status?

Subsistence reimbursement is based on the number of hours an employee spends in overnight travel status. The maximum allowable reimbursement amount must be reduced for meals provided at no cost, included in a registration fee, facility rental, or the cost of lodging.

Example

Depart on April 1 at 9 A.M. and return on April 3 at 10 P.M. 1 Lunch and 1 Dinner were provided Destination is Pittsburgh, PA Rate of Reimbursement = \$54	
\$54.00	April 1—9 A.M. to April 2—9 A.M.
54.00	April 2—9 A.M. to April 3—9 A.M.
33.75	April 3—9 A.M. to April 3—10 P.M. (13 hours)
141.75	Maximum Allowable Reimbursement
(11.34)	Provided Lunch (21% of \$54)
(31.32)	Provided Dinner (58% of \$54)
\$99.09	Total Reimbursement

11. Can I be reimbursed for subsistence while in non-overnight travel status? If so, How much?

Yes, an employee who works more than two hours before the normal start of the work day or two hours past the scheduled quitting time, and is 50 miles or more from both residence and headquarters may be reimbursed for subsistence of \$8.00 for morning and for evening. The employee must site his or her normal work hours on the Travel Voucher. Those employed under certain bargaining units may be entitled to other amounts as directed in their labor agreement.

12. Can I be reimbursed for subsistence if required to participate in a non-overnight travel assignment on a holiday or scheduled day off?

Yes, an employee is eligible to be reimbursed for a percentage of the 24-hour subsistence rate as listed below. There are no mileage requirements in this situation.

0 to less than 3 hours	0%
3 to less than 9 hours	25%
9 to less than 15 hours	50%
15 to less than 21 hours	75%
21 to less than 24 hours	100%

13. Where can I get the per diem rates for high cost areas?

The high cost area per diem rates can be found on the Travel website by clicking <http://www.gsa.gov/portal/category/100120>

14. Can I be reimbursed for alcohol as part of subsistence reimbursement?

No, alcohol is not considered subsistence and will not be reimbursed.

Telephone Calls

15. Are telephone calls reimbursable?

Business telephone calls are reimbursable. Personal telephone calls are not reimbursable. The type of call must be indicated on the Travel Voucher.

P-card purchases for Travel

16. Can I hold a hotel room with my pcard?

No, you may not hold a room or pay for a room with your pcard. It is suggested that you apply for a travel card through our Human Resource Department.

17. Can I use my pcard for any Travel related expenses?

Yes, conference registration fees may be paid for using your pcard. This is the only travel related expense that you can use the pcard for. It is suggested that you apply for a travel card through our Human Resource Department.

Travel Forms

18. Where do I get all the necessary travel forms?

Travel Vouchers can be accessed and completed from the Travel webpage

Travel Approval Request Forms can be accessed and completed from the Travel webpage