

Revisions to Travel & Entertainment Policy effective July 1, 2015

Please note that the University's Travel & Entertainment Policies and Procedures has been revised, and subject to final approval by the Board of Trustees, will become effective July 1, 2015. These Policies govern all University-sponsored travel for faculty, staff and students. They also apply to business meals and the entertainment of University guests. For reference, the current policy manual is available at the Travel Services website at travel.uconn.edu.

The revisions are largely directed towards clarifying existing practices, referencing updated University forms and generally improving readability. However, some of the more significant edits include the following:

1. Elimination of the Travel Authorization process. Advance approval for travel will only be required of international travelers, travelers who require a travel advance, and travelers who require a Bradley Airport parking pass. These travelers will complete a streamlined web form available through the Travel Services website. All travelers will be responsible to ensure funding is secured prior to travelling.
2. Consistent with the practices of other state agencies, receipts will no longer be required for reimbursement of expenditures of \$25 and below.
3. Changes to policies on air travel such as: (i) provisions requiring travelers who do not use the University's preferred, contracted vendor for air travel (currently Sanditz) to submit a list of comparable flights offered by Sanditz, establishing that the airfare is reasonably in line with Sanditz offerings; and (ii) provisions allowing for business class travel on international flights with at least one continuous segment of 8 hours or more (noting, however, that all business class travel must be booked through Sanditz).
4. Agendas or conference brochures are no longer required for conferences indicating whether meals were provided. The web reimbursement form will ask the employee if meals are provided and the form allows drop down justification for not partaking in provided meals based on dietary, religious or a legitimate business reason.
5. Changes to policies on vehicle rental such as: (i) provisions allowing for direct payment of rental car expenses through Sanditz; and (ii) provisions allowing for payment of charges for GPS and roadside assistance.
6. The hotel maximum will be raised from 125% to 150% of the federal GSA rate for the destination city. Hotels will also be able to be reserved and paid for through Sanditz. This will eliminate the need for advances to be provided for hotel costs.
7. The business meal maximum will be raised from two times the federal per diem rate to three times the federal per diem rate, and the 2-hour minimum requirement for business meals will be eliminated.

8. Uncollected travel advances may be recovered from the traveler's department.
9. International travelers may be reimbursed for out of pocket expenses associated with prescriptions, vaccinations or other medical expenses related to the trip.

We look forward to working with your departments and offices to implement these new policies and procedures. We hope that that they will serve to reduce administrative burdens while at the same time, maintaining sound stewardship of University funds. Please let us know if you have any questions or concerns.

Charles H. Eaton, CPA
Controller
University of Connecticut
343 Mansfield Road, Unit 1074
Storrs, Connecticut 06269-1074
Telephone: (860) 486-0865
Facsimile: (860) 486-0536