

## Policy 3301 Travel on University Business

<b>Responsible Office</b>	Finance	<b>Effective Date</b>	7/1/98
<b>Responsible Official</b>	Associate Vice President for Administration and Controller	<b>Last Revision</b>	7/8/09

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### Purpose

Yale’s travel policy is designed to provide guidance for those traveling on University business and ensure the best use of our University resources. It is intended to encourage discretion in business travel expenditures and ensure compliance with federal regulations and sponsored agreements.

The travel policy applies to faculty, staff, visiting scholars, students and non-University personnel traveling or using funds administered by Yale on trips of 30 days or less. Longer trips and leaves of absences need to be approved in advance by an associate/deputy provost or provost designee (for faculty, students and visiting scholars) or the controller (staff and consultants). Some schools or divisions of the University may have more restrictive controls on travel. Payments for reasonable travel-related expenses made under this policy are not considered taxable income.

### Policy Statement

.Yale appreciates the efforts of those who travel on University business and wants to ensure that our people do not gain or lose funds on business trips.

The University expects travelers to spend Yale funds prudently, follow the travel policy and obtain reimbursement for expenses on a timely basis. Business travel expenses will be paid by Yale if they are reasonable, necessary and meet policy requirements.

### General Guidelines

#### Reimbursement

Travelers are expected to submit reimbursement request with required supporting documentation within 10 business days of incurring the expense or returning from the trip.

#### Business Purpose.

A business purpose must be clearly shown for each trip, including supporting documentation to validate the need for travel. When completing an expense report for a business conference, for example, attach a conference brochure, itinerary or letter of invite listing the date(s) and purpose of the event.

### **Restrictions for Travelers who are Not US Citizens or Permanent Residents**

Individuals who are not citizens or permanent residents of the United States are must follow specific rules regarding travel payments. Prior to the trip, please refer to the [Check Request for International Payees](#) to determine any payment restrictions and documentation requirements.

### **Travel funded by Grants and Contracts**

- Travel funded by federally-sponsored grants and contracts is generally subject to the [Fly America Act](#) stating (with few exceptions) that air travel must be booked on an American Flag Carrier (e.g., United not Lufthansa, Delta not Air France).
- Certain expenditures (e.g., alcohol) are generally “unallowable” expenses in accordance with federal cost principles. Some expenses may be reimbursed under specific circumstances if the expense is reasonable and coded to the proper account number listed in the University’s Chart of Accounts.
- For further information, please refer to section 3301.9 in this policy or consult Guide [1305 GD.07 Determining Reasonableness, Allocability and Allowability of Costs for Federally Sponsored Awards](#).
- Additional restrictions not specifically covered by this policy may apply. Questions should be addressed to the appropriate Office of Grant and Contract Administration.

### **Determine Whether Travel Is Classified as Domestic or International**

- Domestic travel is defined as travel within and between any of the 50 United States, Puerto Rico, U.S. Virgin Islands, travel between the United States and Canada and within Canada.
- International travel is any travel **outside** those specified above.

### **International Travel**

If travel to a foreign destination is planned, please review the University’s [International Travel Policy](#), which also lists the countries where travel risks are particularly high.

### **Exceptions to Travel Policy (other than International Travel)**

Exceptions to the policy must be approved in advance in writing by an associate/deputy provost or provost designee (for faculty, students and visiting scholars) or by the controller (for staff and consultants). For exceptions to the Fly America Act, contact the appropriate Grants and Contract Administration Office.

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## **Making Travel Reservations**

### **Before Travel**

Individuals are asked to make reservations as soon as their travel plans are known to obtain advance purchase discounts. When convenient, travelers may consider modifying an itinerary (e.g., staying over on a Saturday night) when the change results in airfare savings greater than the cost of the additional hotel and food expenses. Supporting documentation indicating savings should be attached to the expense report. If a travel itinerary is created to accommodate personal business, the traveler must pay the incremental cost of personal business and document the costs incurred, separating personal expenses from University business expenses.

Travelers are expected to be prudent when selecting transportation (i.e., air, rail, automobile) for business trips. The transportation chosen should be the least costly, consistent with the itinerary and the business requirements of the trip.

### **Preferred Travel Agency and Online Booking Tool**

Travelers are encouraged to use the University’s preferred travel supplier [orbitzforbusiness](#) by contacting

them directly. Travelers will be able to take advantage of travel options and discounts, including University negotiated rates and low service fees.

**Business Travelers Accompanied by Family Members and Other Companions**

The University does not provide reimbursement for travel and entertainment expenses of family members and others who accompany University employees on business trips.

This policy does not preclude family members and others from accompanying travelers on trips provided that their travel, meals, entertainment and other costs are clearly documented and paid by the Yale traveler or companion. University business is expected to be of primary importance during business travel.

There are a limited number of situations in which there is a business purpose for the presence of spouses, family members or others on University trips. Generally, these situations are limited to deans and officers representing the University at fund raising events or hosting University business functions. Requests for special exceptions should be approved in advance by an officer, associate/deputy provost/provost designee (faculty, students and visiting scholars) or by the controller (staff and consultants). Approved exceptions must be documented in writing on the expense report.

**Distinguished Visitors**

The University recognizes that certain invited guests may require upgraded travel arrangements. These arrangements will be an exception to policy and should be approved in advance by an associate/deputy provost/provost designee (faculty, students and visiting scholars) or by the controller (staff and consultants). Approved exceptions must be documented in writing on the expense report.

**Consultants Traveling on University Business**

Consultants traveling on University business will be reimbursed for reasonable and necessary business expenses. Provisions for such reimbursements should be included in the consulting agreement. Provisions not authorized by contractual agreement must be approved in advance by the department business office. For further information please refer to Policy [3210](#) *Consultants and Professional Service Agreements*.

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**Policy Sections**

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**3301.1 Air Travel**

Travelers are expected to book the lowest available economy class airfare, consistent with business requirements.

Although no single source (travel agency or online booking tool) can claim to have the lowest fares 100% of the time, the University's preferred travel supplier [orbitzforbusiness](#) generally provides the best overall value. Travelers are encouraged to take advantage of the services and discounts provided through University-negotiated airline fares.

**Note:** Certain lower cost airlines may not be included in the searchable data base in the preferred travel supplier (e.g. Jet Blue and Southwest). However, reservations can be made with [orbitzforbusiness](#).

If a penalty is incurred due to a traveler violating airline ticketing rules, the traveler will be responsible for the additional cost. However, penalties for making changes to or not using non-refundable tickets can be reimbursed if the penalty was unavoidable due to business reasons or circumstances beyond the traveler's control.

Some airlines charge fees for snacks, non-alcoholic drinks, checked baggage, WiFi charges, pillows and blankets, and preferred coach seating. Such costs are reimbursable if the individual is traveling economy class. However, the cost of the use of WiFi during an airline flight, pillows and

blankets and preferred seating in coach cannot be charged to federally sponsored awards. In these cases, other University funds must be used for reimbursement.

If part of the business trip is leisure and require extra bags (e.g., golf clubs), the cost is personal.

If snacks and non-alcoholic drinks are submitted for reimbursement, the traveler must use actual costs for meals versus the per diem for the entire trip.

Whenever possible, book air flights at least fourteen days in advance to take advantage of advance purchase fares.

Use e-tickets when available. Most airlines impose a fee for paper tickets and their related shipping costs.

### **Class of Air Service**

- **Domestic travel**  
For domestic travel, use the lowest available economy class airfare that meets the needs of a business trip, consistent with business requirements. Travelers may upgrade the level of service at personal expense or by using their “frequent flyer” points.
- **International Travel**  
For international travel, fly economy class for all flights under 5,000 miles (one-way). Travelers may upgrade the level of service at personal expense or by using their “frequent flyer” points. For flights at or over 5,000 miles (one-way), business class may be used if your business office confirms before purchase that appropriate funds are available.  
  
Students must travel economy class regardless of duration or length of the flight.
- **Extenuating Circumstances/Exceptions**  
Extenuating circumstances, such as a medical condition, may justify the use of business class for trips that are less than 5,000 miles (one-way). Approval must be obtained in advance in writing by an associate/deputy provost or provost designee (faculty and visiting scholars) or by the controller (staff and consultants). Approved exceptions must be documented on the expense report.
- **On Federally Sponsored Funds**  
Federal regulations almost always prohibit the charging of business or first-class air travel to federally-sponsored projects. They also prohibit reimbursing the differential between economy class fare and a business class fare in indirect costs. For details, see travel Procedure [3301 PR.01](#).  
  
Air travel funded by federally-sponsored grants and contracts is generally subject to the Fly America Act. With few exceptions, domestic and international air travel must be booked on an American Flag Carrier (e.g., United not Lufthansa, Delta not Air France).

Additional restrictions may not be specifically covered by this policy. Questions should be addressed to the appropriate Office of Grant and Contract Administration.

### **Unused Tickets or Changes**

When travel plans must be changed due to unforeseen circumstances, the traveler is responsible for notifying Orbitz For Business, or the airline or travel agency that booked the ticket. Request a refund (when a refundable ticket was issued) or apply the unused ticket to the next business trip. Flights must be cancelled prior to flight departure time.

Penalties for changes to an airline ticket for business reasons or circumstances beyond the traveler’s control will be reimbursed. For tickets purchased using federally-sponsored funds, contact the appropriate Office of Grants and Contracts to determine if the penalty may be charged to the grant.

Unused tickets cannot be used for personal travel.

**Charter and/or Private Aircraft**

For the safety of travelers, the University does not recommend flying on charter and /or private aircraft. The University assumes no liability for death, personal injury, or property damage in connection with charter/private aircraft travel.

If a traveler finds it necessary to travel by private airplane due to unusual circumstances, an exception should be sought in advance from the associate/deputy provost/provost designee (faculty and visiting scholars) or by the controller (staff and consultants). If the exception is granted, the Risk Management department must be notified before the flight for insurance purposes. When a private plane or charter aircraft is used primarily for the convenience of the traveler, reimbursement will not exceed the lowest available economy class airfare.

**Frequent Flyer Programs and Upgrades**

The University allows travelers to accrue their own frequent flier mileage for trips taken on University business. The University does not reimburse travelers for tickets purchased with frequent flyer miles.

Travelers may use their airline miles to upgrade as long as the airfare purchased is the lowest available economy class airfare. Travelers purchasing a more expensive airfare to obtain the upgrade must pay the difference between the lowest fare available and the fare purchased. The source of an upgrade must be noted on the expense report.

**Airline Club Memberships**

The University does not pay dues for membership in airline clubs, except in situations where an extraordinary amount of business travel is required as part of an employee's job responsibilities. Requests must be approved in writing by the controller prior to joining an airline club.

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**3301.2 Lodging**

Travelers are expected to choose a reasonably priced hotel with a single occupancy rate. For hotel reservations for University guests staying in New Haven, a list of preferred hotels with University contracts is available.

For lodging outside of New Haven, reservations should be made through the Yale preferred travel supplier using the online booking tool or through the full-service travel agency, unless the traveler is attending an event where hotel reservations are made via a housing bureau or conference sponsor.

Actual hotel expenses will be reimbursed. Federal per diem rates should not be used for lodging but only for meals. Please refer to Section 3301.7 for information on sales tax exemptions on hotel charges.

**Travel greater than 30 days**

Reimbursement of actual lodging expenses for business trips greater than 30 days, will be up to 50% of the current published federal per diem lodging rates for that location, available at domestic per diem or foreign per diem. Receipts are required. The reimbursement limits apply for the entire duration of the trip, not just the portion of the trip greater than 30 days. Any exceptions to these reimbursement limits must be pre-approved before the trip begins by the cognizant provost for faculty and by the controller for staff.

**Lodging in Private Residence**

Travelers who stay in a private residence at no cost to the traveler will be reimbursed for a reasonable token of appreciation (not to exceed \$100 per trip) for the courtesy of staying with the host. Proper documentation must be provided with the expense report and charges coded to the unallowable travel expenditure code.

Note: Tokens of appreciation may not be charged to sponsored project funds.

### **Cancellations**

If travel plans change, the traveler should make every effort to cancel hotel reservations in advance to avoid any penalties.

Penalties or cancellation fees incurred for changes to hotel reservations due to business reasons or circumstances beyond the traveler's control will be reimbursed. In certain limited situations penalties may be reimbursable under a federally-sponsored award. Check with the appropriate Office of Grants and Contracts.

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## **3301.3 Ground Transportation**

### **General**

Use the lowest cost ground transportation consistent with business needs. For example, many hotels offer free airport shuttles, which should be used whenever practical.

### **Rental Cars**

The University has negotiated discounts with preferred rental car agencies. These discounts are available through Yale's preferred travel supplier using their online or full-service travel agency services. Travelers should rent the most economical (compact or midsize) vehicle consistent with business needs and travel circumstances. Please refer to [Policy 1705 Automobile Fleet, Rental and Safety Program](#) for more details on insurance.

Except in very rare instances, the cost of a GPS service on car rentals is not considered a necessary business expense and is not reimbursable.

### **Insurance**

- **Domestic Rentals:** Travelers should decline any additional insurance coverage offered by car rental companies. It duplicates insurance already provided by Yale and will not be reimbursed.
- **International Rentals:** Travelers should accept liability and damage insurance coverage offered by the car rental company. The cost will be reimbursed.
- **Who is covered:** The University has automobile insurance that covers University employees (including casual employees and post doctoral associates) and post doctoral fellows traveling on University business.
- **Student Coverage:** Active undergraduate or graduate students traveling on University business and students renting vehicles on behalf of a student group registered with a Dean of Yale College or the Dean of Students, and recognized by Yale as an official student group are also covered for insurance if they have passed the Driver Safety Awareness program.
- **Coverage of Consultants and Others:** The University's automobile insurance coverage does not cover any outside consultants, independent contractors, vendors, visiting speakers or anyone else who is not a student, post doctoral fellow or an employee of the University. These individuals or the companies that they represent must provide \$1,000,000 of automobile liability and physical damage insurance to protect against accidents that occur with the rental car while performing University business. This insurance can be provided via their own automobile insurance policy or by the companies that they represent or by purchasing the insurance from the rental car agency.
- **Reporting an Accident:** If a rental car accident occurs, travelers must submit a written accident report to the rental car company, local authorities as required, and Yale's Risk Management Office.

### **Rental of 12 and 15 Passenger Vans**

Yale does not permit the rental of 12 and 15 passenger vans because of the possibility of serious accidents and injury to passengers. The Office of Risk Management will not extend Yale's insurance to these vehicles.

### **Use of Personal Automobiles**

Employees may use their personal vehicles for business purposes. The use of a personal vehicle for University business will be reimbursed at the federal mileage allowance rate for business travel published in the [Controller's Office Fact Sheet](#). This rate covers the cost of vehicle usage, including gasoline. In addition to this allowance, travelers will be reimbursed for tolls and reasonable parking fees.

**Note:** There is a limit on vehicle reimbursement of no more than the economy class airfare for a similar trip.

The University assumes no liability for any loss or damage to the employee's vehicle. If an accident occurs when a traveler is using his/her personal vehicle for business travel, the employee's personal automobile liability and physical damage insurance is primary.

### **Travel Between University Locations**

Every effort should be made to use the on demand shuttle service if available. If a scheduled University shuttle service is available, there is no reimbursement for mileage and parking for any travel among 25 Science Park, West Campus, Medical School, and Central Campus. Where there is no scheduled shuttle service, mileage and the cost to park is reimbursable.

### **Private Car Service**

The decision to use a private car service should be made by the traveler and departmental business office, based on cost and business needs. A private sedan or town car service may be used when the cost is reasonable and consistent with business requirements. Use of a private stretch limousine should be limited to situations involving multiple passengers or exceptional circumstances and must be documented on the expense report.

For a list of preferred vendors, refer to [car service vendors](#).

### **Train**

Travelers should book service on Metro-North, Amtrak or Acela consistent with their business needs. University policy allows business class service on Amtrak and the Acela (not first class service).

To take advantage of any University-negotiated discounts on Amtrak, travelers must make reservations using the University's preferred full-service travel agency. There is no charge for booking trains through this service.

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## **3301.4 Business Meals and Entertainment**

### **Individual Meals**

Travelers will be reimbursed for reasonable actual meal expenses or may opt for the Meals and Incidental Expense (M&IE) per diem allowance. They may not combine the two methods on the same trip except for those instances noted below under the (M&IE) per diem section. Incidental expenses included in the domestic per diem rates are tips for services. International per diem rates include laundry, dry cleaning and tips. Laundry and dry cleaning are not included in the domestic per diem rates. As a guideline, actual meal expenses should not be greater than the per diem allowance set by the federal government for the city visited (i.e, domestic per diem per federal government and international per diem per state department).

**(M&IE) Per Diem Allowance:**

- When it is not practical to claim actual meal expenses, employees may use the federally published domestic per diem or foreign per diem rates for meals and incidental expenses applicable for the city of travel.
- When a meal is paid for by a host, or paid for by the traveler as host for a group meal, or included in a conference registration fee, or covered by another source or when traveling for a partial day, the per diem should be reduced as follows: 20% for breakfast, 30% for lunch, and 50% for dinner.

**Travel greater than 30 days**

Reimbursement of actual meals and incidental expenses for business trips greater than 30 days will be available at 50% of the current published federal (M&IE) per diem allowance for that location, available at domestic per diem or foreign per diem for the number of days that food expenses were incurred. The reimbursement limits apply for the entire trip, not just the portion of the trip over 30 days. Any exceptions to these reimbursement limits must be pre-approved before the trip begins by the cognizant provost for faculty and the controller for staff.

**Group Meals and Entertainment**

In situations where an individual is conducting business with one or more guests, reasonable meals and entertainment expenses will be reimbursed. Business meals and entertainment must be directly related to University business.

The University expects the cost of business meals to be reasonable and to be \$100 or less per person (including tax and tip). When sound business reasons necessitate that business meals exceed \$100 per person, the excess cost of the business meal must be approved by the Professional Schools' Dean's offices or the Office of the Provost (faculty and visiting scholars) or the Controller's Office (staff and consultants). Unless the event is extremely unusual and pre-approved, costs in excess of \$150 per person will not be reimbursed.

The Internal Revenue Service requires all business meals and entertainment expenses to be properly documented. This includes the reason for the entertainment, the benefit expected to be derived as well as the name, title, and affiliation of the individual(s) being entertained. For more information refer to Policy [3302 Business Meals, Entertainment, and Other Social Events](#).

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**3301.5 Other Reimbursable Travel Expenses**

The following additional expenses will be reimbursed if related to travel on University business:

- Fees for a visa or other special fees (e.g., the transaction fees for currency conversion).
- Costs for vaccinations and medications required for travel to other parts of the world.
- Reasonable telephone costs and Internet charges. Yale cell phones and Yale Bulldog Calling Cards should be used instead of the hotel room telephone for direct dialing of long-distance calls.
- Laundry and dry cleaning expenses when domestic or international travel is five or more consecutive days and the amounts are reasonable. The traveler cannot claim laundry and dry cleaning expenses separately when the international per diem rate is used.
- Tips and gratuities when reasonable and accepted as standard practice (i.e., restaurants, ground transportation, bellhops, and hotel housekeepers). Tips are included in both the international and domestic per diem rate and cannot be claimed separately when the per diem rate is used.

Personal expenses incurred while traveling on University business **will not be** reimbursed by the University (e.g., in-room movie rentals, in-room alcoholic beverages, babysitting, recreational

activities, and issuance of passports or their renewals). See Guide [3301 GD.01](#) for a list of miscellaneous non-reimbursable travel expenses.

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### **3301.6 Payment Methods and Documentation**

#### **Yale Purchasing Card Program**

The Yale Purchasing Card is the preferred payment method for all travel purchases. This allows the University to be billed directly for travel expenses. Contact your business office or see **Procedure** 3215 PR.01 for details.

#### **Personal Funds**

If a personal credit card, check or cash is used, the traveler must submit an expense report seeking reimbursement only after completion of the trip.

#### **Receipts**

For travel and entertainment expenses of \$75 or higher, original, detailed receipts must be provided to the departmental business office. An acceptable receipt is printed on official letterhead or company stationery and includes line item detail such as the date(s) and description of each expense. Where generic or hand-written receipts on plain paper are the only receipts available and the form of payment is a personal credit card, it is advisable to have additional supporting documentation (e.g., copy of credit card statement).

Receipts are not required for travel expenses of less than \$75. However, travelers are strongly advised to obtain and keep their original receipts for expenses under \$75 for six months after the trip. Business Managers have the discretion to require receipts for expenses under \$75 when appropriate.

When a receipt does not have adequate information or is of poor quality, additional proof of payment (such as a credit card statement or cancelled check) may be required. For details, refer to Procedure [3215 PR.01](#) *Yale Purchasing Card and Expense Management System*. Also refer to Guide [3301 GD.03](#) *Electronic Receipt Documentation*, and Guide [3401 GD.01](#) *Supporting Documentation Guidelines for business expenses*,

#### **Travel Advances**

The University issues travel advances if the traveler is ineligible for the Yale Purchasing Card or when extended travel or unusual circumstances are involved. For more information, see Policy 3305 Long Term Activity and Other Expense Advances.

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### **3301.7 Sales Tax**

Certain lodging and meal expenses incurred while traveling on University business may be exempt from state sales tax provided the:

- State allows an exemption for meals and/or lodging expenses
- University holds a state sales tax exemption certificate in the state of travel, where required
- University makes payments directly to the hotel or restaurant using a Yale Purchasing Card or check.

The list of states in which the University currently qualifies for travel related sales tax exemption is provided in the [Controller's Office Fact Sheet](#).

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### 3301.8 Business Travel Insurance

The University maintains a business travel insurance policy that provides coverage for accidental death or dismemberment and permanent total disability while an employee is traveling on University business. Coverage begins when employees leave their residence or place of employment for the purpose of a business trip and ends when employees return to their residence or place of employment. Employees traveling in groups should be aware that the University is subject to a maximum insurance limitation per accident and they should consult the [Office of Risk Management](#) for more information. Major insurance exclusions apply to certain leaves of absence, flying as a pilot, war, suicide, and flying in aircraft owned or leased by the University.

The University does not reimburse for the cost of life insurance purchased by travelers to provide additional protection for their families.

Generally, the University does not reimburse travelers for trip cancellation insurance. In special circumstances, it may be reasonable based on the high cost of an airline ticket. Before purchasing such a ticket, the traveler should determine if it makes more sense to purchase a refundable ticket. Proper documentation must be provided.

#### Emergency Travel Assistance Program

The University maintains an Emergency Travel Assistance program that provides medical, personal safety and travel-related assistance services if an emergency arises while traveling domestically or internationally. Domestic coverage is included for travel 100 miles or more from home while on University business, and coverage applies to all international travel for business or pleasure. For more information, contact the [Office of Risk Management](#).

#### Coverage for Personal Effects

Loss of or damage to personal belongings of the traveler are not covered by the University insurance.

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### 3301.9 Travel Expenses Funded by Grants and Contracts

**Restrictions:** In addition to meeting all other policy requirements, travel costs charged to grants and contracts are subject to specific limitations and restrictions set by the sponsor. Travel policies of federal and non-federal sponsors vary.

Travelers on University business trips that are funded directly or indirectly by a federal grant or contract must abide by the [A-21 rules](#) on air travel. Department business offices are strongly encouraged to contact the appropriate Office of Grants and Contracts to find out more about grant requirements.

**Fly America Act:** Before making any arrangements for travel funded by a grant or contract, departments should consult the terms and conditions of the specific award and the approved budget and review the requirements of the Fly America Act.

For international air travel, federal requirements state that American carriers must be used when a traveler is flying between the United States and another country or between other countries (the Fly America Act). This requirement shall not be influenced by cost, convenience or personal travel. The few exceptions to this requirement are listed in Guide [3301GD.02](#). Please also refer to the Fly America Act Checklist and Waiver [Form 3301 FR.06](#) to determine if one qualifies for the waiver. A copy of the approved exception must be kept in the grant file.

**Advance Approval Required:** Grants from some federal agencies and most federal contracts require that all international travel, even if included in the award, be approved 45 to 90 days in advance by the sponsor's administrative officer. Travelers should consult with the appropriate Office of Grant and Contract Administration for details.

**Penalties and Fees:** In certain limited situations, penalties or cancellation fees for airline, hotel and car rentals may be reimbursable under a federally-sponsored award.

**Alcohol and Entertainment Expenses:** Expenses for alcoholic beverages and entertainment expenses cannot be charged to a federal grant or contract and must be coded as an unallowable expense. Such expenses are only allowable on non-federal programs when the event has been specifically approved in advance by the sponsor. See Policy [3302 Business Meals, Entertainment, and Other Social Events](#), for further information.

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## Related Information

Guide [3301 GD.01](#) Miscellaneous Non-Reimbursable Travel Expenses

Guide [3301 GD.02](#) Use of U.S. Flag Carriers for Sponsored Foreign Travel

Guide [3301 GD.03](#) Electronic Receipt Documentation

Guide [3301 GD.04](#) Quick Reference

Guide [3401 GD.01](#) Supporting Documentation

Guide [1305 GD.03](#) Unallowable Cost Expenditure Type

Form [3401 FR.01](#) Employee Reimbursement form

Form [3301 FR.05](#) Missing Receipt form

Form [3301 FR.06](#) Fly America Act Checklist and Waiver Form

Procedure [3301 PR.01](#) Travel Arrangements for University Business

Procedure [3215 PR.01](#) Yale Purchasing Card and Expense Management System

Procedure [3401 PR.02](#) Check Request

Guide [1305 GD.07](#) Determining Reasonableness, Allocability and Allowability of Costs for Federally Sponsored Awards

Policy [1705](#) Automobile Fleet Safety Program

Policy [3302](#) Business Meals, Entertainment and Other Social Events

Policy [3210](#) Contracting for External Consultants and Other Professional Services

Policy [3305](#) Long Term Activity and Other Expense Advances

Policy [3415](#) Payments to Individuals Who Are Neither Citizens nor Permanent Residents of the U.S.

[Office of Grant and Contract Administration](#)

[Yale Travel Services](#)      [Travel Warnings](#)

[Controller's Office Fact Sheet](#)

Federal government [domestic per diem](#) rates and [foreign per diem](#) rates

[Check Request for International Payees](#)

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## Contacts

Subject	Contact	Phone
Travel Services	Travel Coordinator	432-9011
Travel Services	Travel Director	432-8539
Expense Reports	Controller's Office	432-5524
Employee Reimbursement Check Requests	Accounts Payable	432-5394
Interpretation of policy	Controller's Office	432-5524
Insurance related to travel	Office of Risk Management	432-0140
Travel on Grants and Contracts	GCFA-- Central Campus / FAS GCFA-- YSM / Nursing	432-2460 785-4689
Tax Issues	Tax Office	432-5530

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## Roles and Responsibilities

### Associate/Deputy Provost or Provost Designee

Review and rule on requests for exceptions to University travel policy for faculty members, students and visiting scholars. Exceptions may include University payment of the expenses of travel companions, requests for first class and business class travel, the use of private aircraft, and per diem reimbursement for travel greater than 30 days.

### Controller

Review and rule on requests for exceptions to University travel policy for staff members and consultants. Exceptions may include University payment of the expenses of travel companions, requests for first class and business class travel, and the use of private aircraft. Advise the community on the interpretation of travel policies.

### Yale Travel Services

Provide high quality service to travelers. Secure travel reservations for business travel with Purchasing Cards for airline, hotel, car and Amtrak tickets. Assist with reservations for conferences and group travel for University travelers and visitors. Assist travelers in obtaining visas and information regarding passport.

### Travel Director

Oversee the Yale Travel Services, which includes the **Orbitz For Business**. Provide best-in-class online booking tool to procure travel. Promote and assist with interpretation of the travel policy and procedure. Negotiate discounts and other savings with preferred travel providers.

### Travel Coordinator

Report to the Director of Travel Services. Assist and oversee the implementation and maintenance of

preferred travel vendors. Responsible for communications to the community, as well as outside vendors, and involved in the day-to-day maintenance and functionality of third-party systems.

**Accounts Payable Department**

Process travel reimbursements in a timely manner in accordance with the University policies and procedures. Advise the community on the interpretation of reimbursement procedures.

**Office of Grant and Contract Administration**

Advise departments and principal investigators on the terms and conditions of specific awards as they pertain to travel, and provide general guidance with respect to travel funded by grants and contracts. Review and approve requests for waivers to Fly America Act.

**Office of Grant and Contract Financial Administration**

Review and approve all requests for reimbursement for international travel funded by Grants and Contacts that are not processed by EMS.

**Department Administrator**

Obtain required approvals prior to making travel arrangements. Ensure that travel advances and expense reimbursements are reasonable and necessary in accordance with University policies and procedures. Submit travel advance clearance and reimbursement within 10 days of return from contiguous travel.

**Traveler**

Obtain required approvals prior to making travel arrangements. Ensure that travel expenses are reasonable and necessary in accordance with University policies. Submit travel reimbursement requests and/or advance clearance within 10 days of return from travel. Submit all required receipts.

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**Revision History**

Policy first issued on 11/00. Revised on 1/05. Last major revision on 11/05. Revised and posted on the Main site 9/07. Revised on 9/24/07. Revised again on 2/7/08. Minor revisions on 3/11/08. Revised on 4/17/08, revised on 1/14/09, revised on 7/8/09.

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The official version of this information will only be maintained in an on-line web format. Any and all printed copies of this material are dated as of the print date. Please make certain to review the material on-line prior to placing reliance on a dated printed version.

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