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SECTION 1: POLICY STATEMENT AND PURPOSE

This policy outlines best practices and responsible expenditures for University-related travel. This policy applies to all expenses as described in this document regardless of the department or type of funding supporting the expenses.

This policy is intended to:

- Ensure that the University and individuals are in compliance with IRS regulations that define non-taxable, reimbursable expenses;
- Enable the University to protect its reputation and non-profit status by avoiding excessive or inappropriate spending;
- Ensure that travel charged to sponsored projects conforms to the regulations and restrictions placed on the use of the funds by the sponsor; and
- Provide budget managers with resources and guidelines to control how their budgets are expended.

Individuals within the University community are expected to act as stewards of University funds when making purchases. Responsible and ethical expenditure of University funds requires the proper consideration of price, quality, reliability, and compliance with donor and sponsor requirements. To this end, Drury University will incur or reimburse expenses that are:

- Reasonable and necessary;
- For a University business purpose;
- Aligned with Drury University's best business practices;
- Properly documented, approved, and submitted; and
- Compliant with federal, state, and local laws.

This policy applies to all university personnel and students, and all non-university personnel seeking reimbursement or coverage of travel expenses.

Some University departments have instituted more restrictive policies for purchases described in this policy. Additionally, some grants and donor agreements include more restrictive policies. In cases in which there is a discrepancy between this policy and a department, granting agency, or donor restriction, the more restrictive policy will apply.

Additional stipulations apply to student travel and student organizations (see Section 9, below).

It is the responsibility of each individual to understand and comply with all facets of this policy prior to traveling or submitting expenses.

SECTION 2: DEFINITION OF BUSINESS TRAVEL

- A. Travel is considered appropriate business travel if any one of the following criteria are met:
1. Travel is conducted as part of an employee's job function or on behalf of the University.
 2. The University or student organization pays for any part of the event (through a university or student organization account, or through collection of funds from individuals).
 3. The University's name or that of a university-sponsored organization is advertised or used in any way at an event, in promotional materials advertising an event, announcements at meetings, email/listserv/social media distributions, website calendars, or registration materials.

4. Attendance of the persons (regardless of how many) present at the event is based on their university affiliation rather than individual initiative (i.e., it is more likely that they attended because of their university affiliation).
5. Travel is an expectation placed upon a student as a component of the student's experience at Drury University, or a travel experience sponsored by the University.

SECTION 3: AUTHORIZATION AND RESPONSIBILITY

- A. All university travel by covered (i.e., non-officer) employees must be approved in advance by the traveler's budget manager.
 1. Exceptions:
 - a. Employees of divisions that require frequent, regular travel may travel within the parameters established by their supervisors. Such divisions include, but are not limited to, Enrollment Management, University Advancement, and Athletics.
- B. University officers may travel as necessary for their positions, within the constraints of their budgets.
- C. All employees are responsible for making travel arrangements on their own or with the help of their departmental assistant.
- D. Travel must be booked with as much advance notice as possible.
- E. Exceptions to this policy must be approved in advance by the traveler's divisional vice president/executive director.

SECTION 4: PAYMENT

- A. Travel expenses should be paid by university credit card to the fullest extent possible.
- B. Payment of an invoice through Accounts Payable is the University's next preference.
- C. A cash advance may be obtained through Accounts Payable if it is known there will be expenses for which a credit card or check will not be accepted.
- D. The University may wire funds when necessary for travel arrangements.
- E. Only if these methods are not optional, or if there is a malfunction of a university credit card, may an individual use personal funds and seek reimbursement from the University.

SECTION 5: GROUND TRANSPORTATION

- A. Ground transportation may be considered that involving motor vehicles, buses, subways, trains, shuttle services, taxis/ride-sharing services, etc.
- B. Cars/Motor Vehicles
 1. Driver Requirements
 - a. Individuals who operate ANY vehicle for university-related business must meet the requirements stated in policy 404.001P: Use of Vehicles for University Business.
 - b. Drivers must complete form 404.001F1: Consent for Review of Driving Record (also known as a motor vehicle report (MVR)) prior to driving for the University.
 - 1) The form must be submitted to the Director of Business Services no less than 72 hours before the travel will occur.
 - c. Drivers must complete all online driver training assigned by the university prior to the travel.
 - d. Drivers must operate the vehicle in a safe and prudent manner, at no less than the standards of policy 404.001P: Use of Vehicles for University Business.

2. Use of Personal Vehicles vs. Rental Vehicles
 - a. Prior to travel, the traveler must examine whether it will be more cost effective to travel in a personal vehicle and request a mileage reimbursement (# of miles times the current mileage rate) or rent a vehicle (daily rental rate times the number of days, plus estimated fuel costs). The most economical option must be chosen.
 - b. When flying to a destination, the traveler must examine whether it is more cost effective and/or reasonable to rent a vehicle or use a shuttle service, taxi, or ride-sharing service to commute to and from the airport.
 - c. Personal Vehicles
 - 1) Use of personal vehicles is allowed when
 - a) Doing so is less expensive than renting a vehicle,
 - b) The vehicle meets the safety standards listed in policy 404.001P: Use of Vehicles for University Business, and
 - c) The personal vehicle is covered by the vehicle owner's vehicular liability insurance.
 - 2) Liability coverage for personal vehicles used for university business is described in policy 404.001P: Use of Vehicles for University business. In short:
 - a) The vehicle owner's insurance will be utilized/exhausted first before the University's insurance will apply.
 - b) The University assumes no responsibility for medical coverage or other coverage of students who are traveling in personal vehicles. Any costs not covered by the traveler's medical or accident insurance, or the vehicle owner's vehicle insurance, or the vehicle driver's vehicle insurance, will be the responsibility of the traveler.
 - c) The University does not assume liability for damage to personal automobiles used on university business and does not assume liability for deductibles or any other uninsured loss to the vehicle.
 - 3) The University's mileage reimbursement rate is based of that set each year by the State of Missouri. The University will reevaluate its mileage rate at the start of each fiscal year. The mileage rate will be posted on the University's website.
 - 4) Expenses for personal vehicle repairs are not payable or reimbursable by the University.
 - 5) Charges for vehicle parking and road tolls are reimbursable in addition to the mileage reimbursement.
 - d. Rental Vehicles
 - 1) Vehicles should be rented when
 - a) Less expensive comparable transportation is unavailable,
 - b) A personal vehicle is not large enough for the required personnel and/or luggage/equipment,
 - c) A personal vehicle is not insured, or
 - d) A personal vehicle is not safe/road-worthy.
 - 2) Travelers should rent the smallest and/or most economical sized vehicle to fit the number of travelers necessary, in addition to necessary luggage/equipment. As a general rule:
 - a) 1-2 persons: Mid-size to full-size car
 - b) 3-4 persons: Full-size car or small SUV
 - c) 5-6 persons: Full-size SUV or minivan
 - d) 6+ persons: 12 passenger van
 - 3) All authorized drivers must be listed on the car rental contract at the time of rental.
 - 4) Before renting a vehicle within the United States, the traveler should contact Administrative Services for a list of preferred rental vendors.
 - 5) Insurance
 - a) **When renting within the United States, DO NOT** purchase insurance coverage from the rental agency. Instead, request a liability certificate from Administrative Services, **prior** to travel.

- b) **When renting in a foreign country, travelers MUST PURCHASE** the Loss Damage Waiver and Liability insurance (or equivalent/best coverage) from the rental agency, if available. If the international rental agency cannot issue coverage, the University's insurance should be used.
- 3. In general, the University will not pay or reimburse parking fines or moving violations incurred by university employees during business travel.
- C. Trains
 - 1. Travelers should purchase unreserved/coach service (or the lowest reasonable fare available).
 - 2. Travelers may upgrade to a higher class ticket at their own expense.
- D. Other Forms of Ground Transportation
 - 1. When necessary or less expensive, travelers may travel by bus, subway, other mass transit, shuttle service, taxi/ride-sharing service; private car services may be used only in rare situations and must be approved prior to travel by the traveler's divisional vice president/executive director.

SECTION 5: AIR TRANSPORTATION

- A. Before booking airfare, travelers should ensure that air travel is more cost effective and reasonable than ground transportation. Except in rare circumstances, standard practice should be that individuals travel by ground for travel of up to 500 miles round trip.
- B. The University will pay for economy/coach class airfare aboard a regularly scheduled commercial carrier. An employee may upgrade his/her ticket at his/her own expense.
- C. Flight selection should be influenced by price and reasonable departure/arrival times, not by the traveler's frequent flyer affiliation or other personal considerations.
 - 1. Individuals may personally retain frequent flyer program benefits; however, participation in these programs should not cause air travel cost to rise above the lowest airfare available. Membership fees associated with such programs are not reimbursable by the University.
- D. For university-sponsored travel, travel on a U.S. carrier is strongly preferred, but not required.
- E. For government grant-sponsored travel, travel must be aboard a U.S.-owned airline (Fly America Act) (rare exceptions may be made; see the websites below for additional information). The U.S. Flag Carrier Policy is available online and University personnel are required to comply. Additional information may be found at the following sites:
 - 1. NEH: <http://www.neh.gov/manage>
 - 2. NSF: http://www.nsf.gov/pubs/policydocs/pappguide/nsf09_1/aag_6.jsp
- F. Airlines will occasionally offer free tickets or cash allowances to compensate travelers for delays related to overbooked or cancelled flights. An employee should not volunteer for denied boarding when the delay will interfere with his/her daily work or cause students traveling with the employee undue delay in returning home or to campus.
- G. Baggage Fees
 - 1. Baggage fees should be minimized to the extent possible through use of carry-on luggage.
 - 2. In general, employees will be limited to one personal checked bag (exceptions may be granted by budget managers in cases of extended (i.e., more than five (5) days') travel).
 - 3. The University will pay fees for additional checked baggage housing University equipment (e.g., sports gear, presentation equipment, musical instruments, camera equipment, etc.).
 - 4. If the trip includes business and personal travel, the University will not pay for luggage used solely for the personal portion of the travel (e.g., golf clubs, skis, etc.) or additional checked baggage necessary due to extension of the travel length by personal travel.

H. Other Air Travel

1. Travel by non-commercial means (e.g., charter flights, helicopter, etc.) is allowed only when it is more cost effective to the University or in rare cases of extreme need.
 - a. While the University may charter a private aircraft on rare occasions (e.g., athletic championship events, etc.), the cost for individual travel typically is the responsibility of the traveler.
2. Such travel must be approved by the President, Chief of Staff or Vice President for Administration prior to booking the travel.
3. The Vice President for Administration must be notified at least five (5) business days in advance of the travel anytime non-commercial air travel is used in order to ensure proper insurance coverage.

I. Airfare Insurance

1. Travelers flying within the U.S. should not purchase insurance on airfare unless they know of a potentially disruptive situation (work related, weather related, geo-political, etc.) that may occur at the time of their travel.
2. Travelers flying abroad are encouraged to purchase airfare insurance.

SECTION 6: LODGING/HOTEL EXPENSE

- A. The University will pay the cost of the hotel room and any applicable taxes and fees while traveling on approved university business.
- B. Travelers should book the most cost effective and reasonable hotel available.
 1. The University will pay the cost of a standard/single occupancy room per traveler (i.e., one king or two full/queen beds). The University will not pay or reimburse for hotel suites booked by an employee. An employee may upgrade his/her room at his/her own expense.
 2. University employees shall not be mandated or pressured to share a room with other individuals when traveling for university business. The option to share a room to curtail costs will be the decision of those employees traveling together.
 3. When attending a conference, travelers should attempt to stay at the hotel in which the conference takes place, in order to avoid additional ground transportation costs.
- C. Use of short-term rental of personal residences (e.g., Airbnb and similar services) is prohibited for university travel with students.
- D. Use of short-term rental of personal residences by university employees and/or their guests is strongly discouraged and should be used only when no other reasonable hotel option is available or reduces travel costs significantly. In these rare instances, authorization must be granted in writing by the employee's divisional vice president/executive director prior to booking of the lodging.
- E. Individuals may personally retain frequent guest program benefits; however, use of such programs during University-related travel should not influence hotel or room selection or increase the cost of the lodging expense. Membership fees associated with these programs are not reimbursable.
- F. The University is exempt from all sales tax for hotel expenses in Missouri and various other states (see www.drury.edu/tax-exempt for certificates). Travelers are responsible for examining their bill to ensure no avoidable state sales tax is applied, or to secure a reimbursement for the tax.
 1. The University must pay other non-sales taxes (e.g., local municipal taxes, lodging taxes, entertainment taxes, etc.).

SECTION 7: TRAVEL CHANGE/CANCELLATION FEES

- A. The University will incur fees or surcharges to change or cancel travel plans (e.g., airline fees, hotel deposits, venue deposits, etc.) only when the change/cancellation is mandated by an individual's medical or family emergency, or other rare situations outside of the individual's control.
- B. In the case of a cancellation of non-refundable travel fares, the fare is considered the property of the University and every effort must be made to use or transfer the fare before it expires.
 - 1. Individuals are prohibited from using airfare/vouchers for cancelled university travel for personal travel.

SECTION 8: TRAVELING COMPANIONS AND COMBINING VACATION WITH BUSINESS TRAVEL

- A. With prior approval from the traveler's budget manager, individuals on business travel may be accompanied by one or more personal companions.
 - 1. The presence of the companion(s) must not interfere with successful completion of business objectives.
 - 2. Except for the president's partner or other rare exceptions approved by the president or provided for by employment or other contract, expenses of traveling companions, whether employee or non-employee, are not paid by the University.
 - 3. If travel fares of the employee and companion are booked together, the University strongly prefers that a university form of payment (e.g., University credit card) be used to pay for both fares; the traveler or traveling companion would then reimburse the University for the traveling companion's portion of the fare.
- B. Generally, employees also are permitted to combine personal travel with business travel, provided that time away from work is approved by the employee's supervisor.
 - 1. Additional expenses arising from non-business travel are the responsibility of the individual.

SECTION 9: STUDENT TRAVEL

- A. Employees traveling with student organizations must be familiar with the Student Organization Travel Policy in the *Community Standards Handbook*, including the requirement of a Campus Advisor on any student travel over 300 miles.
- B. Travel paid by student organization funds (i.e., Student Government Association (SGA) funds) may be subject to additional restrictions as stipulated by SGA. Campus Advisors should be familiar with SGA Allocation and Budgeting Guidelines.
- C. All students are required to sign form 404.010F1: Release of Liability for University Travel/Event prior to any travel associated with the University.
 - 1. For student organization travel, these forms must be returned to the Dean of Students Office prior to travel.
 - 2. For academic travel, these forms must be submitted to the Business Office prior to travel.
 - 3. All such forms must be held on file for no less than seven (7) years.
- D. International student travel entails additional insurance requirements, as described in Section 10 below.
- E. While traveling on University business, students and employees are bound by all university policies.

SECTION 10: INTERNATIONAL TRAVEL

- A. International travel by employees should be infrequent and include only those employees with a direct business purpose.
- B. No employee, student organization, or student may travel internationally on university business without express written permission from the employee's or student organization's divisional vice president/executive director.
- C. Additional policies and insurance requirements apply to international travel with students. The employee acting as sponsor for the international student travel must consult with the Vice President for Administration and the Director of Study Abroad well in advance of the travel to ensure that all travel and insurance requirements are met.

SECTION 11: EMPLOYEE RECRUITMENT TRAVEL

- A. Employees may not travel to recruit personnel without written consent from their supervising vice president/executive director.
- B. Travel expenses for prospective employees and their families must be authorized by the appropriate divisional vice president/executive director prior to the travel.

SECTION 12: NON-EMPLOYEE TRAVEL

- A. **With prior authorization**, the University may pay or reimburse the travel expenses for non-employees, including:
 - 1. Prospective employees
 - 2. Lecturers, guest speakers, and other official visitors
 - 3. Consultants
- B. Non-employees must be informed of the requirements of this policy in advance of their travel and must comply with the policy. Expenditures that do not conform will not be paid or reimbursed.
- C. All non-employee expenses must be documented; expenses lacking documentation are subject to IRS Form 1099 reporting.
- D. Travel arrangements made by university employees on behalf of a non-university traveler may be paid by university credit card (preferred) or through Accounts Payable.
- E. Expenses incurred by a non-university traveler will be reimbursed only through Accounts Payable.

SECTION 13: GRATUITIES AND MISCELLANEOUS PERMISSIBLE TRAVEL EXPENSES

- A. Gratuities
 - 1. The University expects that service workers be compensated/tipped appropriately for assisting university employees and students with their travel.
 - 2. Gratuity expenses should be included when figuring travel budgets.
 - 3. Most travel service gratuities are paid via cash left for or handed to a service person. Individuals may request a cash advance prior to travel or be reimbursed after travel for gratuities.
 - a. All gratuities must be itemized on Form 405.201F2: Travel Reimbursement Request, submitted to Accounts Payable within the requirements listed in policy 405.201P: Payments & Reimbursements,

in order to relieve a cash advance balance on an individual's account or to secure reimbursement for personal funds spent.

- b. It is recommended that travelers carry a hard copy of form 405.201F2: Travel Reimbursement Request with them during travel to keep track of gratuities during the travel.
4. The following is a guide to acceptable gratuities paid with University funds:

Service	National Average	Drury Minimum		Drury Maximum	
Hotel Housekeeping	Moderate Hotel: \$2/night High-end Hotel: \$3-5/night	\$2/night \$3/night		\$2/night \$5/night	
Room Service	15-20% of meal cost* * Ensure that the gratuity is not included on the original bill before tipping.	15%		20%	
Bellhops/Doormen	\$1-2/bag	\$1/bag		\$2/bag	
Hotel Concierge	\$5-20, variable by services rendered	\$5/day		\$20/day	
Taxi/Ride-Share/Car Service Driver	10-15% of fare + \$1/bag if assists with luggage	10% of fare		15% of fare	
Shuttle Driver	\$2/traveler	\$2/traveler		\$2/traveler	
Valet Parking	\$2-5	\$2		\$5	
Coat Check	\$1/item	\$1/item		\$1/item	
Skycap/Porter	\$2/first bag \$1/additional bag	\$2/traveler		\$5/traveler	
Tour Guide*,**	10-20% of trip cost	Trip Cost	Min Tip	Trip Cost	Max Tip
		<\$500	\$50	<\$500	\$100
		\$501-1,500	\$50	\$501-1,500	\$150
		>\$1,500	10%	>\$1,500	10%
Charter/Tour Bus Driver**	10-20% of trip cost	Trip Cost	Min Tip	Trip Cost	Max Tip
		<\$500	\$50	<\$500	\$100
		\$501-1,500	\$50	\$501-1,500	\$150
		>\$1,500	10%	>\$1,500	10%
*If your tour guide also functions as the driver of your charter/tour bus, do not tip as shown for tour guides. Instead, add \$1/person to the Charter/Tour Bus Driver tips as shown above.					
**Tour guide and charter/tour bus driver gratuities must be recorded and acknowledge by the recipient via form 405.103F1: Travel Gratuity Acknowledgement					

B. Other Permissible Travel Expenses

1. Baggage handling and storage expenses of business-related items during the course of business travel
2. Business services (e.g., copy, fax, postage, data center services)
3. Internet connectivity
4. Business-related phone calls on a land line
5. Currency conversion fees

6. Excess baggage fees due to the size or weight of baggage required to transport equipment necessary for University business
7. Laundry or cleaning expenses on trips lasting more than five (5) days or in emergency situations (documentation of the emergency required)
8. Infrequent cleaning services for University vehicles

SECTION 14: PROHIBITED TRAVEL EXPENSES

- A. The expenses below will be the responsibility of the traveler, if incurred. Exceptions must be approved by the traveler's divisional vice president/executive director in advance of the purchase.
1. Fines/tickets related to parking or moving violations
 2. Travel VIP club memberships or one-day admission fees
 3. Frequent flyer miles (travelers will not be reimbursed for airfare, upgrades, or accommodations paid in full or partially by frequent flyer miles)
 4. Air phone usage
 5. Baggage fees, regular or excess, for luggage unrelated to business travel and/or other personal property
 6. Expenses related to vacation or personal days taken before, during, or after business travel
 7. Luggage and briefcases
 8. Lost personal baggage
 9. Loss or theft of cash advance money or travel tickets
 10. Loss or theft of personal funds or property
 11. "No Show" charges for travel fares and other reservations
 12. Helicopter services for local travel/entertainment
 13. Cleaning services for personal vehicles used for business travel
 14. Childcare
 15. Pet care
 16. Barbers, hair dressers, and other spa/salon services
 17. Shoe shines
 18. Clothing
 19. Toiletry items
 20. Laundry or cleaning expenses on trips lasting five (5) days or less
 21. Medical expenses and medications (including over-the-counter medications)
 22. Magazines, newspapers, personal reading materials
 23. Mini-bar items
 24. Movies or other in-room entertainment services
 25. Personal entertainment
 26. Recreational expenses
 27. Souvenirs or personal gifts

SECTION 15: TRAVEL BY NON-EXEMPT EMPLOYEES

- A. Questions regarding which hours are considered work hours should be directed to Human Resources. Information may also be found in Human Resources' *Guide to Hours Worked*.

SECTION 16: ETHICAL PRACTICES

- A. All university employees are governed by the ethical policies outlined in the Faculty Handbook and Staff Policy Handbook.
- B. Additionally, employees making purchases for the University must comply with the principles outlined in policy 405.000P: Standards of Business Conduct.

SECTION 17: ENFORCEMENT

- A. Violation of any portion of this policy may result in disciplinary action, up to and including termination of employment.
- B. Employees who incur expenses in violation of this policy may be expected to reimburse the University for the amount of the expense. The amount of any identified unauthorized expense will be added to the employee's University account. Standard terms of payment will apply.
- C. See policy 405.000P: Standards of Business Conduct for more information.