UNIVERSITY OF Cincinnati

Checklist for Overnight Travel on University Business

Immediate Priorities

___ **Understand the Travel Expenses Policy** (2.1.6) before planning/commencing travel.

___ **Obtain supervisor's pre-approval** for overnight travel (i.e. travel that requires lodging for an overnight stay) using a Travel Authorization Form. This includes group travel. (For a non-university traveler, the approval is the organizational unit head paying for the travel.)

___ **Make travel arrangements** as early as possible (ideally 30 days in advance).

___ **For international travel,** contact UC International (556-4402) for guidance.

Transportation

___ **Select a mode of transportation** that is safe, cost effective and efficient.

___ **For travel on certain grant funds**, commercial air travel must use a U.S. flag carrier; check with your assigned grant administrator before booking flights to ensure arrangements are in compliance.

___ **For travel by air or common carrier,** obtain the lowest available coach or economy fare consistent with scheduling needs. First class or business fare requires a medical condition indicated by the traveler's physician, documented and approved by University Health Services and pre-approved by the traveler's supervisor. Fares can be charged to a Purchasing Card that has travel authorization or reimbursed either prior to or following travel on a Travel Expense Report.

___ **For travel by privately-owned aircraft**, the situation must be justified. Obtain supervisor's pre-approval and ensure that aircraft owner meets insurance requirements.

___ **For travel by a charter flight**, the situation must be justified. Obtain president or appropriate senior vice president pre-approval, list all travelers, and involve UC Purchasing.

___ **For travel by a personally-owned vehicle**, obtain mileage reimbursement rates (Variant Expense Rate Table) then compare to costs of other forms of transportation to ensure that cost does not exceed the least expensive alternatives. Traveler's signature on the Travel Authorization Form certifies that traveler has a valid U.S. or Canadian driver's license and required insurance coverage. Maintain Mileage Log and submit with Travel Expense Report at trip's conclusion.

___ **For vehicle rental while on international travel**, DO purchase all local, statutory and optional coverages, including collision damage waiver insurance.

___ **For vehicle rental domestically,** DO NOT purchase insurances or additional coverages offered by the car rental agency. Print a copy of the letter certifying university insurance coverage and submit to the rental agency.

___ **Limit vehicle rentals** for an individual traveler to intermediate size or lowest rate classifications.

___ **Vehicle rentals by a group** may be full-size vehicles or vans. List all authorized drivers on the rental contract.

Lodging, Meals, Registration Fees

___ **Make lodging arrangements** at the standard business room rates or, if at a conference or convention site, at the conference rate. Ask for any discount rates.

___ **Obtain the federal per diem amount** for cities where meal expenses will be incurred. (For U.S. cities, go to www.gsa.gov/perdiem; for foreign cities, go to www.gsa.gov/perdiem then click on the FOREIGN PER DIEM RATES box.)

___ **Register for meetings** and/or conferences to be attended. Fees can be charged to a Purchasing Card, prepaid by submitting an A-114 along with completed registration materials and a pre-approved Travel Authorization Form to Accounts Payable, or reimbursed either before or after travel with a Travel Expense Report.

During and Following the Travel

___ **Save original, itemized receipts and documentation** throughout the trip.

___ **Submit a completed and approved Travel Expense Report,** along with the pre-approved Travel Authorization Form and other documentation/receipts, within 30 calendar days of the trip's conclusion to Accounts Payable. Any Purchasing Card expenses must be itemized on the Travel Expense Report but indicated that they are P-card paid. (If no reimbursement is due because all expenses were P-Card paid, keep the completed and approved Travel Expense Report, along with the pre-approved Travel Authorization Form, with the P-Card log.)