

ABE TRAVEL POLICY

Lodging

- Lodging **receipt is required**, no matter the dollar amount – **even if claiming a foreign per diem for lodging**.
- If there is more than one occupant, provide the name(s) of the other occupant(s) and the relationship with Iowa State University. If the other individuals are family members, please see University policy below:

University policy allows for reimbursement for the number of people traveling on university business. No additional charges may be reimbursed for the lodging of spouses, children or friends. If the hotel charge was based on two or more persons, the reimbursement amount should be reduced to the single rate with the taxes pro-rated.

If you stayed at a hotel that had a conference rate where the rate was the same for one as for two people, please include a brief note to that effect. No recalculation is needed in this case.

Car Rental, Gas, and Parking:

- Rental Car: Receipt is required. Charges must be prorated if any part of the trip was not business-related (e.g., vacation days). Use Procurement's link for Enterprise and National for information on utilizing ISU contracts that include coverage for Collision Damage Waiver (CDW), Loss Damage Waiver (LDW) and liability for no additional cost or call **515-294-4860**.
- Gas: Receipt is required.
- Parking: Receipt is required.

Airfare

- It is recommended to purchase airfare from Key Travel (IowaState@keytravel.com or 1-646-289-6836) or CTP (isutrael@ctptravelservices.com or 1-855-261-7787). The cost is charge directly to the university account.
- If purchasing from personal funds, receipt is required. If the flight is cancelled, the cost of the ticket is **not reimbursable**.
- Check-in Baggage: **Receipt is required**.

Mileage

- Mileage **rates are reflected in Employee Reimbursement**, Access Plus.
- Multiple Round-Trips: For extended trips, you can justify having a family member drop you off/pick you up at the airport if it meant saving an equivalent amount on parking at the airport. If this applies, please include this explanation on your Employee Reimbursement.
- Business Travel: Mileage must be calculated based on departure **from campus or the traveler's home, whichever is less**.

Meals

- **Individual Meals: Use actual meal costs.** In-state maximums are B- \$6, L-\$9, D-\$16. Out-of-state maximums are B-\$8, L-\$12, D-\$20.
 - For domestic travel **there is no "per diem" or entitlement to the maximum allowable amounts**. If the traveler did not spend the maximum, the traveler should not claim the maximum. Alcohol must be deducted. Meals on trips not requiring overnight travel are required to be reported to the IRS as taxable income unless the primary purpose of the meal was to discuss business with a client (not another ISU employee).
 - Most foreign travelers are reimbursed the per diem rate for meals and incidental expenses. As per diem rates often are in excess of actual expenses, **the per diem rates are not an entitlement to the traveler**.
- Meal receipts are not required for the per diem method, foreign travel. However, meal receipts

are required for reimbursement of actual expenses **for individual meals of \$75.00 or more.**

- Group Meals: Itemized receipts are required. The **names of the attendees, their institution, and the business purpose of the meal must be provided.** Alcohol must be deducted, unless charged to a 206 or unrestricted 497 gift account with a purpose code of "General Support".

Others

Other reimbursement **requests not mentioned above (example: cab/taxi/shuttle) must have receipts.**

A copy of credit card statement (black-out unrelated expenses) is an acceptable documentation for lost receipts.

BUSINESS TRAVEL COMBINED WITH PERSONAL TRAVEL

1. The business portion of the travel is clearly justified, explaining the benefit to ISU and the fund source.
2. Provide documentation for the costs of the business portion of the trip.
3. **Provide a written quote for the cost of the business portion** of the trip without the personal days. The quote should be obtained the same day the actual airfare was booked.
4. When vacation or personal requirements cause indirect routing, the cost of the direct route required for ISU business must be compared and documented. Reimbursement is capped at the lower of the two quotes.
5. University or federal policy requirements for travel must be met for those segments of the trip identified as business related.
6. All other expenses (e.g., lodging, car rental, parking, etc.) must be prorated to exclude personal days.
7. Meals cannot be claimed for personal days.

When receipts are in foreign currency, **include a foreign currency conversion rate from oanda.com, or attach a foreign exchange document that reflects the conversion rate.**

Reimbursement requests must be submitted in Access Plus **within 30 days from the date of return** from travel.

How to document the benefit to the sponsored program:

- The traveler or PI should provide to the verifier the **WHY** of the expense, which should include the benefit to the sponsored program.
- The purpose and benefit should be noted in the Justification/Description section of the Employee Reimbursement system or the Business Purpose section of the p-card system.
- The Purpose selected from the drop-down menu on the Travel Dates/Purpose section of the Employee Reimbursement system should directly correlate to the activity type and scope of work of the sponsored funding. (i.e. Research/Scholarship, Public Service/Outreach).
- The traveler should confirm their reimbursement in the Employee Reimbursement system, which states "If you select Confirm, you are certifying that the expenses you are submitting are true and accurate, and that no other organization is paying for the expenses."
- Key words or phrases that clearly indicate **WHY** the expense was necessary and **HOW** it benefits the sponsored program should be used. These may include, for example:
 - Disseminate research results
 - Collaborate with researchers
 - Attend required project meetings
 - Share new research developments
 - Expand knowledge in field of expertise