



UNIVERSITY REGULATIONS & PROCEDURES MANUAL
BOOK 6

SOURCE: Executive Vice President of Administrative Affairs
ORIGINALLY APPROVED: 1961

SECTION: 6.1.10
FORMERLY: n/a

REVISED: 4/16/04
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6.1.10 TRAVEL, TRAVEL INCIDENTALS, AND MEAL EXPENSE POLICY

A. Policy

The university will reimburse individuals for reasonable, necessary, appropriate and approved travel and business expenses incurred in the performance of university business.

This policy does not apply to reimbursement for relocation expenses. Reimbursement for relocation expenses is addressed in university policy 6.1.13 Policies and Procedures Concerning Employee Relocation.

Employees who improperly submit and approvers who improperly authorize the use of university funds are subject to disciplinary action.

B. Purpose

The purpose of this policy is to make travelers, approvers, deans, directors, and department heads aware of their respective roles and responsibilities relative to submitting and approving travel and business-related expenses. Individuals are expected to be prudent when incurring travel or business expenses.

This policy defines the conditions under which the university will reimburse employees for travel expenses incurred when using personal funds. It also defines how business expenses incurred while in a “travel status” or not in a “travel status” will be treated.

More restrictive travel or business expense policies may be specified by the deans, directors, and department heads of individual schools, divisions, departments, and/or by the funding source(s), such as external sponsors.

Unless otherwise provided in this policy, exceptions to any provision of the policy will require written approval from one of the following:

- Executive Vice President for Academic Affairs or designee
- Executive Vice President for Administrative Affairs or designee
- Senior Vice President and Chief Financial Officer or designee
- Provost or designee for Camden Campus
- Provost or designee for Newark Campus



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This policy is also necessary to ensure that travel and business reimbursements made to university employees will not be considered taxable income. Pursuant to Internal Revenue Service (IRS) regulations, travel and business expenses reimbursed to employees are excluded from gross income only if they meet the three conditions (section J.3) set forth in this policy. In conformance with IRS regulations, expenses reimbursed and later found not to be in compliance with university policy must be refunded to the university.

C. Travel Authorizations and Arrangements

The traveler's dean, director or department head, in accordance with this policy and the procedures established within his or her school, division, department, or funding source, should authorize all official business travel. The employee and respective supervisor are responsible for ensuring that travel is appropriate, reasonable and necessary to the mission, responsibilities, or duties of the department or division. Under no circumstances may an individual approve his or her own Travel And Business Expense Report (TABER). The traveler's supervisor or the supervisor's designee who does not report to the traveler must approve the TABER.

D. Travel Under Sponsored Programs

Specific procedures for travel related to sponsored programs are outlined in the Policies and Procedures for Travel and Business Expense Reimbursement on Grants and Contracts and are issued by the Division of Grant and Contract Accounting (DGCA). The DGCA website can be found at <http://postaward.rutgers.edu/>.

E. Non-University Employee Travel

Reimbursement of travel expenses made by the university to people outside of Rutgers (e.g., prospective employees) is subject to the same regulations that pertain to university employees.



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F. Tax-Exempt Status

The university is a tax-exempt organization and individuals should request that taxes not be collected. Unfortunately, the travel industry (e.g., airlines, rail, hotel, car rental, restaurants) frequently will not recognize this status and insist that taxes be paid. In these instances, the employee will be reimbursed for the taxes paid. If the supplier requests a tax-exemption document, a tax exemption letter can be obtained from the University Tax Department or the purchasing office servicing your campus.

G. Making Travel Arrangements

1. Use of the Internet

Travelers are encouraged to make travel arrangements directly with the supplier via the Internet as a cost containment strategy.

2. Travel Agencies

Travelers are permitted to use any travel agency. The university has preferred travel agencies that can be used if the traveler wants to charge the purchase of an airline ticket directly to the university. Due to the ongoing changes in the travel industry, all of the preferred travel agencies charge a service fee that is determined by the agency.

3. International Travel

Additional information regarding international assistance when traveling abroad may be obtained from the Office of Global Programs.

H. Forms of Payment for Travel and Business Expenses

Personal Funds

The traveler makes all travel-related purchases with personal funds and submits a TABER to obtain a reimbursement according to the University Travel, Travel Incidentals, and Meal Expense Policy.



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Direct Billing Option

Travelers must use a Travel Order form (TO) to charge the purchase of airline or rail tickets directly to their university account through the university's preferred travel agencies. Instructions for use are available on the back of the TO form. Travel Order forms can be obtained through Material Services using an internal purchase order.

Check Request

Travelers may request a university check to pay for conference registrations and hotel reservation deposits. In the event that a credit is received, the traveler is responsible to obtain a check made out to Rutgers or have the credit applied to their bill. The credited amount should be noted on the TABER as part of the trip reconciliation process.

Travel Advances

Travel advances can be requested for transportation, lodging, meals, and incidentals when needed. Travel advances for transportation can be requested up to 90 days prior to the departure date. Travel advances are considered a personal charge to the individual requesting the advance and requests of more than \$100 per day for meals and incidentals requires a justification letter be submitted along with the Employee Travel Advance form. An approved TABER with appropriate receipts must be submitted within 60 days of the traveler's return to their work site to reconcile how the advance was used or to indicate the amount to be repaid to the university.

Outstanding travel advances for completed trips must be settled before subsequent advances will be issued.

Disbursement Control will release the advance check no earlier than two weeks prior to the departure date with the exception of transportation expenses that can be distributed up to 90 days in advance of the departure date.



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RU Travel Card

Travelers may use the RU Travel Card, an individual liability VISA credit card, for business travel. Proper use of the card and prompt submission of a TABER with the appropriate receipts upon the traveler's return can alleviate the need to use personal funds for business travel expenses.

I. Reimbursable Travel Expenses

This section outlines travel-related expenses that are reimbursable.

1. Commercial Air

The university will reimburse only coach class tickets aboard a regularly scheduled commercial carrier. Travelers have the option to upgrade to business or first class by paying the difference with personal funds. When a more favorable price can be obtained for airfare by adding additional days to the trip, reasonable expenses for lodging and meals for the minimum necessary additional days may be claimed. The total cost of the reduced fare plus the additional days' expenses must be lower than the lowest available airfare without the additional days of travel.

Domestic and international airfare incurred on grants, contracts, sponsored programs, or restricted funds must comply with University policy and any specific expenditure policy of the funding source, if more restrictive than university policy.

Further information can be obtained by visiting the Division of Grant and Contract Accounting at <http://postaward.rutgers.edu>.

See <http://www.ruttravel.rutgers.edu> for information on university travel discount agreements that may be available.



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For reimbursement of airline ticket purchases, the airline ticket receipt must be submitted with the TABER. The passenger copy of the air ticket (boarding pass) should be attached whenever possible. If an electronic ticket was used, a detailed invoice/itinerary (which may also be identified by the air carrier as a receipt), as long as it shows all times of departure, flight numbers, class of service, fare basis, ticket or confirmation number, and cost of ticket, along with proof of payment (i.e., credit card being charged) will also be accepted as an original receipt.

If a ticket must be changed or cancelled due to a business need, the cost of the ticket and/or the penalty incurred may be reimbursed. Travelers are encouraged to book unused tickets whenever possible. If it is not possible to use the ticket by rebooking the flight, the total cost of the ticket may be reimbursed by completing an Unused Air Ticket Form which is available on the travel website (See Exhibit D). This form must be completed and signed by the traveler and the Dean or Director for their school or department. If the ticket can be rebooked, but a penalty is incurred, this penalty can be reimbursed if the reason for the change is explained adequately on the TABER and approved by the approver.

Travel by chartered or private aircraft is prohibited without prior authorization from the Office of Risk Management and Insurance.

2. Commercial Bus/Rail Fares

Reimbursement for commercial bus and rail travel will be the reasonable actual cost. A ticket stub showing the fare or a detailed receipt showing the fare must be submitted with the TABER.



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3. Lodging Reservations

The university will reimburse lodging for trips of more than 100 miles one-way. Specific exceptions for travel within the 100-mile proximity in New Jersey, New York, and Pennsylvania locations may be authorized by the approver (e.g., multiple-day conferences where commuting is inappropriate, particularly early start or late times, or multiple-day field assignments for which overnight lodging is deemed appropriate). An explanation of the desired exception must be included in the reimbursement request and attached to the TABER. Only expenses for standard room accommodations will be reimbursed. The original receipted hotel, motel, or other bill must substantiate lodging expenses. The bill must specify rate, date(s) of stay, and evidence of payment and must be attached to the TABER. Express checkout itemized receipts are acceptable for reimbursement, but the receipt must show the credit card being charged (the credit card number should be concealed to prevent misuse of the number). Credit card slips/receipts alone are not adequate support. Travelers have the option of reserving hotel rooms with personal funds, by processing a Check Request within RIAS or by requesting a University Purchase Order.

4. Car Rental

The university will reimburse for a rental car when there is a business justification or when there is no other means of comparable transportation. Car rentals may be used when the overall cost of the rental is less than the cost of other means of transportation (e.g., taxis, limousines, airfare). Reimbursement for car rental is limited up to intermediate size classifications for individual travelers. Full size vehicles or vans are allowed for groups when traveling. Reimbursement will normally be made only to the traveler who signed the rental contract; however, reimbursement can be made to individuals that are sharing the cost of the rental car by following the procedures in Section J.2 of this policy. Original receipts for car rentals and the rental contract must be attached to the TABER to support the expense.



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All authorized drivers must be listed on the car rental contract. Collision insurance (often called Collision Damage Waiver insurance on the rental contract) must be purchased when renting an automobile domestically. The minimum liability insurance must be purchased if it is not automatically included in the contract. For international automobile rentals, all insurance coverages must be taken. Reimbursement can be obtained by submitting a TABER.

5. Privately Owned Vehicles

The university will reimburse staff that use private automobiles on university business at the current mileage reimbursement rate established by the State of New Jersey, plus parking and toll charges. The current rate is available on the travel web site. The mileage reimbursement rate is intended to cover all operating costs including depreciation, repairs, gasoline, insurance, towage and other similar expenditures.

When driving on university business, employees must carry a valid driver's license, vehicle registration, and proof of insurance. New Jersey residents must carry a New Jersey Insurance Identification Card. Privately owned motorcycles shall not be used on university business.

In the event of an accident involving injuries or damages to other persons or property while operating a privately owned vehicle on university business, the employee must notify the Office of University Risk Management and Insurance in order to provide for any potential involvement of the university. The financial loss for damage to a privately owned vehicle used on business is not reimbursable by the university.

6. Ground Transportation

Reimbursement may be requested for ground transportation from the traveler's home, or from their work site to the airport, bus, or train station. Receipts showing the amount and the date of service should be attached to the TABER for reimbursement.



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7. Meal Expenses

The university will reimburse employees for meals while in travel status (travel for a period of at least 12 hours) under the following three options:

- 1) A reimbursement for actual expenses up to \$60 per day. Employees must submit itemized original receipts with proof of payment for all meals to be reimbursed. The cardholder's copy of the meal receipt, without itemization of the meal will be accepted, however, the receipts must include the provider's name and date, the name(s) of any other person included on the bill, and the purpose of the meeting. Also, if state or federal sources are being used to cover the expenses a statement must be included that no alcohol is included in this receipt. If any charges for alcoholic beverages were included, they must be deducted from the receipt. Travelers should not seek reimbursement for a meal that is included in some aspect of the travel such as a conference registration.
- 2) A per day reimbursement at a rate of \$50 per day for all cities included on the table located on the Travel website. Travel to all other locations can be reimbursed at the rate of \$30 per day. This "per diem" must be prorated if any meals are provided at a conference, by the hotel or by any other source. The following percentage should be used to deduct the meal provided from the total per diem for the location of the event:

<u>Meal</u>	<u>% of meal per diem rate</u>
Breakfast	20%
Lunch	20%
Dinner	60%



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- 3) A per day reimbursement based on the IRS per diem tables. The table of per diem rates for all domestic cities can be found at <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd05d.html> or on the Rutgers Travel web page <http://www.rutavel.rutgers.edu/>. The per diem rate is found in the column headed M&IE (Meal and Incidental Expense) rate (b). A per diem rate of \$30 must be used for all cities not listed on the table. The table of per diem rates for all foreign cities is located at <http://www.state.gov/m/a/als/prdm/> or on the Rutgers Travel web page <http://www.rutavel.rutgers.edu/>. Rates are provided by year, by country. Identify the appropriate table based on the date of the trip reported. The appropriate rate is provided in the M&IE column for each location. Use the “other” per diem rate for any city not specifically listed for the country.

If any per diem option is selected, receipts are not required and the per diem rate must be used for the entire trip (see definition of trip in Definitions section of policy). The per diem rate must be prorated for the date of departure and date of return depending on the time of departure and return. The per diem rates are prorated as indicated in the following tables.

Pro Rating Per Diem for Date of Departure

<u>Time of Departure</u>	<u>Pro Rata Share of Per Diem Rate</u>
12:01 am to 7:00 am	100% of Full Per Diem Rate
7:01 am to 1:00 pm	80% of Full Per Diem Rate
1:01 pm to 7:00 pm	60% of Full Per Diem Rate
7:01 pm to midnight	0% of Full Per Diem Rate

Pro Rating Per Diem for Date of Return

<u>Time of Arrival</u>	<u>Pro Rata Share of Per Diem Rate</u>
12:01 am to 7:00 am	0% of Full Per Diem Rate
7:01 am to 1:00 pm	20% of Full Per Diem Rate
1:01 pm to 7:00 pm	40% of Full Per Diem Rate
7:01 pm to midnight	100% of Full Per Diem Rate

When the trip includes more than one location and the cities involved have different per diem rates, the rate for each day (beginning at 12:01



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am) is the rate for the location where the traveler obtained lodging for that night.

Exceptions to the \$60 threshold require the approval of the individual with budgetary authority over the account being used.

8. Telephone Calls

The university will reimburse employees for telephone calls, faxes, and Internet modem hookups specifically for university business. Any of these items not appearing on the hotel/motel bill must have a detailed receipt attached to the TABER to support the expense (receipt should include date, cost of call, and the points between which the call was made). One phone call for each day of travel and of reasonable duration to the employee's residence is also reimbursable.

9. Passports/Visas

Reimbursement will be allowed for actual passport and visa fees for travel outside the United States on university business.

10. Registration Fees

The university will reimburse employees for approved conference or professional meeting registration fees. Employees have the option of paying the fee with personal funds and being reimbursed or processing a Check Request through RIAS. A receipted bill or registration confirmation with the fee noted and a copy of the fee sheet detailing the conference itinerary (or brochure) are required to substantiate the business purpose, the time period of the trip and the amenities provided by the conference or meeting.

11. Miscellaneous Expenses

Requests for reimbursement of other expenses (e.g., the rental of meeting rooms or storage space, or the purchase of special transportation) must be accompanied by a detailed explanation. Prior approval should be obtained from the traveler's dean, director or department head whenever possible.



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J. Travel and Business Expense Reimbursement

1. Travel and business expense reimbursement may be requested by submitting an approved TABER to the University Controller's Office. Under no circumstances may an individual approve his or her own TABER. The traveler's supervisor or the supervisor's designee who does not report to the traveler must approve the TABER.

Travelers shall not seek reimbursement for goods or services (including Transportation, lodging, etc.) that are provided free of charge, paid for by another source or are not related to university business. Any reimbursement received by a university employee from another source for the same costs reimbursed by the university shall be deposited into the university account that was initially charged.

Transportation to temporary official work stations or sites shall be reimbursed on the basis of the total travel cost from home to the temporary work site, less the total normal travel costs from home to the official work site.

To ensure proper accounting, prompt reimbursement and compliance with IRS regulations, travelers need to submit their TABERs within 60 days after their return to the work site. Both the approver and the next higher-level approver must approve TABERs submitted beyond the 60 day time period. TABERs submitted beyond one year after the date(s) of travel will not be reimbursed. Employees should itemize all expenses on the form and attach the appropriate receipts.

The traveler is responsible to provide an English translation/explanation for all receipts written in a foreign language. The translation/explanation should provide an identification of the type of expenditure (i.e. meals, transportation, etc.) and a general description of the items included on the receipt (i.e. lunch for traveler). Travelers are encouraged to use credit cards for payment and submit the credit card statement that facilitates and validates the conversion process. If a copy of the traveler's credit card statement is included with receipts, reimbursement will be for the amount shown for the item on the statement. If the traveler converts US dollars into foreign currency, the currency exchange receipts or bank statement detailing the transaction can be used to calculate the US dollar equivalent for expenses reported. For



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those individuals not using credit cards or lacking currency exchange receipts, receipts submitted in foreign currency must be converted to US Dollars using the Oanda currency converter which can be found at <http://www.oanda.com/convert/classic>. Information and guidance on conversion rates can also be obtained from the Office of Treasury Operations.

2. Reimbursable expenditures of \$50 or less must be listed on the Travel and Business Expense Report but do not require the attachment of supporting documentation (receipts), except when reimbursement for actual meals is requested. Dated original receipts or invoices for expenses in excess of \$50 dollars must be sent to Disbursement Control as supporting documentation attached to a properly completed Travel and Business Expense Report. In accordance with IRS regulations, the supporting documentation (i.e. receipts) must reconcile the cost and business purpose of the expenditure, and, for a reimbursement, must show evidence of payment.

If actual meal expenditures are reported instead of the use of a per diem rate, receipts must be included for all meal expenditures submitted on the request for reimbursement.

When expenses are being shared with either individuals or external organizations, a duplicate copy of the receipts will suffice with a detailed explanation that includes the names of the individuals or organizations that paid the balance of the expenses.

For any receipts that have been lost, the traveler must seek a duplicate of a missing original receipt from the billing agency. When submitting a TABER, include the duplicate showing proof of payment and a completed Lost Receipt Certification, which is available on the University travel website (See Exhibit C), or memorandum or statement signed by the traveler and approver, stating that:

- No original receipt is available.
- The expense was on behalf of the University.
- The item and amount of the expense are accurate.
- No other reimbursement of expense has been or will be sought or accepted from any source.

In those cases when all attempts have failed to yield an acceptable receipt, an explanation must also be included in the memorandum to attest to the efforts made. This statement must be signed by the traveler's supervisor.



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3. In order to exclude travel reimbursements from employee income, the university must maintain an "accountable plan" for employee business expenses. Expenses not meeting all three conditions may be taxable to the traveler and therefore subject to W-2 reporting. Under Internal Revenue Service (IRS) regulations for an accountable plan, expenses are required to meet the following three conditions:
 - a. There must be a business connection and only for business expenses that are ordinary and necessary in the performance of duties as an employee.
 - b. All business expenses must be substantiated with the date, amount, place, and business purpose of the expense being submitted to the employer within a reasonable time period. Specific documentation requirements are noted throughout the policy.
 - c. Employees are required to return all amounts in excess of substantiated expenses.

K. Non-Reimbursable Expenses During Travel

Although this is not a complete list, the following are some examples of expenses that will not be reimbursed by the university.

- No reimbursement will be given for the purchase of travel, accident or life insurance for a business-related trip. When traveling on university business, New Jersey Workers' Compensation covers university employees. Contact the Office of University Risk Management and Insurance for further information.
- Fees incurred for changing reservations unless there is a business justification
- Expenses and/or fees associated with social or non-mandatory activities at conferences such as tours, sports activities, golf outings, fun runs, movies, theater tickets, in-room movies, in-flight movies, etc.
- Unreasonably expensive meals and lodging



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- Expenses that are not Rutgers business-related
- Meals included in the cost of conference/meeting fees
- All expenses related to the personal negligence of the traveler (parking tickets and fines, towing, traffic violations, damage to personal vehicles, clothing, or other items)
- Repairs of personal vehicles used on university business
- Laundry and valet service for business stays less than a week (five consecutive business days)
- Spouse's/family member's travel costs (including babysitting)
- Lost/stolen cash or personal property including luggage and/or briefcases
- Personal items and services (e.g., shoe shines, haircuts, manicures, saunas, massages, pet care costs, souvenirs or personal gifts, childcare costs, and personal reading materials)
- Late payment penalties and interest on RU Travel or personal credit card
- Alcoholic beverages (the cost of alcoholic beverages cannot be reimbursed from state or federal funding sources)
- Frequent flyer or club membership (air or rail) fees
- Gifts

NOTE: Federal regulations prohibit the use of Federal funds for entertainment, lobbying or the acquisition of goods or services for personal use.



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L. Travel Web Site

The Rutgers travel web site (<http://www.ruttravel.rutgers.edu>) is available for further information on the university preferred travel agencies, travel policies and procedures, travel agreements, RU Travel Card, frequently asked questions, and travel-related links. Questions and information about the University Travel Policy should be directed to your departmental administrator, the University Controller's Office, the Division of Accounting, the Division of Grant and Contract Accounting or the travel buyer in the Purchasing department.

M. Business Expenses

Goods and Services

Travelers and non-travelers may be reimbursed, including sales tax, for purchases of goods and services up to \$500 with the submission of an itemized receipt attached to an approved Travel and Business Expense Report (TABER).

Meal Expenses

The university will reimburse a business meal expense when it is deemed to be necessary, reasonable, and appropriate by a dean, director, department head or designee. Reimbursement of meals will occur when they are an integral part of the business meeting or activity, not as a matter of personal convenience. The receipts must be original and itemized and include the provider's name and date, the name(s) of any other person included on the bill, and the purpose of the meeting. The receipt must indicate that the bill was paid. Credit card receipts alone are not acceptable. To determine whether a business meal expense is appropriate, the individual seeking reimbursement should first consult with his or her supervisor.

The supervisor should exercise professional judgment in determining whether:

- The topic of discussion (meeting) or activity of the meeting warrants the use of University funds for the meal expense.
- The benefit derived from incurring the expense is the most effective, efficient, and productive way to use university resources.
- The funds are available.



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DEFINITIONS

APPROPRIATE - Means that the expenditure is consistent with objectives of the program, project or task. Appropriate also means that the expenditure is allowable under the terms and conditions of the underlying funding source and/or policies.

APPROVER - An individual with the responsibility to review purchases for reasonableness, necessity, and appropriateness to allow reimbursement. The traveler's supervisor or the supervisor's designee who does not report to the traveler/requester must approve all travel- related business expenses. The approver is expected to determine if a charge is reasonable, appropriate, and necessary. The approver also is responsible to ensure that the correct accounts have been used and sufficient funds are available to cover the total expenses.

Under no circumstances may an individual approve his or her own TABER. The traveler's supervisor or the supervisor's designee who does not report to the traveler must approve the TABER.

APPROVED BY - Approving expenses signifies that the proper authorized person (generally the traveler's supervisor or the supervisor's designee) has reviewed travel expenses and the supporting documentation for fund approval and appropriateness of the travel and that these expenses are in compliance with all university policies and all pertinent federal, state and sponsoring agency policies. Travel and business expenses incurred on grants, contracts, sponsored programs, or restricted funds must comply with university policy and any specific expenditure policy of the funding source, if more restrictive than university policy.

BUSINESS EXPENSE - Reasonable, appropriate, and necessary travel and business related expense(s) that are incurred while carrying out university business.

CONFERENCE - A conference is a formal scheduled meeting of a recognized organization in which the university or department has an active area of interest.

DEPARTMENT HEAD - The person in charge of a subdivision of a particular school or unit that has its own structured budget.



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DUE DILIGENCE - Individuals have the authority and responsibility to pursue knowledge, facts or both in order to make an informed decision. This may require consultation with superiors or other informed parties such as the Division of Grant and Contract Accounting, the Office of the University Controller and the Purchasing department.

EMPLOYEE - This constitutes any full- or part-time employee of Rutgers University.

HIRING AUTHORITY - Person within a department with the authority to make a hiring decision.

LEGITIMATE TRAVEL-RELATED INCIDENTALS - Small dollar purchases that occur and are not anticipated but are required for successful completion of the business trip. Examples of appropriate travel-related incidentals are: books, office and teaching supplies.

LOWEST LOGICAL AIRFARE - The lowest price coach class airfare available that may or may not include connecting flights.

NECESSARY – This means that the expenditure is required to achieve the expected goals or outcomes of the program, project or task.

PROFESSIONAL JUDGEMENT - Individuals will make a determination based on the application of knowledge and understanding of facts and circumstances.

PROOF OF PAYMENT - Documentation (e.g., receipt, credit card charge slip, hotel folio) that indicates that the individual has settled the bill in full with the service provider.

PRUDENT - Wise in practical matters, careful for one's own interests.

REASONABLE - The cost of the good or service is not excessive.

RECEIPT - An original document itemizing the good(s) or service(s) purchased. The receipt must provide a named payee and date that confirms payment has been made for a stated purchase. If the receipt is lost, the individual seeking reimbursement must create a receipt listing the name of the service provider, date, time, itemize purchase, amounts (including tip), name(s) of others (if any) included in the bill, and purpose. The receipt must be signed and dated by a dean, director, or department head.



**UNIVERSITY REGULATIONS & PROCEDURES MANUAL
BOOK 6**

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REQUESTOR - The traveler that is responsible to sign the “Requestor’s Signature” line on the TABER form when seeking reimbursement.

RU TRAVEL CARD - An individual liability VISA credit card that is available to university employees as an alternative method of payment for business travel expenses. Upon submission of a TABER with the appropriate receipts, the traveler will be reimbursed for the approved business-related charges.

SUPERVISOR - A person to whom the faculty or staff member reports.

TABER - The acronym for Travel and Business Expense Report that is used to account for travel and other business expenses. TABERs are subject to review by internal auditors, external auditors (including state and federal grant agencies), and the IRS.

TRAVEL ADVANCE - When a traveler requests university funds to pay for travel-related expenses.

TRAVEL ORDER FORM (TO) - A prenumbered form that must be completed any time the direct billing option is used to purchase air or rail tickets through the university's preferred travel agencies.

TRIP – Travel from an individual’s work site for a duration of at least 12 hours for a specific business purpose, such as, attending a conference, providing a paper, or conducting research. An individual can take several consecutive trips while on travel status. Each trip can be reported on a separate TABER or on one TABER with each trip clearly indicated.

WORK SITE - This is the official university payroll location to which the employee reports everyday.

TRAVEL STATUS - When an employee travels more than 100 miles from his or her place of residence or official work site to perform official university business.

TRAVELER - Any person who incurs travel expenses on official university business and is entitled to reimbursement of those expenses.