

**Ohio Wesleyan University  
Travel Policy  
(rev. June 2018)**

**I. Purpose.**

- Ohio Wesleyan University considers travel an essential part of its strategy to advance the mission and goals of the University, and has defined this standard policy to ensure that University travelers are aware of its goals, procedures and expectations.
- Ohio Wesleyan University provides this policy to employees and authorized travelers, as a guideline that is transparent, fair, equal, and easy to understand and administer. Ohio Wesleyan University agrees to provide travelers with a means to carry out its authorized University travel in a safe and cost effective manner and to reimburse travelers with reasonable costs they incur in carrying out the same. Reimbursement of expenses must meet these two requirements:
  - Reimbursements must be made for University expenses only and must be related to the actual expenses the traveler has incurred.
  - Travelers must provide a description substantiating the amount, date, and University purpose of expenses within a reasonable time (not to exceed thirty days) after the expenses are incurred. Itemized receipts are required for every expenditure.
- This policy governs all travel authorized by Ohio Wesleyan University, regardless of the specific nature of the travel or source of funds. It applies equally to all employees and non-employees who travel on the University's behalf.

**II. Objective**

- The objective of this standard policy is to:
  - Guide travelers, travel arrangers, authorizers, and auditors on the means to manage travel expenses in a cost effective manner.
  - Clearly define the responsibility and accountability of the traveler and the University.
  - Advise travelers of the potential consequences in the event that these guidelines are not followed.

**III. Roles and Responsibility**

Traveler

- A "traveler" is defined as an employee, student, or individual who, under Ohio Wesleyan University's authorization, leaves Ohio Wesleyan University, or their normal work location for a University related purpose.
- A traveler is responsible to act prudently and incur expenses that are necessary, appropriate, and reasonable. Travelers should use the most cost-efficient means available to meet the goal of the trip.
- The traveler is responsible for ensuring they maintain all supporting documentation for travel expenses.
- The traveler is responsible for minimizing risk and complying with university procedures.

## Department

- Ohio Wesleyan University is responsible for approval and control of travel costs and to guide travelers to make the best decision to meet university goals. No individual may authorize travel expenses for themselves or on behalf of another individual without authorization. The department is responsible for the travel expenses within their budget and timely approval of expenses. The department is responsible for guiding travelers to follow best practices as outlined in this policy and in making safe, cost-efficient travel decisions.

## **IV. Accountability & Control**

It is essential that continuing, consistent control be exercised over travel and University-related expenses. Control of expenses is the responsibility of each traveler incurring the expense and each supervisor or chairperson who authorizes and approves expenditures.

Travelers may use personal credit cards to pay for University-related travel expenses (i.e., airline, hotel, etc.) only if a university PCard has not been issued to the traveler. It should be noted that a traveler utilizing this method of payment will be reimbursed only after the travel has occurred. Reimbursement requests should be processed through the Concur online expense tool.

Approval of expenses is more than a formality. Those responsible for the budget must ensure that all policies and procedures are adhered to. Those approving expenses are expected to verify the following:

- The purchase is appropriate, University related, and the cost is reasonable.
- The University nature of the expense must be noted, and those who participated.

Travelers who incur or approve expenses for hospitality, alcoholic beverages, entertainment, and other special expenses must exercise prudent judgment to ensure that the expenses are for legitimate University purpose, regardless of funding source.

The following principles should guide employee decision-making:

- The expenses must be reasonable, allowable, and allocable under governing laws, regulations, and University policy;
- The purpose for the expenses must directly support the University's mission of teaching, research, and outreach;

Exceptions should be infrequent. Departments may request an exception from the University Controller in those situations where special circumstances exist. If an exception is not obtained in advance and the expense is determined to be unallowable, the expense may not be reimbursed, or may be deemed taxable income to the employee.

## Traveler

- Travelers are liable for the ethical usage of company assets while traveling. . Discovery of misuse, fraudulent practices, or disregard for university standards may

result in consequences. It is the traveler's responsibility to provide Ohio Wesleyan University the supporting documentation to enable payment of expenses.

#### Department

The department head, with the assistance of the Accounting and Purchasing departments, is responsible for properly communicating to the traveler Ohio Wesleyan University objectives, policies and procedures, and goals and to guide the traveler through the travel and approval process. The accountability for ensuring compliance with Ohio Wesleyan University goals and standards rests with the manager or supervisor of the employee with the assistance of the Accounting and Purchasing departments

#### **V. Dissemination**

- All department heads, travelers, travel arrangers, approvers and auditors shall ensure that they read and understand this travel policy before carrying out any travel to conduct University business. The policy exists to protect travelers, reduce University cost, and maintain a fair and equitable process for all travelers. Any updates to this policy shall be shared with travelers. All employees are expected to read this document and any updates as issued and to follow these guidelines Travel approvers and arrangers must ensure that all travelers are aware of the latest updates.
- Individual employees, designated department personnel, or administration can make airline, hotel, and ground transportation reservations. In keeping with the university's cost savings measures, employees and other authorized individuals are required to utilize the University's contracted Travel Management Company (TMC). The university may refuse to pay for or decline to reimburse travel expenses if travel is booked through an unauthorized source.

Effective July 1, 2018, the University has selected **UNIGLOBE Travel Designers** as the authorized Travel Management Company.

All university travel arrangements must be made through UNIGLOBE Travel via the Concur booking tool or with their office and contacts listed below:

UNIGLOBE Travel Designers  
480 South Third Street  
Columbus, OH 43215  
Ph: 614.237.4488  
Fx: 614.237.4516  
Toll Free: 800.966.6512  
Email: [owu@uniglobetd.com](mailto:owu@uniglobetd.com)  
Website: [www.uniglobetraveldesigners.com](http://www.uniglobetraveldesigners.com)

Travelers should select the least costly method of transportation that meets their needs within Concur or through the TMC.

On rare occasions, the Vice President for Finance and Administration may approve exceptions to the requirement to book travel through the contracted TMC. Request for exceptions must be submitted in advance.

## **VI. Air Travel**

### **1. Method**

- The preferred method of procuring air travel services for Ohio Wesleyan University is through Concur or directly with the TMC. The university may refuse to pay for or decline to reimburse travel expenses if travel is booked through an unauthorized source.

### **2. Responsibility**

- The employee is responsible for ensuring that the cost of commercial air travel shall be limited to the “lowest logical fare available”. The definition of “lowest logical fare available” shall be:
  - The lowest fare using a regularly scheduled commercial carrier that;
  - Uses at most, one plane transfer on each leg of the journey for domestic travel, or two plane transfers on each leg of the journey for international travel;
  - May be non-refundable, require purchase in advance, restrict changes or is valid only on certain commercial carriers and;
  - Departs from the airport nearest the traveler’s originating point; or at the discretion of the traveler, an airport where the total cost of ground transportation to the airport and the actual airfare represents additional cost savings and;
  - Falls within, in the case of domestic travel, a four-hour window (two hours before to two hours after the traveler’s preferred departure and arrival time) or in the case of international travel, a twenty-four hour window (twelve hours before to twelve hours after the traveler’s preferred departure and arrival times) unless given prior approval.
- The traveler has the right to refuse the “lowest logical air fare available” in the event that the choice represents additional hardship, local costs, or interferes with the reason for the trip or the employee’s ability to perform their job functions
- The TMC shall be responsible to maintain and present to the university a summary of non-acceptance of the “lowest logical fare available, the associated costs, and the reason for this decision.

### **3. Class of Travel**

- Ohio Wesleyan University authorized class of service shall be Economy Class.
  - In the event an employee requests to pay the difference in cost to upgrade to a higher level of service, the TMC shall bill the university the lowest Economy Class fare.

4. Non-refundable or change restricted fares will be offered to travelers, since they are often cheaper, and travelers are usually able to finalize their trip dates. The TMC is also able to track unused travel credits and reuse them for another trip. The TMC will

accept charges and fees to use these credits towards Ohio Wesleyan University travel.

5. At times, a lower total trip cost is obtainable by adding additional days to the trip, such as, by flying on a particular day or staying over a Saturday. The traveler may present to their manager or department head the savings achieved by comparing the sum of the lower fare and ground costs, such as accommodation, meals or transport, and the cost of -alternative arrangements. The manager or department head may choose to authorize at their discretion, the traveler to stay at the destination for the additional days, and bear the costs as presented.
6. Payment for all costs relating to Air Transportation booked through Concur or calling the TMC should be on an OWU PCard or an individual credit card if a PCard has not been issued to the traveler. In the event of an emergency, travelers may, with the approval of their manager or department head, cover the expenses on their own personal credit cards and request reimbursement.
7. Promotional items, such as free tickets for frequent fliers, merchandise, etc., that accrue because of Ohio Wesleyan University sponsored University can be retained by the traveler. However, the traveler should not incur additional cost to the university with the aim of obtaining such items. The traveler may retain benefits obtained due to voluntary bumping, provided the alternative travel resulting from the bumping does not involve any loss of work time or additional cost to the university, and the additional ground cost to take a later flight is borne by the travelers.
8. Groups of travelers (5 or more) must contact the TMC directly for negotiated group rates as opposed to using the online booking tool. Unless unavoidable, it is recommended that not more than five employees from the same University unit travel in the same aircraft. If the employees are VP or higher level no more than three should travel together in the same aircraft.
9. In the event that an air charter is deemed as appropriate or required by the booking agent, the travel request must be assessed by the Vice President for the division and the Vice President for Finance & Administration to ensure the operator complies with safety requirements and the company has the required insurance. Travelers may not pilot their personal or leased aircrafts.

#### 10. **Ancillaries**

As airlines increasingly unbundle some of their “ancillary services” the following applies to additional charges related to these:

##### **Baggage**

Additional charges allowed only for baggage that is reasonable and appropriate to the length and purpose of the trip. The University allows 1 checked bag for trips 7 days or under and 2 for trips over 7 days.

	Excludes all sporting equipment unless pre-approved and directly related to the travel e.g. Golf clubs if attending golf tournament.
Preferred seats	Not permitted within policy but allowed at travelers' expense
Inflight Food	At travelers' expense
Amenity Kits	Complimentary kits only. Any additional charged amenities at the travelers' expense
Premium Check-in	As allowed by Frequent Flyer status permitted. Any other at travelers' expense
Premium Boarding	As allowed by Frequent Flyer status permitted. Any other at travelers' expense
Other at cost VIP Arrival and Departure Services	Only at travelers' expense
Electronic baggage tags	Only at travelers' expense
Wifi	For University purposes only
Air Phones	Not permitted unless for emergency University purposes
Upgrades	Travelers are permitted to use personal points for upgrades
Upgrades – paid on departure	At travelers' expense
Higher Fare class that permits upgrades	Travelers are not to purchase higher fare classes to enable the use of personal frequent flyer points to obtain upgrades
Frequent Flyer Membership	Travelers are permitted to join Frequent Flyer programs at their own expense
Flight/Trip Insurance	At travelers' expense
Lounge Access	At travelers' expense
TSA Precheck	Travelers are allowed to apply for TSA precheck using university funds with supervisor approval if they fly on

university University over 10 individual flights over the course of the year (a round trip counts as 2).

## **VII. Ground Transportation**

### **1. Method**

The preferred method of procuring ground transportation services for Ohio Wesleyan University is primarily through Concur or directly with the TMC. The university may refuse to pay for or decline to reimburse travel expenses if travel is booked through an unauthorized source.

### **2. Private Vehicles & Mileage**

- When a traveler utilizes his/her personal car for University purpose, the traveler will be reimbursed at the rate of \$.50 per mile.
- Total reimbursement for use of a personal vehicle will not exceed the cost of either a rental car (plus fuel) or discounted airfare, whichever is less.
- Parking and tolls for University purposes are an allowable expense for approved private vehicle use. No other additional claims in relation to the use of a private vehicle will be reimbursed. The traveler is responsible for private vehicle insurance and maintenance, and cannot claim any portion of these costs.
- Personal liability insurance is considered primary in case of an accident in a personal vehicle.
- At the discretion of Ohio Wesleyan University, a university owned vehicle might be made available in place of the approval of private vehicle use. All relevant expenses incurred in relation to the operation of the company vehicle can be claimed in line with the expense management policy.
- Mileage reimbursement
  - If business travel begins or ends during normal business hours, reimbursement mileage will be based on the distance from campus to the airport.
  - If travel begins or ends outside of normal business hours or on holidays or weekends, the employee will be reimbursed based on the most direct route from his/her residence to the airport.
  - If it is more economical to use public transportation (ie, cab, bus, Uber) rather than the combined cost of mileage reimbursement and parking, travelers are urged to use public transportation where feasible.
  - Expenses older than 60 days will not be accepted for reimbursement.

### **3. Rental Cars**

- Car Size/Type
  - Travelers are to rent a mid-size or intermediate size car unless traveling with more than 3 people, or if the approved University purpose justifies the use of a larger vehicle.
- Restrictions

- Car rentals should only be utilized when cost effective to do so. The use of a rental car must be justified by an economic need, not a matter of personal convenience. The travelers should compare the use of a taxicab and/or hotel shuttle against the cost of a rental car including insurance, gasoline, and parking at the hotel as well as the final destination. Travelers are expected to exercise prudent judgement. When travelling with other university travelers, sharing of rental cars or taxis will be practiced in order to minimize costs. If the cost of renting a car is cheaper than reimbursement for mileage, a rental car should be utilized.
- Refueling charges
  - Travelers must refuel rental cars prior to return in order to avoid surcharges. The cost of the gasoline is reimbursable when accompanied by itemized receipts. Rental agreements should not include the fuel prepay option.
- Car Rental Ancillary Services & Insurance
  - Car rental companies will offer options to purchase types of insurance, most commonly called collision damage waiver (C.D.W.) and personal accident insurance (P.A.I.) at time of rental. Travelers are to decline both of these options unless renting a vehicle while traveling internationally.
  - The university will be responsible for expenses not covered by insurance as long as the traveler is not charged with a negligent offense. Travelers are reminded to check the rental car before leaving the lot for any damage to the car. Any scratches or dents must be noted on the rental form. In the event of an accident, travelers are to notify Public Safety and their immediate supervisor within three days of the accident.
  - Payment for rental cars must be made using an OWU PCard if one has been issued to the traveler. The rental agreement must list a university address.
  - Car Rental Ancillary Services  
As car hire providers increasingly unbundle some of their “ancillary services” the following applies to additional charges related to these:

Damage Waiver	Always decline
Collision Damage Waiver	Always decline
Loss Damage Waiver	Always decline
Upgrades	At travelers’ expense
Satellite Navigation Devices	At travelers’ expense
Fuel	Pre-purchase fuel packages are not permitted. Travelers must refill the car prior to return and claim actual fuel costs
Tips	As per local custom

- Frequent Traveler Program

- Travelers are allowed to keep any benefits derived on frequent traveler programs from car rental companies as long as the following conditions are met:
  - a) Travelers are to utilize company's preferred vendors whenever available;
  - b) Travelers are not allowed to upgrade the class of car in order to increase points;
  - c) Travelers are not allowed to rent a car unnecessarily or prolong the use of the rental car in order to achieve additional points.
- Offsite Airport Parking
  - Airport parking for more than a week should be avoided. Parking fees should not exceed the amount of a round trip taxi fare. Travelers are encouraged to utilize off-site airport parking whenever practical.
- Parking / Tolls
  - All parking and toll charges incurred by the traveler on University business are reimbursable. Charges are to be reported on the expense report.
- Traffic Fines
  - Traffic fines are not a reimbursable item. Travelers should comply with all country, state, and local city traffic laws.

#### **4. Hotel Shuttles and Taxis**

- Complimentary hotel vans to and from the airport are to be utilized whenever possible.
- Travelers should make a prudent decision on the choice of taxi versus other ground transport. Taxis should only be used where there are convenience or safety issues that justify the additional cost.
- Payments should be by OWU PCard and a receipt obtained.
- Travelers should not travel in the front passenger seat of a taxi.

#### **5. Car Services**

- Car services, including Uber and Lyft, should only be used when they are less expensive than alternative means of transportation or when there are convenience or safety issues that justify the additional cost.
- Payments should be by OWU PCard and a receipt obtained.

#### **6. Rail**

- Transfers
  - Travelers should use rail for transfers to and from airports where direct services exist and they represent value for money over other ground transport.
- Travel
  - In many locations rail represents a viable alternative to air or road travel.
  - All bookings for rail travel should be made through the internal web booking service or directly with the TMC.
  - Class of travel is as per the policy for air travel.

### **VIII. Lodging**

#### **1. Method**

The preferred method of procuring lodging services for Ohio Wesleyan University is through Concur or directly with the TMC. The University may refuse to pay for or decline to reimburse travel expenses if travel is booked through an unauthorized source.

## **2. Lodging Selection**

- The University will pay actual room costs, as supported by the detailed hotel bill, for each day that lodging away from home is required for University purposes. Travelers should choose good quality, but reasonably priced hotels or motels. However, when attending a conference, travelers may stay at the conference hotel even if it is not the most economical option available.
- Safety is first priority for any traveler. Be sure to research all available options and take into consideration surrounding neighborhood, external access to room (i.e. does the room open to the outside or open to a secure hallway), and distance between parking and hotel entrance. All travelers should feel safe and secure with lodging. If a traveler feels insecure in a hotel upon arrival, a new hotel may be chosen and the change should be communicated to the appropriate supervisor.
- A single standard room with private bath in a business-class hotel is the recommended lodging guideline for university travelers. Examples of business-class hotels include Hampton Inns, Holiday Inn Express, Ramada Limited, and Marriott Courtyard or similar. Travelers should be mindful to research lodging options to find the most cost-effective lodging alternatives. Multi-room suites or luxury accommodations will not be reimbursed unless there is a specific University purpose and only with approval from the Vice President of the division.
- If the traveler elects to stay with friends or family in lieu of a hotel the traveler may offer his/her host a meal or purchase groceries specific to a meal for each day of your stay up to \$25 per day as a thank you. Documented receipts must be submitted for all such expenditures. The groceries may not contain personal care items, baby products, or any other non-food related items.

## **3. Hotel Guarantee and Reservation Cancellation**

All hotel reservations must be guaranteed for late arrival (usually after 6:00PM). It is the traveler's responsibility to cancel any non-required hotel bookings. Hotels may charge penalties for bookings that are not cancelled within cancellation policy timeframe or unused. It is the responsibility of the traveler to advise the hotel or TMC of the cancellation, and to obtain either a cancellation number or name of the individual who processed the cancellation. Travelers are expected to use the TMC toll free number while travelling or after University hours in order to accomplish this task. Travelers will not be reimbursed for "no show" charges, unless extenuating circumstances are explained and approved by the Vice President for the division.

## **4. Billing**

- All accommodation expenses are to be paid for at time of check-out. No direct billing from the hotel to the company will be allowed unless authorized by the Vice President for the division prior to travel. Reservations should be billed against a university PCard. Travelers should present tax exempt certificates, found on the OWU purchasing website, at the time of check in to avoid paying sales tax.

## 5. Frequent Guest Rewards

The policy regarding the earning of frequent traveler miles for lodging is similar to that for air travel. Travelers are allowed to keep any benefits derived from the program provided the following conditions are adhered to:

- a) Travelers may not upgrade the room category in order to achieve more points
- b) Travelers are not to extend their stay in order to receive additional points
- c) Many hotels have frequent guest programs that reward travelers with free accommodations in exchange for a specified number of paid room nights at the hotel. Ohio Wesleyan University will not reimburse travelers for the value of free accommodations used for University travel.

## 6. Ancillary Services

As accommodation providers increasingly unbundle some of their “ancillary services” the following applies to additional charges related to these:

Room Upgrades	At travelers' expense
Wi-Fi/ Internet	Internet access is an acceptable expense to support travelers on university business. The lowest cost option should be accessed. When travelling internationally Wi-Fi should also be used to reduce data roaming charges. Data roaming use should be kept to a minimum when traveling internationally.
Late Checkout	At travelers' expense
Gym / Spa Services	At travelers' expense
In room movies / games	At travelers' expense
Room Service (Claiming actuals)	Reasonable expenses permitted with the provision of a detailed receipt.
Tips	As per local custom

Laundry and Dry Cleaning      At travelers' expense

## **7. Alternatives to Hotels**

The university understands that outside rentals (Airbnb, VRBO, HomeAway etc.) may be the most cost effective option when traveling. However, there are risks inherent in these arrangements due to the increased liability of privately owned residences and the possibility of last minute cancellations. Travelers should carefully consider their options before choosing alternative lodging.

## **IX. Meals**

### **1. Travel Meals**

- Travel meals expenses are the cost of meals (breakfast, lunch, and dinner) when on an out-of-town or overnight University trip. Actual and reasonable meal expenses including gratuities up to 20% will be reimbursed. Dinner may include alcoholic beverages in moderation (one – two drinks.)
- When attending a conference with meals included in the conference fee, but the traveler chooses to eat elsewhere, the additional expense will not be reimbursed. Meals not provided in the conference fee will be reimbursed on an actual cost basis.
- When on University business, it is important for all staff to remember to use fiscal responsibility. Choose restaurant locations with care so as to maximize budget resources as well as selecting an appropriate location for the occasion.
- The following are conditions under which meals may be reimbursed.
  - Breakfast will be allowed whenever the traveler is out of town the night before or when the incurred travel begins earlier than a normal breakfast and no meal was provided by the transportation company.
  - Lunch will be reimbursed provided that the trip begins before the lunch hour.
  - Dinner reimbursement will be made when the traveler is away from home for the evening meal or does not return home until after the normal dinner hour, and no meal was provided by the transportation company en route.
  - The University reason for the overnight trip has been clearly established.
  - Meals eaten during day trips which do not include overnight travel are permitted only if there is a University purpose directly related to the meal. Therefore, a meal (including snacks or beverages) consumed while traveling to or from a meeting is not reimbursable because this is viewed as a personal expense.

### **2. Documentation**

Itemized receipts or invoices must be submitted as support for expenses. Credit card statements, restaurant charge slips, or vendor billing statements are not acceptable unless the original document was lost and a missing receipt affidavit is submitted through the Concur system along with the documentation.

A receipt is defined as a written acknowledgment that a specified remittance, article or delivery has been made. Receipts should be itemized and include the name of the payee, date, and amount. Any unusual items or special circumstances causing a policy deviation should be fully explained on an attached, signed affidavit and properly approved.

## **X. Group Travel**

Group travel guidelines are normally applicable to groups of ten or more. Airfare and hotel discounts are often negotiable for group travel and should always be utilized when available. Arrangements for group travel must be made by contacting the university's TMC.

## **XI. Misc. Travel Expenses**

### **1. Companion Leisure Travel**

From time to time family members may accompany employees on University trips. However, the additional expense incurred as a result of family members is strictly the responsibility of the employee.

Unapproved expenses for a companion, spouse or other family member cannot be charged to the university, charged to the university PCard or claimed for expense reimbursement. All spouse, companion and/or family travel must be booked under a personal credit card

### **2. Passports & Visas**

Expenses for passport renewals are not permitted except when specifically required by approving authority for University business. Fees associated with visas for university authorized trips are permitted.