Employees (faculty and staff) traveling on University business are expected to choose the least costly method of transportation and lodging that also meets their scheduling and business needs.

**Travel Documentation/Reimbursement Request**
- Provide employee/student ID number and full name: first and last.
- Provide project/account to be charged (determined by faculty member).
- Sign/date your reimbursement form.
- Faculty member must sign/date student reimbursement forms.
- In the justification & benefit section of the travel reimbursement form, give the purpose of the travel and how it benefits either the project being charged or the U of MN.
- The paper/poster must acknowledge the sponsor grant contract number and your faculty member can provide this information. Attach a copy of the paper presented or send as attachment via email to stewart@cs.umn.edu.
- Except for meals, include all original receipts for any expense $25 and above. If a receipt is misplaced, a Statement in Lieu of Receipt form with date, vendor, purpose, amount and reason for missing receipt. http://policy.umn.edu/Forms/formresults.cfm>TitleCode=Statement+in&go.x=0&go.y=0
- Students should discuss reimbursement limits with their faculty advisor.

**Currency Exchange (International Travel)**
- For foreign currency conversion use http://www.oanda.com/ and do the conversion using the original charge date. Attach conversion printout for each expense to the reimbursement form.
- Credit card statements (with account number redacted) may be attached to document actual expenses charged for foreign transactions.

**Air Transportation**
- All air travel on federally sponsored projects should be on U.S. flag carriers except in extremely limited circumstances according to the Fly America Act. This means all partner flights must have a U.S. flag carrier designated flight number. Cost savings in this case is not vital. Information on this can be found at http://travel.umn.edu/flyamerica.php. Please contact Peggy Stewart if you have any questions about this (stewart@cs.umn.edu, 5-2480).
- Fly economy; first class tickets are not reimbursable.
- Baggage fees are only allowable for first bag of personal belongings. Second bag is reimbursable if required for equipment, University business, etc., as determined by the department head.
- Change or cancellations fees are only allowable with a valid business reason as determined by the department head.
- If cheaper airfare can be obtained, an extra day’s stay is reimbursable if the cost of lodging, per diem and miscellaneous expenses is less than the difference in airfare. Documentation must be provided. http://www.policy.umn.edu/Policies/Finance/Travel/TRAVEL_RATES.html
- If assistance with travel arrangements is needed, it is recommended travelers use one of the University’s travel agencies. www.travel.umn.edu
- If making reservations with Delta, please follow the link at either http://travel.umn.edu/travelres.php or http://travel.umn.edu/ using the FAST TRACK link in the right column.
- Flight travel insurance is not reimbursable.
- Airline seat fees are not reimbursable.
- Travel Health/Security (CISI) insurance is reimbursable.
Accrual and Use of Frequent Flyer Miles
◊ Frequent flyer miles accrue to the UofM per state law:  
  http://policy.umn.edu/Policies/Finance/Travel/TRAVEL.html
◊ Employees are expected to track their own frequent flyer miles and use them for business purposes.

Ground Transportation
◊ Travelers should use the least expensive efficient method of ground transportation while in travel status (e.g., airport shuttles, taxis). Vehicles should only be rented when absolutely necessary, or when doing so reduces overall transportation charges to the University. (Vehicle rental must take into consideration not only the rental cost, but also fuel and parking expenses.)
◊ Parking fees and mileage reimbursement at Minneapolis/St. Paul International Airport or off-airport facilities should not exceed the cost of round trip taxi fare from the traveler's home.

Lodging
Non-Conference
◊ Use lodging & meal per diem rates for your dates of travel using the UofM travel website -  
  http://travel.umn.edu/. The U allows up to 150% of the lodging per diem; if lodging will be more, prior approval is required. http://travel.umn.edu/perdiemrates.php#domestic
Conference
◊ The lodging rate limit does not apply to conference travel, where the traveler is paying a pre-negotiated rate that is offered by the conference. Receipts are required for all lodging.

Meals and Incidentals
◊ No receipts are required.
◊ Per diem is the maximum allowable. Only actual expenses should be submitted for reimbursement.
◊ Meal and incidental expenses may be set by the faculty advisor. Please discuss this prior to traveling.
◊ Meals: 75% per diem on 1st & last day of travel. http://travel.umn.edu/perdiemrates.php#domestic
  When in full day travel status, the per diem may be used as the traveler chooses, i.e. all on one meal except for conference meals.
◊ Conference meals should be deducted from the per diem.
◊ When on extended day (12 hours) travel refer to
  http://policy.umn.edu/Policies/Finance/Travel/TRAVEL.html for guidance.
◊ Incidental Expenses, i.e., bellhop/maid tips/baggage carriers, for domestic and foreign travel are included in the daily per diem and should not be submitted as a separate expense item unless appropriately justified.
◊ Alcohol is not reimbursable.

Shared Expenses
◊ The preferred practice is for all travelers sharing expenses to identify who paid and who benefitted.
◊ Shared meals – provide a list of attendees and their affiliation with the UofM.
◊ Shared taxi – provide a list of riders, their affiliation with the UofM.
◊ Shared hotel room – each person should request a split receipt when checking into the hotel. If the hotel is pre-paid and a room is shared, please provide a printout from the conference hotel website showing the cost of a single vs. double room as well as the name of individual(s) with whom you shared the room with and their affiliation with the UofMN.

Spousal/Guest Travel and Combining Personal with Business Travel
Personal travel w/business – provide airline price comparisons which show the cost of a roundtrip ticket for the date of the conference travel would be equal to or less than the flights booked. The lesser amount will be reimbursed.

Spousal expenses are not usually reimbursable.

http://www.policy.umn.edu/Policies/Finance/Travel/TRAVEL.html

Unsubstantiated/Unallowable Expenses

Reimbursable/non-reimbursable expenses can be found at

http://policy.umn.edu/Policies/Finance/Travel/TRAVEL_APPI.html

Internet fees are not reimbursable on sponsored project funding unless principal investigator states solely used for project and provides the statement of benefit.

Credit card charge slips are not acceptable receipts.

Cash Advances

In unusual and special circumstances when travelers do not have travel resources, a cash advance may be done in accordance with the policy found at:

http://www.policy.umn.edu/Policies/Finance/Travel/CASHADVANCES.html