

CNR Travel Policy: (effective 7/1/11)

CNR fiscal staff will adhere to policy 70.02 of the University of Idaho Procedure Manual. CNR has developed an in-house travel authorization web page E-Trips see (<http://cnr-forms.for.uidaho.edu/ETrips/>). CNR faculty, staff, and students must use this web site to request travel authorization. Please note all travel must be requested and approved PRIOR to the travel event. Retro-active requests will not be approved without the dean's direct approval. In addition, as the travelers we are not covered by liability insurance and would be taking on any potential risk if an accident or injury occurred.

Please note, travel involving a combination of personal and university business must be included in the comments on the travel authorization request. Expenses for travel which includes personal time must be paid entirely out of pocket, with the traveler seeking reimbursement from university funds for the business portion. If necessary, the traveler can request a travel advance.

University purchasing cards cannot be used to pay for costs such as lodging, airfare, rental car, etc if the travel includes personal time. This is because we cannot use U-Idaho sources for any personal gain or purchases.

Travel involving possible or known reimbursement by a third party, must be so stated in the comments on the travel authorization request. Any travel costs, for which the university or the individual traveler will be reimbursed by a third party, must be paid entirely out of pocket by the traveler, with the traveler seeking reimbursement along with providing proof of the reimbursed amount by the third party.

70.02 -- University of Idaho Travel -- Overview

A. **General.** The University of Idaho is held accountable for the administration of all travel funds in accordance with state regulations and whatever internal policies the University may establish to ensure proper use of such funds. Accordingly, grant and contract fund expenditures are subject to the same regulations as expenditures from state general funds, except where specifically noted. In addition, individual colleges or departments within the University of Idaho may elect to adopt more stringent policies in complying with the University's travel rules and regulations. Generally, these methods apply to approval procedures and reimbursement requirements.

A-1. **Travel Management Services.** The mission of Travel Management Services (TMS) is to provide efficient and cost effective travel processes. Responsibilities include auditing claims according to the APM and State policies, processing all travel documents, and administering the university corporate credit card program. All inquires relating to travel procedures and policies should be directed to TMS at (208) 885-3940.

A-2. University Paid Travel. Travel at U-Idaho expense (including travel for which the expense to UI is limited to regular compensation of the person traveling) must be made in connection with university affairs. There is no restriction on travel by U-Idaho personnel at their own expense on their own time, including time on official leave with pay.

A-3. Travel Approval for Employees and/or Students. Travel by employees on U-Idaho business or by students traveling for official U-Idaho purposes (e.g., athletic events, musical performances, academic field trips) must be approved in advance by the appropriate department administrator or the administrator's designee. Students driving personal vehicles on academic field trips must provide documentation of liability coverage if other students will be traveling with them to the field trip location. [See Sample Form]

A-4. Combining Official Travel with Personal Leave. An employee may be permitted to take a period of leave, with or without pay, while on a trip authorized for official business. When submitting the expense claim after completing such travel, the employee should document the date and time of the beginning and the ending of the included period of leave.

A-5. Regent Meeting Travel. The regents have authorized reimbursement of travel expenses to attend regent's meetings for the president, the provost, the vice presidents, one representative of the faculty, and the ASUI president. Reimbursement of expenses for attendance at regent's meetings by other U-Idaho personnel must be authorized in advance by the president of the board. For travel expenses to be reimbursed from funds administered by the regents, the travel must be: (a) properly authorized in advance; (b) essential to the fulfillment of UI's mission, functions, and objectives; (c) performed in the manner most advantageous and economical for U-Idaho; and (d) reported on the appropriated claim form and approved by the employee's departmental administrator and dean or equivalent administrator.

A-6. Reimbursement of Travel Expenses. For travel expenses to be reimbursed from funds administered by the regents, the travel must be: (a) properly authorized in advance; (b) essential to the fulfillment of U-Idaho's mission, functions and objectives; (c) performed in the manner most advantageous and economical for U-Idaho; and (d) reported on the appropriate claim form and approved by the employee's departmental administrator and dean or equivalent administrator.

B. Process. U-Idaho Travel (Trip) Approval. The president has delegated the authority to approve travel for which expenses are to be reimbursed in part or in full by U-Idaho to the employee's dean or equivalent administrator.

B-1. Appropriate Form for Approval. Approval for travel is requested by the submission of a Travel Authorization Request form [See Travel Management, <http://www.webs.uidaho.edu/travel/>] or other applicable form, such as a memorandum with appropriate authorizing signatures.

B-2. Travel Requests Without Reimbursement. Authorization for travel not involving travel funds may be granted at the department level by filing a memorandum in the departmental office. This provision applies to all travel by U-Idaho personnel in line of duty -- either when it involves UI expense that is not designated travel or when there is no U-Idaho expense involved.

Such approval will allow employees to be covered under U-Idaho liability insurance and industrial-accident insurance. [Note: If an employee's duties require repeated travel of this type, blanket approval may be given by means of a memorandum describing the frequency, purpose, and destinations of such travel.]

B-3. Liability Exclusion. Employees traveling during regular duty hours but who are not on approved UI business are not covered by U-Idaho liability insurance or industrial-accident insurance.

C. Sample Registration of Personal Vehicle. [[See Sample Form](#)]