Purchasing Card: Frequently Asked Questions related to Travel January 15, 2009

- 1. Travel for mixed University and personal purposes:
- a. I am traveling to Washington D.C. for University business. My family will be joining me and we will stay over the weekend in the same hotel. May I charge any portion of this trip on my University purchasing card?

Answer: You may charge that portion of the trip that is solely for University business to your purchasing card, *provided* that the charges are the same as they would have been if you had traveled alone and stayed only for the length of the University business trip. For example, you may charge your hotel room for that portion of the trip that was for the business trip to your purchasing card, provided that you did not upgrade your hotel room to accommodate your family and provided that you are only placing the nights you stayed for the business purpose on the purchasing card and not the nights during the extended stay. If you upgraded your room, or if the hotel will not divide the nightly charges on two cards, you must pay for the expenses out of your pocket and seek reimbursement from the University for that portion of the expenses that are reimburseable.

Likewise, you may charge your airplane ticket to your purchase card if the cost of the ticket is the same or less than the ticket you would have purchased for the business trip and provided that the departure and arrival airports are the same as for the business trip. If your ticket price, because of your personal travel, is more, or cost the same or less but involves travel to or from different locations than the business trip location, then you must pay for the ticket out of your pocket and seek reimbursement from the University for that portion of the ticket price that is reimburseable, e.g. the cost of a ticket for the business travel days to and from the business location. In the unusual circumstance where you travel to or from different locations, or add a third stop but your ticket actually is less than the business trip ticket cost, you still must pay for this out of your pocket and you will be entitled to reimbursement for the cost of your travel, but not the additional difference between that cost and the cost of the business trip ticket. In other words, you are not entitled to reimbursement beyond your actual costs.

2. Travel for University business to be reimbursed by service provider/vendor:
I am traveling to Portland to meet with a service provider for a University matter. The service provider offers to reimburse for the travel costs because it is saving them from traveling to Moscow. May I charge the airplane ticket and other travel expenses to my purchase card pending reimbursement from the service provider?

Answer: Yes, the travel is for a University, not personal, purpose and could properly be charged to the purchasing card (provided the charges are permissible charges to make with a purchasing card). If there is an arrangement for an employee's travel expenses to be reimbursed by a third party, the reimbursement must come to the University not the employee.

3. Travel for academic presentation to be reimbursed by inviting entity: I am faculty, and I am traveling to Europe to give a presentation in my field of study at the request of a European entity, which has indicated in email correspondence that I should buy my

ticket and the entity will then reimburse me for the ticket cost. While there I will meet with colleagues to discuss collaborative opportunities. Without the invite, I would not otherwise be going to Europe; I am not receiving any payment for the presentation. May I charge the airplane ticket and other travel expenses to my University purchase card pending reimbursement from the European entity?

Answer: The airplane ticket and other travel expenses may be charged to the University purchasing card provided that the University perceives a University purpose in the travel, as evidenced by the travel being pre-authorized by the University in accordance with University policy and procedures. If the travel expenses are paid with a University purchasing card, the reimbursement must come directly to the University.

- 4. *Travel for professional advancement to be reimbursed by inviting entity:*
- a. I will be traveling to attend and give a presentation at a conference that is related to my profession but not directly related to my work for the University (for example, a conference on corporate finance with some general applicability to the person's job duties). I will receive an "honorarium" of \$3,000 plus all travel expenses paid by the conference sponsor on a reimbursement basis. May I charge the airplane ticket and other travel expenses to my University purchase card pending reimbursement from the conference sponsor?

Answer: No, neither the airplane ticket nor any travel expenses may be charged to the University purchasing card. While the conference is somewhat related to the employee's work, there is no University purpose for the travel, and the individual will receive personal remuneration (the honorarium) for attending the conference. All expenses for this travel must be paid for by the individual, and the individual must take leave to attend the conference.

b. What if the conference sponsor has a policy that will only allow it to reimburse another entity and not an individual?

Answer: The sponsor's policy does not change the University's policy and state law. The employee will have to either pay for the trip herself, or work out an alternate arrangement with the conference sponsor.

5. Travel using a personal vehicle:

I will be driving to a meeting using my personal vehicle, may I pay for gas for my car on the University purchasing card rather than seek a mileage reimbursement?

Answer: No, under University policy you may not use your purchasing card to pay for gas for your personal vehicle in lieu of claiming mileage. The University's policy is consistent with the State's requirements and requires that you seek reimbursement for actual travel miles to and from the business destination.