

A N N O U N C E M E N T

TO: Faculty and Staff
FROM: Charles M. Peccolo, Vice President and Treasurer
SUBJECT: University Travel
DATE: December 16, 2004

Effective with travel on or after January 1, 2005, the following rates and guidelines are applicable.

Increase in Reimbursement Rate for use of Personal Automobiles: The mileage reimbursement rate for the use of a personal automobile increases from \$.35 to \$.38 per mile. A complete list of reimbursement rates is found in Appendix A of Fiscal Policy No. FI0705.

Board of Trustees Governing Principles on Travel: The Board of Trustees has adopted the following governing principles for travel by University employees.

1. University administrative policies on travel shall be in compliance with any applicable state law and with this Board policy statement on travel.
2. Except in the case of direct billing authorized by this policy statement, the university shall pay travel expenses incurred by an employee only on a reimbursement basis and only upon submission of the written documentation required by university administrative policies on travel. Under no circumstances shall the university pay a credit card statement issued to an employee, even if the statement includes travel expenses incurred by the employee on university business. No exception may be made to this principle without prior approval of the Board of Trustees.
3. University administrative policies on travel may authorize direct billing to the university for: (1) expenses associated with group travel to a university event; (2) expenses for employees and other individuals who are authorized to travel at university expense but are not eligible for a corporate travel card; and (3) new employees who have not yet been issued a corporate travel card.
4. The university will reimburse an employee only for standard coach airfare. No exception may be made to this principle without the prior approval of the state comptroller and then only in the event of an emergency.
5. Exceptions to university administrative policies on travel must be approved by the Chief Financial Officer or his or her designee. The Chief Financial Officer and his or her designee are not authorized to approve any exception that would be contrary to state law. Vice President and Treasurer Charles M. Peccolo has been designated as the individual responsible for approving exceptions to the University's travel policy. Supplement Number One to the University travel policy provides overall guidelines for the President and his staff.

These changes and governing principles will be incorporated into the University's fiscal policies.