



UConn

UNIVERSITY OF CONNECTICUT

UConn Travel & Expense

Summary of Policy Changes

April 2020

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Travel Pre-Approval

Previous Travel Policy	New Travel Policy
<ul style="list-style-type: none">• Pre-approval for travel was encouraged but not required by the University.	<ul style="list-style-type: none">• The University requires pre-approval requests before travel that involves airfare, hotel reservations, car rentals.
<p><i>Additional Information:</i></p> <ul style="list-style-type: none">✓ Formal pre-approvals will provide an avenue for employees to request travel in Concur and route to the direct supervisors and fiscal officers through workflow.✓ Travel pre-approvals will provide the link between the traveler and the new Duty of Care system delivered by Concur. (coming soon!)✓ Pre-approval will also be required for Guests and Students.✓ Reimbursement for travel where pre-approval was not obtained before travel will require review and approval by the Office of the President, the Provost, the Executive Vice President for Administration and Chief Financial Officer, or Athletic Director, based on the reporting relationship of the employee.	

Travel Meals

Previous Travel Policy	New Travel Policy
<ul style="list-style-type: none">• The University allowed travelers to claim either Per Diem or actual meal costs up to Per Diem during their travel.• On travel days, the traveler was entitled to the breakfast, lunch, and/or dinner Per Diem or actual meal costs based on their departure and arrival times.	<ul style="list-style-type: none">• The University continues to allow, at the department's discretion, the use of Per Diem or actual meal costs for business travel.<ul style="list-style-type: none">❖ If the traveler is claiming Per Diem, they should not use their Travel Card to purchase individual meals.❖ If the traveler is claiming actuals, the Travel Card may be used but is limited to no more than the daily meal Per Diem.❖ Travelers will receive 75% of Per Diem on travel days, regardless of departure or arrival times. If claiming actuals, expenses will be capped at 75% of Per Diem.
<p>Additional Information:</p> <ul style="list-style-type: none">✓ Deans of Schools and Colleges and other administrative leaders (President, Provost, CFO, Vice Presidents, Vice Provosts or Athletic Directors) may set restrictions on per diem that are lower than those specified in this policy.	

Receipt Requirements

Previous Travel Policy	New Travel Policy
<ul style="list-style-type: none">• Receipts were required for all purchases over \$25.• Departments must seek State approval to destroy original receipts after the traveler has received their reimbursement.	<ul style="list-style-type: none">• For all Travel Card transactions, receipts are required for purchases greater than \$50.• For all out-of-pocket transactions, receipts are required for purchases greater than \$25.• Once the receipt is uploaded to Concur and the traveler has received their reimbursement, original receipts may be discarded.

Payroll Deductions for Over-Payments

Previous Travel Policy	New Travel Policy
<ul style="list-style-type: none">• Payroll deduction authorizations only applied to cash advances.	<ul style="list-style-type: none">• If initial collection efforts fail, payroll deductions will be used (if payment is not received within 15 days of expense report approval) for all overpayments. This includes cash advances and Travel Card charges.
<p><i>Additional Information:</i></p> <ul style="list-style-type: none">✓ Travelers are required to electronically sign an attestation in Concur agreeing to payroll deduction for all over-payments when a cash advance is requested, when obtaining a University Travel Card, and when an expense report is submitted.	

Period for Expense Report Submissions

Previous Travel Policy	New Travel Policy
<ul style="list-style-type: none">• Reimbursements submitted over 60 days after travel was completed were required to receive approval from a Dean, Director, or Department Head.	<ul style="list-style-type: none">• Reimbursements submitted over 60 days after travel is complete are required to receive approval from a Dean, Director, or Department Head.• In addition, reimbursements submitted over 120 days after travel is complete will not be reimbursed even with the approval from a Dean, Director, or Department Head.

Cash Advances

Previous Travel Policy	New Travel Policy
<ul style="list-style-type: none">Travelers were able to request cash advances for Per Diem, ground transportation, and other travel expenses. The traveler was able to receive up to 75% of estimated costs and the cash advance had to be at least \$300.	<ul style="list-style-type: none">Cash advances are no longer issued for expenses that can be charged to a Travel Card (i.e., hotels, ground transportation, etc.).Cash advances are not issued for any meals whether using actuals or Per Diem.Cash advances will only be issued on an exception basis for travelers who may be traveling to an area in the world that does not accept credit cards.When a cash advance is issued, the traveler may still receive up to 75% of estimated expenses but the cash advance must be at least \$500.

Travel Before or After Business Purpose

Previous Travel Policy	New Travel Policy
<ul style="list-style-type: none">• For domestic out-of-state travel, travelers received reimbursement for expenses for one travel day preceding a conference and for one travel day following a conference.	<ul style="list-style-type: none">• Travelers may receive reimbursement for expenses for travel day(s) as follows:<ul style="list-style-type: none">❖ Preceding a conference, meeting, etc.<ul style="list-style-type: none">➤ Outbound flight segments less than eight (8) hours in duration – one day➤ Outbound flight segments exceeding eight (8) hours in duration – two days❖ Following a conference, meeting, etc. – one day

No-Show Fees

Previous Travel Policy	New Travel Policy
<ul style="list-style-type: none">• There was no written policy regarding no-show fees.	<ul style="list-style-type: none">• Travelers are responsible for no-show fees (example – airfare, hotel, etc.), unless in rare circumstances the no-show fee relates to a business reason or an emergency that prevented the traveler from cancelling.<ul style="list-style-type: none">❖ The justification must be documented and provided to Accounts Payable, which may require approval from the appropriate Dean, Dept. Head or Director.❖ These fees are typically not reimbursable in the case of federal grant and/or grant based sponsored travel.

Gratuities

Previous Travel Policy	New Travel Policy
<ul style="list-style-type: none">Reimbursement for meal gratuities were allowable up to 20% of the pre-tax meal cost.	<ul style="list-style-type: none">All gratuities, including but not limited to meal costs, taxis, Uber/Lyft, are reimbursable at a rate not to exceed 20% of the pre-tax cost of the service.

Airport Parking

Previous Travel Policy	New Travel Policy
<ul style="list-style-type: none">Travelers were to utilize the Bradley International Airport Parking permit when flying out of Bradley International.	<ul style="list-style-type: none">Bradley parking policy remains the same.Individuals who are parking at an airport other than Bradley should park at the lowest-cost economy parking lot.

Local Lodging

Previous Travel Policy	New Travel Policy
<ul style="list-style-type: none">• Employees who required lodging at Nathan Hale needed prior approval from Office of the President, the Provost, the Executive Vice President for Administration and Chief Financial Officer, or Athletic Director, based on the reporting relationship of the employee.	<ul style="list-style-type: none">• Employees requiring local lodging (within 10 miles of Storrs or assigned duty station) need prior approval from Office of the President, the Provost, the Executive Vice President for Administration and Chief Financial Officer, or Athletic Director, based on the reporting relationship of the employee.