Travel Policy Highlights:

1. ALL reimbursable travel must be authorized in writing – via the “Request for Authorization to Travel/Travel Advance” form, prior to making any reservations.
2. The “Request for Authorization to Travel/Travel Advance” form must be attached to the Travel Expense Claim when submitting the claim for processing/reimbursement.
3. Receipts are required for $25 or more.
4. Per meal reimbursement levels are not defined; however, the daily meal expenses must not exceed the allowable rate(s).
5. Lodging for domestic travel (50 states + U.S. Possessions) – actual expenses, with detailed receipt.
6. Lodging for International locations – Federal Per Diem amount for specific location, with no receipts required.
7. Lodging with friend/relative – non cash gift up to $75 with receipt if over $25; limited to one reimbursable gift per stay.
8. Meals for Continental U.S. (contiguous 48 states) – actual meal expenses up to $55 + $7 incidentals per day. Do not need to define breakfast, lunch, dinner – but will not be treated as an actual per diem.
9. Meals for Alaska, Hawaii & U.S. Possessions – Federal Per Diem for meals and incidentals for the specific location, with no receipts required.
10. Meals for International Locations – Federal Per Diem for meals and incidentals for specific location, with no receipts required.
11. Drivers must be authorized by EHOS to drive on University Business – no one-time exemption; Defensive Driver Training now completed on-line; approver must verify that employee has a current Std 261 on file in the department.