



**YOUNGSTOWN
STATE
UNIVERSITY**

TRAVEL GUIDE

Youngstown State University does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity and/or expression, disability, age, religion or veteran/military status in its programs or activities. Please visit the [EIT Home Page](#) for contact information for persons designated to handle questions about this policy.



TABLE OF CONTENTS

1. Introduction	4
2. Travel Compliance.....	4
3. Pre-Authorizations	4
4. Blanket Authorizations.....	5
5. Timely Submission of Expense Report	5
6. Mandatory Use of YSU Travel Specialist/Concur Online Booking Tool/Direct Travel Agent	5
7. Booking Fees	6
8. Transportations.....	6
9. Rental Car vs. Private Vehicle	7
10. Personal Vehicle.....	7
11. Rented Vehicles.....	8
12. Passenger Vans – 8 Seat and Larger	9
13. Ground Transportation To/From Airports	9
14. Other Transportation Expenses	9
15. Auto Allowances	10
16. Dealer-Supplied Cars.....	10
17. Airfare	10
18. Lodging.....	10
19. Conference Event Fees.....	11
20. Travel Meals.....	11
21. Other Reimbursable Expenses	12
22. Student Travel (Non-Athletic)	12
23. Student Athlete/Team Travel	13
24. Travel Advance.....	14
25. International Travel Guidelines.....	14
26. International Currency Exchange.....	14
27. International Per Diem Rates.....	14
28. International Travel Using Sponsored Funds.....	15
29. Travel Visa and Vaccination Costs.....	15
30. Study Abroad and International Travel by Students.....	15
31. Travel Card	15
32. Non-Employee Travel.....	15
33. Business Meals, Entertainment, and Other Business Expenses (AS PART OF TRAVEL)	16
34. Reporting and Documentation of Expenses	16
35. Grant Funded Travel	17

36. Non -Reimbursable Items 17

1. Introduction

- a. The YSU Travel Guide is to assist faculty, staff, and students in understanding travel policy established by the University.
- b. Travel is expected to be by the most expedient means at the most reasonable cost while ensuring compliance with applicable state, federal, Internal Revenue Service, sponsored agreement regulations and applicable YSU policies and code of conduct. Claims for reimbursement not covered by these guidelines will be returned to the traveler. Upon written recommendation of the traveler's area division officer or the Chief Research Officer in the case of externally sponsored programs, and with appropriate justification, the President (or designee on file) has the sole authority to approve exceptions to this policy.
- c. These Guidelines, forms, links and information are available online at [Travel Services](#).

2. Travel Compliance

- a. The Financial Manager is responsible to ensure compliance with these guidelines. Travel Guideline Compliance is the responsibility of the traveler for themselves and their students when applicable.
- b. All travel expenses are subject to further review and non-compliance reporting. Violations of the provisions of this policy may subject the employee to disciplinary action, which may include suspension of travel. Failure to comply with University Travel Guidelines and Policies may result in personal liability and/or non-reimbursement.
- c. The traveler is responsible to resolve any unanswered questions or concerns in advance of travel. The traveler will consult with their immediate supervisor or contact Travel Services at travelservices@ysu.edu.

In accordance with Ohio Ethic Commission Advisory Opinion No. 91-010, Divisions (D) and (E) of Section 102.03 of the Revised Code prohibits a state official or employee from accepting, soliciting, or using the authority or influence of her position to secure, for personal travel, a discounted or free "frequent flyer" airline ticket or other benefit from an airline if she has obtained the ticket or other benefit from the purchase of airline tickets, for use in official travel, by the department, division, agency, institution, or other entity with which she serves, or by which she is employed.

3. Pre-Authorizations

- a. Prior to travel, a Travel Request must be entered in Concur and approved by the designated approver(s). Funds availability must be verified prior to travel. Please allow ample time between the Travel Request and trip for processing. Note that funds will not be encumbered in the Banner Budget.
- b. Every group, team, and/or event Travel Request submitted must have an itinerary attached, including all estimated expenses for the trip. The itinerary must include the traveler names (faculty/staff and students), meals provided, and should include all fees, tips/gratuities and other service charges included in the travel. Team and/or group/class rosters are acceptable when applicable. Multiple FOAPs can be designated on a Request and the allocation will carry to the Travel Expense Report however, the Request will only route to the Traveler's designated approver. It is up to the approver to forward the Request to another approver if applicable. If the Traveler and the Financial Manager are the same person, the Traveler's supervisor must approve the Request. The Financial Manager or

supervisor may limit the amount of reimbursement. Concur allows the Approver 5 days to approve before returning the report to the Traveler.

- c. Those approving should verify that:
- The purpose of the travel is directly related to official University business;
 - Virtual options have been considered first.
 - The estimated cost is reasonable and within the approved budget; and
 - The appropriate FOAP(s) are identified and adequately funded.

4. Blanket Authorizations

- a. For frequent and routine travel, blanket authorizations may be utilized for extended periods of time not to exceed the fiscal year. A blanket authorization would be appropriate for persons who travel on a regular basis for the same purpose, i.e., recruiting, or for instance when the same Traveler makes several trips during a specific period of time, i.e., IUC/ODHE meetings, clinicals, teacher supervision, etc. The Traveler must submit the completed approved Expense Report by calendar month for reimbursement.

5. Timely Submission of Expense Report

- a. *Best Practices* for completing the Expense Report is for the Traveler to submit their Expense Report upon completed travel. If the Expense Report is submitted more than 30 days after completion of travel, per University Policy, expenses may not be reimbursed. All duty and care should be taken not to cross over fiscal years.

6. Mandatory Use of YSU Travel Specialist/Concur Online Booking Tool/Direct Travel Agent¹

- a. Usage of the YSU Travel Specialist (x2391)/Concur Online Booking Tool/Direct Travel Agent¹ is mandated for domestic air travel, international air travel, hotels (excluding conference hotels), car rentals, lodging and motor coach(bus). Making reservations outside of YSU Travel Specialist (x2391), Concur Online Booking Tool or Direct Travel Agent¹ is disallowed and non-reimbursable.

¹ Utilization of Direct Travel Agent will result in additional fees assessed.

7. Booking Fees

Core Services

Transaction Fees

YSU Travel Specialist (x2391)

YSU Travel Specialist Initiated-International Air/Rail Reservation	\$9.00
YSU Travel Specialist Initiated-Domestic Air/Rail Reservation	\$9.00
YSU Travel Specialist Initiated-Hotel/Car Only Reservation	No Fee

Concur Online Booking Tool

Online Air/Rail Reservation Unassisted	\$7.00
Online Hotel/Car Reservation Unassisted	\$5.00
Online Rapid Reprice Additional Fee (Concur Tool)	\$3.00
Online Non-ARC Additional Fee, i.e., Southwest	\$3.00

Direct Travel Agent 1-888-740-8747

Direct Travel Agent Initiated	\$25.00
Direct Travel Agent Assisted-Air/Rail Reservation	\$15.00
Direct Travel Agent Exchange Processing	\$25.00

24-Hour Toll-Free Emergency Travel Assistance

\$20.00 Per Call Plus Transaction Fee

Domestic: 1-888-740-8747 – Access Code: 1UW8

International: (Direct Dial) 682-233-1914 – Access Code: 1UW8

- a. Fees are based on transactions. Separating travel transactions will result in additional fees. **Travelers are encouraged to book all trip components at one time to reduce fees.** These fees are offset by the overall cost benefits realized by using an automated system. Booking through YSU Travel Specialist (x2391)/Concur Online Booking Tool/Direct Travel Agent¹ enables YSU to manage and ensure reasonable cost and travel accommodations are selected, including utilization of lodging and car rental contracts, which carry lower costs and enhanced protections for Travelers. In addition, Travelers can contact Direct Travel 24/7 for travel assistance. Departments are responsible for the cost of all booking fees.
- b. Use of the YSU Travel Specialist (x2391)/Concur Online Booking Tool/Direct Travel Agent¹ for car rentals is mandatory except for reservations with [Enterprise/National \(Enterprise\)](#) and U-Save for Travelers with Travel Cards, and U-Save only for Travelers without Travel Cards. For Enterprise the reservation can be made directly through the portal link and paid for on the Traveler's Travel Card and for U-Save Youngstown can be made by calling U-Save at 330-792-5580 or by emailing millcreekauto@hotmail.com or [U-Save](#) (for these methods there is no booking fee).

8. Transportations

- a. Travelers are encouraged to compare all costs associated with each mode of transportation and select the most cost effective one. Since the University has very competitive contracts for vehicle rentals, the Traveler is strongly encouraged to compare the cost of the rented vehicle plus gas with the mileage claimed for personal vehicle use. Keep in mind that vehicles from Enterprise Car Rental companies are

¹ Utilization of Direct Travel Agent will result in additional fees assessed.

covered by collision damage waiver and supplemental liability protection. While traveling on University business in any vehicle, the driver and passengers must comply with all applicable laws, including the wearing of seatbelts. Travelers should avoid the use of cell phones, especially texting, while driving.

9. Rental Car vs. Private Vehicle

- a. Should you choose to drive your personal vehicle the mileage reimbursement will be capped at the rental rate through Enterprise for a mid-size car for single travelers, a full-size car with multiple travelers; times the number of days rented plus equivalent cost. This would also include the \$25 cost for the early start program offered through Enterprise for rentals that need to be picked up before the start of the business day at Enterprise.
- b. If personal car mileage claimed exceeds 120 miles per day, then the Traveler will need to compare the mileage [calculator](#) reimbursement to the cost of a rental car/gas by using the Car Rental vs. Mileage Reimbursement and attaching the calculator page to the Expense Report (this requirement excludes courtesy car mileage reimbursement). The amount will be entered in the mileage limited expense type rather than the personal car mileage type on the Expense Report. Mileage to and from Pittsburgh Airport, Cleveland Airport, Akron/Canton Airport, and the Youngstown Municipal Airport is excluded from the limitation. The traveler may claim the full amount to and from the airports.

10. Personal Vehicle

- a. A Traveler may choose to drive their personal vehicle but may be subject to a limited reimbursement. See above.
- b. The vehicle owner's insurance coverage is the primary coverage for auto physical damage and liability. The University's coverage is secondary for liability coverage only. Any expenses related to auto physical damage for a personal vehicle, including deductibles are the responsibility of the driver/vehicle owner and cannot be reimbursed by the University. It is, therefore, the responsibility of the vehicle's owner to maintain adequate insurance coverage when the vehicle is used for business travel. Ohio Revised Code (4509.51) requirements for vehicle owner's liability insurance are \$12,500 because of bodily injury to or death of one person in any one accident; \$25,000 because of bodily injury to or death of two or more persons in any one accident; and \$7,500 because of injury to property of others in any one accident. Employees must meet these requirements in order to drive personal vehicles for University business.
- c. A traveler who uses a personal vehicle will be reimbursed at 85% of the authorized current federal rate, which will be updated regularly, for the actual driving distance. Odometer readings are required. Mileage reimbursement rates are posted to the Travel Services webpage. If two or more individuals are traveling in the same vehicle, mileage reimbursement is payable to only one traveler, and the names of all persons traveling should be listed only on the Request of the individual claiming mileage reimbursement. ***If commencing travel from your home, the reimbursement shall be the lessor of the distance from your home or workplace to your destination.***

11. Rented Vehicles

- a. **Mandatory use of the YSU Travel Specialist (x2391)/Concur Online Booking Tool/Direct Travel Agent¹ for car rentals is required except for Enterprise and U-Save for travelers with travel cards, and U-Save only for travelers without travel cards.** For Enterprise, the reservation can be made direct through the Enterprise Portal and for U-Save Youngstown can be made by calling U-Save at 330-792-5580, by emailing millcreekauto@hotmail.com or [U-Save Website](#) for these methods there is no booking fee).
- b. It is **highly** recommended that travelers apply for a Travel Card at least 2 weeks in advance of travel. Travelers may utilize their Travel Card, be reimbursed or have their Department charged back (Enterprise and LOCAL U-Save only) for a rental vehicle for official University business. University Guidelines do not provide for payment or reimbursement for luxury vehicles. The University has contract rates with Enterprise, Hertz, and U-Save Auto Rental, and Avis Corp Discount #G783300.
- c. If you need assistance with vehicle rentals contact YSU Travel Specialist at x2391. Copies of itemized rental and gas receipts are required for reimbursement. When personal time is used to extend a trip, the rental expense is to be prorated for the days of business travel.
- d. Drivers **must be 18 years of age or older**, 21 for vans seating 8 or more passengers for rented vehicles and must meet all other requirements for drivers listed below.
- e. **Employees and students may be authorized to operate University-owned or leased, vehicles under the following conditions:**
 - Occupancy is limited to the number of seatbelts available.
 - The driver **must be at least 18 years of age and hold a valid driver's license.**
 - A Motor Vehicle Report (MVR) [EOHS MVR Form](#) must be obtained from the Department of Environmental & Occupational Health & Safety, available online at [EOHS website](#).
 - All authorized drivers must be listed in the agreement.
- f. All drivers must meet the insurability standards mutually set between the University and its insurance provider. The Department of Environmental & Occupational Health & Safety determines driver's insurability by reviewing the person's driving record.
- g. Violations that affect insurability include:
 - Losing a driver's license
 - Driving under the influence of alcohol or drugs
 - Operating a vehicle during a period of suspension or revocation
 - Using a vehicle in the commission or a felony
 - Reckless operation
 - Drag racing
 - Committing a hit and run

¹Utilization of Direct Travel Agent will result in additional fees assessed.

- Excess points due to many violations
- h. Please visit the Department of Environmental & Occupational Health & Safety's Motor Vehicle Use Policy for information on insurance coverage, driving requirements, and safety recommendations: "Vehicle Use and Insurance".

12. Passenger Vans – 8 Seat and Larger

- a. These guidelines pertain to any leased or owned passenger vans that seat 8 and larger when used in conjunction with University-sponsored events such as field trips, athletic events and educational-related travel, etc.
 - Occupancy is limited to nine in 15-passenger vans including the driver because of the increased propensity for roll over when fully loaded. Occupancy in smaller vans is limited to the number of seat belts available. The driver and occupants are required to wear seat belts at all times.
 - No unauthorized passengers such as hitchhikers, family or friends are to be transported in the vehicle.
 - The driver must be at least 19 years old and hold a valid driver's license. A Motor Vehicle Report (MVR) is required as well as the University-sponsored Van Defensive Driving Course for all drivers.
 - No person is to drive under the influence of alcohol or drugs, including prescribed medications that could impair driving ability or cause drowsiness.
 - No driver should operate the vehicle for more than 8 hours in a 24-hour period.
 - All cargo must be secured inside the van. No items are to be placed on the roof of the vehicle.
 - Towing procedures for trailers must comply and be in accordance with the vehicle manufacture's recommendations.
 - The vehicle must be turned off, locked, and the keys removed anytime it is left unattended.

13. Ground Transportation To/From Airports

- a. A traveler using a personal vehicle may be reimbursed for the mileage to/from the air terminal. Airport parking charges are also reimbursable. If the traveler is not able to leave his/her vehicle at the airport, mileage for two round trips will be reimbursed for the traveler's drop-off and pick-up, along with reasonable short-term parking charges.
- b. The traveler may be reimbursed for the use of round-trip taxi or airport limousine service, Uber, Rideshare, or Lyft if the round-trip fare does not exceed the maximum allowable mileage for one round-trip by personal vehicle to the terminal plus long-term parking or two round-trips by personal vehicle to the terminal plus reasonable short-term parking.

14. Other Transportation Expenses

- a. For travel between business locations, travelers are encouraged to choose the most cost-effective means of ground transportation available and will be reimbursed for shuttles, taxis, Uber, Rideshare,

or Lyft, local mass transit and reasonable transportation expenses including parking, bridge, highway and tunnel tolls.

15. Auto Allowances

- a. Individuals who receive an auto allowance will not be reimbursed for local mileage less than 50 round-trip miles per day.

16. Dealer-Supplied Cars

- a. Individuals who are provided a dealer-supplied car will be reimbursed for mileage at 85% of the current Federal rate reduced by the depreciation component. Mileage reimbursement rates are posted on the [Travel Services Webpage](#). Ohio Revised Code (4509.51) requirements for vehicle owners liability insurance are : \$12,500 because of bodily injury to or death of one person in any one accident; \$25,000 because of bodily injury or death of two or more persons in any one accident; and \$7,500 because of injury to property to others in any one accident.

17. Airfare

- a. **It is mandatory that all travelers book reservations for Domestic or International Air Travel flights through the YSU Travel Specialist (x2391)/Concur Online Booking Tool/Direct Travel Agent¹.**
- b. Traveler's will not be reimbursed for:
 - Airline tickets that are acquired with frequent flyer certificates;
 - Costs associated with a change in the reservation for personal reasons unless they are beyond the control of the traveler;
 - Un-cancelled tickets and fees assessed by the airline for failure to cancel the reservation within a specified time limit; or
 - Overweight luggage fees unless this expense is related to University business.
- c. The employee will be personally responsible for the incremental costs for travel class upgrades, i.e., Comfort or Preferred seating, Business Class, or First Class. Departments may also book travel on chartered or private aircraft, provided that, it is not greater than the lowest available common carrier airfare plus ground transportation to the destination. Please contact the YSU Travel Specialist at x2391 to book chartered transportation.

18. Lodging

- a. **It is mandatory that all travelers booking lodging must book their reservations through the YSU Travel Specialist (x2391)/Concur Online Booking Tool/Direct Travel Agent¹.** Travelers will be reimbursed at the actual reasonable single room rate, including applicable taxes, for University business that is conducted more than 50 miles from campus. The maximum daily reimbursement for hotel rooms will be limited to 150% of the daily federal per diem rate for that location. If the traveler is attending a conference, it is permissible to stay at the hotel that is hosting the conference even if

¹ Utilization of Direct Travel Agent will result in additional fees assessed.

the cost exceeds 150% of the federal per diem rate. Conference hotels may be booked directly with the host hotel. Consider Air-BNB as another affordable lodging option.

- b. The Traveler is responsible to notify the hotel of a cancellation. If he/she fails to do so on time, Traveler will be personally financially liable. NOTE: Cancellation times vary by hotel and are listed on your reservation. Certain states have agreed to grant YSU a tax exemption. See YSU Reciprocal State Tax Agreements on the YSU Travel Services webpage.
- c. **Travelers will not be reimbursed for free accommodations awarded in connection with hotel frequent guest award plan.**

19. Conference Event Fees

- a. Virtual events are not considered travel and should not be processed through the Concur Travel System. Virtual events (conferences, meetings, fairs, seminars, etc. defined as events **not** requiring physical travel to a destination), are the preferred method over in-person events. Individuals should do their best to utilize this method whenever possible. Virtual attendees should use a p-card to pay event fees where applicable. Individuals without a p-card or access to one will be required to use an eCUBE purchase order to directly utilize University funds. As a last resort, individuals can use a personal credit card and then be reimbursed through the check request process. A receipt showing proof of payment will be required along with a completed and approved check request form. For specific details regarding the check request process, see [Check Request Instructions in Procurement Forms](#).
- b. In-person event fees (conferences, meetings, fairs, seminars, etc. defined as events requiring physical travel to a destination), should be paid with a travel card. Travelers without a Travel Card will be required to use a personal credit card and be reimbursed through the Expense Report process. A receipt showing proof of payment will be required. An official itinerary from the hosting organization should be attached to the expense report. Per diem reimbursements will only be made with an attached itinerary or equivalent documentation from the organization hosting the event and confirming that meals and incidentals are not included.

20. Travel Meals

- a. Non-Reimbursable Meals
 - When the business travel does not include an overnight stay and a traveler's meal does not qualify as a "Business Meal" (see below), the meal is defined by the IRS as personal. Personal meals do not qualify for reimbursement.
- b. Reimbursable Meals
 - Meals incurred while traveling on University business will be reimbursed to the traveler on a per diem basis using the current Federal Standard Meal Allowance, only when overnight travel takes place. **Per diem expenses exceeding the GSA Daily Rate will not be reimbursed. This includes the Incidental Rate for tips and gratuities. Meals that are included in a conference fee are not reimbursable.** If meals are included in the conference fee but the traveler chooses to eat elsewhere, such expenses are not reimbursable. Meals for the first and last days will be paid at 75% of the current Federal per diem rate for that location.

- c. The Executive Director of Athletics may impose lower reimbursement levels for Athletic travel than those provided in the guidelines for University travel.
- d. Per Diem Meal amounts include gratuities and incidental expenses which include minimal tips given to porters, baggage carriers, house-cleaning, bellhops, bus drivers, tour guides, hotel maids, etc.
- e. The meal per diem amount is based on Federal Travel Regulations gsa.gov in effect at the time of travel and varies by city. U.S. per diem rates are typically set by calendar year. International meal per diem rates are revised more frequently, as often as monthly. When a trip includes more than one University business stop and the cities involved have different per diem rates, the per diem rate for each calendar day (beginning at 12:01 a.m. local time) is determined by the location of the lodging for that night.

21. Other Reimbursable Expenses

- a. Travelers may also be reimbursed for actual reasonable phone, copying, computer connection, and other necessary business costs as authorized by the Financial Manager or above. If the traveler is away from home for more than 5 days (3 days for Athletics) he/she may also be reimbursed for the actual expenses for laundry services.

22. Student Travel (Non-Athletic)

- a. Student travel is intended to support or enhance the educational mission of the University. University's Travel Guidelines apply to anyone who travels on University business, including students. Exceptions to the general Travel Guidelines, specific to students, are detailed below.
- b. All student travel under the auspices of the University or for which reimbursement is to be claimed must be approved before the fact by the President or designee. For this purpose, the President designates the Dean of the appropriate college for academic field trips and the Executive Director of Student Experiences and Residence Life for all other student travel.
- c. The Financial Manager or any Sponsor is required to have travel training in advance of the student travel at a minimum of 2 weeks in advance of the request and a minimum of 2 weeks prior to departure.
- d. Every group, team, and/or event travel request submitted must have an itinerary attached, including all estimated expenses for the trip. The itinerary must include the traveler names (faculty/staff and students), meals provided, and should include all fees, tips/gratuities and other service charges included in the travel. Team and/or group/class rosters are acceptable when applicable.
- e. If a student is traveling alone, they will complete the Travel Request, and must have a Concur profile that matches the traveler's identification exactly.
- f. No reimbursement shall be made for the cost of entertainment or alcoholic beverages.
- g. Public monies may not be utilized to fund, in whole or part, student excursions. Excursions shall be defined as travel off campus to an event or activity, which has limited or no direct educational value in which is primarily of direct personal benefit to those traveling.

- h. Prepayment for student conference registrations are paid by charging to a faculty/staff member's Travel Card. Conference payment receipt is required to be attached to the Expense Report.
- i. All other approval and reimbursement procedures detailed in the University Travel Guidelines shall apply to students.

23. Student Athlete/Team Travel

- a. Student-athletes, cheerleaders, student managers, student trainers, student coaches, and student staff are required to travel as representatives of the University to participate in athletic events, make promotional and/or community outreach appearances, or attend meetings. Any exceptions to the general Travel Guidelines specific to the students listed above are detailed below.
- b. All Athletic Department student travel must receive prior approval of the Executive Director of Athletics or designee. For this purpose, the Executive Director of Athletics designates the Athletic Business Manager for Intercollegiate Athletic travel.
- c. A Travel Request must be approved in advance. The Travel Request will be completed by the coach or a staff member. Every group, team, and/or event travel request submitted must have an itinerary attached, including all estimated expenses for the trip. The itinerary must include the traveler names (faculty/staff and students), meals provided, and should include all fees, tips/gratuities and other service charges included in the travel. Team and/or group/class rosters are acceptable when applicable.
- d. In the event of a last-minute travel (i.e., playoffs) when travel plans cannot be made in advance, arrangements will be made by the Athletic Business Manager with YSU Travel Services to expedite funds whenever possible.
- e. All NCAA rules will be followed in addition to the established University Guidelines for reimbursement.
- f. An exception to the University Travel Guidelines lies in the area of entertainment. NCAA Guidelines allow a coach to entertain the students while on travel status in certain instances. However, all entertainment expenses will be approved in advance by both the Associate Director of Athletics/Senior Administrator and the Athletic Business Manager and will be charged to the sport's Restricted Gifts (fundraising) account. A pre- or post-game meal or snack is also permitted in addition to the three meals provided.
- g. All other approval and reimbursement procedures detailed in the University Travel Guidelines shall apply to Athletic Department student travel.

24. Travel Advance

- a. Travel advances are limited to study abroad travel, student group travel and athletic team travel and are limited to the GSA Per Diem Rate or the University determined per diem rate. The Advance column must be completed on the Request and the Travel Advance Budget Worksheet must be attached. The Advance Request should be approved at least two weeks prior to the initial travel dates. The Travel Advance Budget Worksheet must be signed by the person requesting the advance. Travelers must return any advance amounts in excess of substantiated expenses no later than when the related Expense Report reconciliation is submitted. If the trip is canceled or the advance is not needed, the travel advance must be returned or repaid within 5 working days of the trip cancellation date. Failure to comply with these guidelines may result in denial of any further advances and/or a billing from the University to repay part or all of the entire advance.
- b. The **Traveler** is responsible for depositing any excess advances with the Bursar office and submitting the receipt with the Expense Report reconciliation.

25. International Travel Guidelines

- a. Travel to countries under [US Department State Advisory](#). The U.S. State Department maintains a list of countries for which travel advisories have been issued. The State Department's Webpage states: "**Travel Warnings** are issued when long-term, protracted conditions that make a country dangerous or unstable lead the State Department to recommend that Americans avoid or consider the risk of travel to that country. A Travel Warning is also issued when the U.S. Government's ability to assist American citizens is constrained due to the closure of an embassy or consulate or because of a drawdown of its staff." Warnings often apply only to specific regions of a country. Refer to the following [website](#) for current warnings U.S. Department of State current travel warnings.
- b. YSU has a Business Travel Accident Insurance Policy. Coverage provides \$100,000 for Accidental Death & Dismemberment for each employee while traveling on University business. For International travel, driver must obtain an International driver's license if required (available at local state BMV) prior to traveling. When driving Internationally, International car renter's insurance must be purchased.
- c. Information regarding Medical Claims while traveling abroad can be found on the YSU Human Resources [website](#) -YSU Traveling Abroad Instructions for Claims Handling. YSU provides International Workers' Compensation. Travel insurance policies exclude certain countries.

26. International Currency Exchange

- a. The U.S. dollar equivalent will be calculated by Concur on the Expense Report. If a copy of the traveler's credit card statement is included with receipts, reimbursement will be for the amount shown for the item on the credit card statement.

27. International Per Diem Rates

- a. The University's International travel per diem rates are based on the U.S. Department of State's International M&IE [International Per Diem Rates](#) and will automatically calculate once the proper steps are followed to enter the itinerary in Concur. Per Diem Meal amounts include gratuities and incidental expenses which include minimal tips given to porters, baggage carriers, house-cleaning, bellhops, bus drivers, tour guides, hotel maids, etc. **International per diem expenses exceeding the U.S. State**

Department Daily Rate will not be reimbursed. This includes the Incidental Rate for tips and gratuities. Meals that are included in a study abroad contract/agreement are not reimbursable.

28. International Travel Using Sponsored Funds

- a. Occasionally, some sponsored projects and contracts require that the sponsor's administrative officer approve all International travel in advance. When agency approval is required, the Principal Investigator (PI) should contact the Office of Research Services for assistance with writing a letter to the sponsor explaining the business purpose of the travel and the anticipated costs. Severine Van Slambrouck (Authorized Institutional Official) must counter sign this letter before it is submitted to the sponsoring agency. Written approval from the agency must be received before any travel-related costs are charged to the account. The Director of Research Services, or designee, must approve all requests for International travel reimbursement using Sponsored Funds.
- b. If using sponsored funds for air travel, the federal requirement (i.e., The Fly America Act) states that domestic grantees must use U.S. flagged carriers to the maximum extent possible when commercial air transportation is the means of travel between the United States and an International country or between International countries. This requirement should not be influenced by factor of cost, convenience or personal travel. The detailed implementation practices adopted to conform the Fly America Act may differ among federal agencies. Accordingly, individuals traveling abroad should consult agency guidelines and/or contact the Office of Research Services to ensure compliance with the respective agency requirements. Additionally, travelers on International trips sponsored by federal funds should use the University-preferred YSU Travel Specialist (x2391)/Concur Online Booking Tool/Direct Travel Agent¹ and inform the agent that they are subject to this Act when making airline reservations.

29. Travel Visa and Vaccination Costs

- a. Reimbursed by providing supporting documentation.

30. Study Abroad and International Travel by Students

- a. Visit the [IPO website](#) for the Center for International Studies and Programs.

31. Travel Card

- a. It is **highly recommended** that each traveler applies for a YSU Travel Card. Please allow a 2-week lead time for submitting application to delivery of card. The Travel Card is part of the Commercial Card Program administered by Procurement Services. Anyone using the Travel Card must follow the approved Travel Guidelines and those set forth by Procurement Services. The authorized travel cardholder may use the card only for his/her travel or business-related expenditures. Contact [Travel Services](#) for details.

32. Non-Employee Travel

- a. The University will not reimburse non-employee travel expenses when the individual performs only incidental duties during a business travel. Expenses for a non-employee may be reimbursed if they

¹ Utilization of Direct Travel Agent will result in additional fees assessed.

attend a function and have a significant role in the proceedings or are involved in fundraising activities, which constitutes a valid business purpose. Non-employee travel reimbursement requires pre-approval of the President or the President's designee.

33. Business Meals, Entertainment, and Other Business Expenses (AS PART OF TRAVEL)

- a. All Business Meals, Entertainment, and other business expenses must comply with the Business-Related and Entertainment Expense Guidelines [BRE Guidelines](#) posted on the [Procurement Services website](#). The time, date, place, business purpose and attendees will be entered on the Expense Report.
- b. If a business meal is claimed, then the traveler will not be reimbursed the per diem for that particular meal.
- c. Tips and gratuities exceeding 20% are disallowed and will not be reimbursed. A check request may not be used to request reimbursement for business-related entertainment expenses incurred during University travel.

34. Reporting and Documentation of Expenses

- a. After return from travel, completing the Expense Report is for the Traveler to submit their Expense Report through Concur within 30 days of completed travel. Enter **detailed comments** to prevent reimbursement delays. The approval of the Expense Report constitutes approval of travel expenses, as well as the reasonableness of the request for reimbursement. The Financial Manager or traveler's supervisor is responsible for reviewing the travel expense for compliance with policy and ensuring proper documentation is included. In situations where there is reason to believe the expenses may be inappropriate or extravagant, the Financial Manager or supervisor may deny or limit the reimbursement. Failure to submit Expense Reports timely may result in personal income tax implications.
- b. **The following documentation is required for payment or reimbursement to be considered. If submitting screenshots, please ensure they include details, i.e., date, amount, what was purchased and proof of payment.**
 - Air/Rail – Passenger receipt or e-ticket printout
 - Lodging – **Itemized** hotel receipt
 - All Credit Cards (personal or commercial) – **Itemized** receipts of purchase
 - Car Rental – Rental receipt
 - Business Meals/Entertainment – Receipt plus names of the individuals present, business affiliations, business purpose of the meal/meeting, date/place of the meeting and [BRE Form](#).
 - Travel Meals (per diem) – No receipt required
 - Conference/Registration Fee (if not prepaid) – Receipt showing proof of payment
 - WIFI – **MUST** request and have financial manager's approval for purchase via the traveler's Concur Expense Request, submitted and approved by financial manager before travel. WIFI costs may be estimated within the travel expense request if the costs are not known at the time. It is the financial manager's responsibility to ensure traveler is purchasing WIFI for a justifiable business expense. WIFI purchased for personal entertainment (streaming, You

Tube, etc.) will be considered a nonallowable, non-reimbursable expense, and must be purchased with personal funds.

- Travel expenses exceeding \$25 per expense require receipts (unless paid on Travel Card which requires receipts for all expenses)

35. Grant Funded Travel

- a. Travel funded by a grant must at a minimum follow YSU Travel Guidelines. When a grant has restrictions, the Traveler must follow the most restrictive policy. Travelers should refer to the grant agreement for possible additional restrictions and requirements for documentation and potential pre-approval. Please contact Grants Accounting for further assistance.

36. Non -Reimbursable Items

- a. **Non-reimbursables listed below are illustrative rather than exhaustive.**

- Alcohol beverages (except when Business-Related/Hospitality and charged to discretionary accounts)
- Personal entertainment expenses (e.g. airline headsets, airline, movies tours, sporting events)
- Personal items (e.g. pillows, snacks, reading material, electronic subscriptions, etc.)
- Meals without an overnight stay
- Meals included in conference fees
- Traffic fines, parking tickets and court costs
- Lost and overweight baggage
- Personal auto repairs, personal credit card annual fees, personal telephone charges
- Credit card interest charges due to traveler late filing for reimbursement
- Insurance for rental vehicles
- Transportation upgrade (airline, rail, rideshare vehicles, taxis, motor coach, bus, subway, etc.)
- Car Rental upgrades (luxury vehicles, GPS, satellite radio)
- Refueling/service charge (must **decline** at time of pick-up)
- Medical expenses
- Additional life insurance
- Travel interruption insurance
- Tips and gratuities exceeding the per diem rate (Business Related Meals up to 20%)
- Or any other expense not directly related to University Business travel.

- b. For specific instructions on entering a Travel Request, booking a trip, and entering and Expense Report – see the [Travel Services Webpage](#).