College of Liberal Arts
Travel Policy*

The College of Liberal Arts encourages Departments to support its faculty to engage in travel to give presentations at national and international conferences and to pursue research and/or professional development that will benefit the reputation of both the College and the respective Departments. The dollar amount available for travel shall follow individual departmental policies but is not to exceed $3,000 total per individual annually, except in extraordinary circumstances as approved by the Dean. Reimbursement for domestic travel shall not exceed $2,000 per domestic trip; international travel expenses are restricted to the maximum amount of $3,000.

If funds are available, individual departments can support travel of other than full-time tenure track and clinical faculty according to the following priorities and maximum dollar amounts, except for in extraordinary circumstances:

1. Graduate students to present papers at conferences, $500
2. Undergraduate students to present or conduct research, $250
3. Full-time instructors to present at reputable conferences, $500

NOTE: All travelers are required to adhere to established AU travel policies, available in full at http://www.auburn.edu/administration/business_office/policy_manual/travel.html

The most relevant information concerning allowable reimbursement from these guidelines is copied on pages 2 to 4 of this document (rates as of 06/09; for the most up-to-date rates consult the Payment and Procurement website above).

*This policy will be reviewed (and may be adjusted) annually. Maximum dollar amounts for reimbursement refer to departmental base budget funds and do not include travel expenses by contracts and grants.
Guidelines for in-state travel
If you travel overnight within the state on official business, you must claim per diem as required by state law. The per diem covers lodging, meals, and tips. No receipts are required. (70265) The reimbursement rate will be $75 per day.

When an overnight stay is not included, the reimbursement rate for meals is $11.25 for trips of 6-12 hours; $30 for trips over 12 hours in length. (70285)

If you elect to claim less than the established per diem rates, please note that on your voucher.

Out-of-state travel
For overnight trips out of state, you will be reimbursed for actual expenses up to $34 per day (meals and tips) without receipts. If actual expenses exceed $34 per day, you can be reimbursed up to $60 per day with itemized receipts for the entire $60. (70270)

Lodging is reimbursed at the actual single room rate, and an itemized receipt is required.

When you do not stay overnight, the reimbursement rate for meals is $11.25 for trips of 6-12 hours; $30 for trips over 12 hours in length. (70285)

Foreign Travel
Travel outside the United States is considered foreign travel. That includes travel to U.S. territories (such as Puerto Rico) or to neighboring countries (such as Mexico or Canada).

Actual lodging expenses will be reimbursed up to the maximum federal rate allowable in each city. Receipts are required.

Meals and incidental expenses will be reimbursed at the current federal M&IE rate for your destination. Receipts are not required.

Federal Rate Tables are available from the State Department. You may also obtain information from Procurement and Payment Services. Rates are revised monthly and reimbursement will be made at the rates effective during the actual travel days. You are strongly encouraged to check these rates prior to travel.

Meals and Incidental Expenses include payments such as tipping, baggage handling, and transportation to/from meals. Items handled separately from these limits include official telephone, telegraph, faxes, and cables; passports and visas (including photos); inoculations; birth and health certificates; transportation to/from the destination city; transportation on AU business within the destination city; airport parking; baggage and shipping charges. Receipts aren't needed for taxi, subway or local bus service. Receipts are required for all other allowable expenditures.

Personal travel for side trips will not be reimbursed.

Any "Per Diem" figures stated in contracts or grants will be used as maximum limits for reimbursement rather than a per diem since Alabama regulations prohibit per diems for travel outside the state (including international travel). Reimbursement will follow standard University travel policies and will be made at whichever rate is lower: the University rate or the rate set out in the contract or grant.

When crossing the International Date Line, compute the actual number of days on travel status not the number of calendar days.
USAID-related travel may lead to expenses not normally allowed by AU travel policy. Those may be paid and are not affected by standard AU travel regulations. Contact the Travel Auditors for guidance.

Allowable reimbursements in AU foreign travel policies may be lowered by the Department Head or other managing AU administrator.

Currency exchange fees may be claimed only when you are required to convert to/from U.S. currency. Provide a receipt and documentation of the host country's requirements on using local currency. You may not claim reimbursement for losses due to currency conversion.

Note: When traveling abroad, receipts need to be identified in U.S. dollars and foreign currency. The currency conversion rate should be noted. If you have questions, please call the Travel Auditors (844-7771)

Air Travel
Airline reservations are your responsibility and are to be made through your unit. Reimbursement will be made at the lowest logical standard or discounted rate for the period of business travel. Your travel itinerary, a copy of your credit card statement, and any other documentation provided by the airline are required for reimbursement of airfare. (70250)

Trips that include additional personal stops are not authorized.

Reimbursement for first-class airfare will be made only when a supporting statement is provided by the airline or travel agency stating that no lower rate was available.

For the most current rules and regulations regarding air travel, visit the web site for the Transportation Security Administration.

Payment of Airfare
Tickets may be purchased in advance and charged to your credit card. Copies of the credit card statement and travel itinerary should be attached to the travel voucher.

Airline tickets may also be either charged to your department (via direct bill from the travel agent) or charged to your AU VISA Purchasing Card. The original invoice (screen print, e-mail confirmation, etc.) and a copy of the travel itinerary should be attached to the travel voucher and/or Purchasing Card Reconciliations Form – BO 99-15.

In special circumstances, direct payment of airfare for a non-University employee may be approved by the Payment and Procurement Services supervisor. Request that by memo with a written justification for billing the university.

Airport Shuttle Service Reimbursement
Shuttle service between Auburn and the Atlanta airport may be billed to your department or paid by the traveler (paid receipt is required).

Personal Vehicle Reimbursement
The current state mileage rate is 50¢ per mile (effective 1/1/10). That covers all vehicular costs, including tolls, repairs, and fuel.

In-town mileage in the area where you are officially stationed will not be reimbursed. On rare occasions, employees with routine and frequent mileage while using their personal vehicle to conduct AU business within the Auburn city limits and/or the city limits of their home work base may be approved to receive reimbursement for such mileage on an exception basis with a letter of justification and approval from their supervisor. Requests for such reimbursement can be accumulated and submitted on a travel voucher when they exceed $25. A log
reflecting the date, purpose and associated odometer readings for each claim must be attached to any vouchers seeking reimbursement for same. Reimbursement is based on the shortest distance between Auburn and the destination, as reflected on MapQuest.com.

**Regional Airport Reimbursement Rates**
If you use your personal vehicle to drive to an airport for a flight or to pick up an official University guest, you will be reimbursed at a set rate (this doesn't include parking charges):

<table>
<thead>
<tr>
<th>Mileage</th>
<th>One Way</th>
<th>Round Trip</th>
</tr>
</thead>
<tbody>
<tr>
<td>74</td>
<td>Auburn to Columbus Airport</td>
<td>$18.50</td>
</tr>
<tr>
<td>104</td>
<td>Auburn to Montgomery Airport</td>
<td>$26.00</td>
</tr>
<tr>
<td>264</td>
<td>Auburn to Birmingham Airport</td>
<td>$66.00</td>
</tr>
<tr>
<td>200</td>
<td>Auburn to Atlanta Airport</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

**Airfare-in-lieu of Mileage**
If it is cheaper to fly, you cannot opt to drive and collect mileage outside a 1,200 mile round trip.

You will be reimbursed at whichever is lowest, the current mileage rate or the lowest discounted airfare. This is called airfare-in-lieu of mileage.

All airfare-in-lieu of mileage rates should be confirmed with the PPS Travel Auditor prior to travel.

**Rental Vehicles**
Rental vehicles may be used if approved by your supervisor. For reimbursement, attach you paid, itemized receipt to your travel voucher. Tolls and gas charges will be reimbursed. Gas receipts are required.

If you are using the vehicle for both personal and University travel, note the proportion of personal use on the voucher. The University will not pay for any day on which the vehicle is used for personal use.

**Insurance for Rental/Personal Vehicles**
Any AU employee renting a vehicle on University business within the United States, Canada or Puerto Rico **SHOULD NOT** take out insurance through vehicle rental agencies. Insurance coverage **SHOULD** be obtained when renting a vehicle outside the United States, Canada or Puerto Rico.

Your personal automobile liability insurance is your primary coverage when using your personal vehicle for university business. If your liability limits become exhausted following an accident, the university's insurance policy provides a second layer of excess liability coverage, provided the personal vehicle was used for approved university business.

If your insurance doesn’t cover business use of a rental vehicle, the University policy becomes the primary coverage unless other insurance is in place.

The University’s policy covers comprehensive or collision damage claims to rental vehicles **used for University business.** A $1,000 deductible for reimbursement to the rental agency is the responsibility of your department. Credit cards may also provide insurance coverage.