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I. GENERAL POLICY

All Personnel traveling under these procedures are expected to exercise prudent responsibility when committing University funds. Travel on business should be conducted at minimum cost for achieving the success of their mission. The traveler is expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling at his/her own expense.

The designated state travel agency will be responsible for accounting of all bonus miles obtained by state travelers. Bonus miles and/or other benefits accruing to a state traveler shall be the property of the State of Rhode Island. These bonus credits are to be used only for state business, not personal use.

II. APPROVED TRAVEL AGENCY

A. STATE-APPROVED TRAVEL AGENCY

The State of Rhode Island has approved a travel agency that will be responsible to make travel arrangements including airfare, car rental, and ground transportation for all individuals traveling on state related dollars (state, federal, restricted, etc.). The approved travel agency is:

Short's Travel Management
866.498.7436

Under the terms of the contract this agency will offer travelers the lowest applicable airfare, and ground transportation rates based upon the criteria of the travel as indicated by the traveler.

All personnel authorized to travel will be required to complete a traveler profile application and submit the completed profile to the state designated travel agency.

B. TRAVEL AGENCY ARRANGEMENTS

The traveler will be responsible to work with the approved travel agency to make the arrangements for the travel. An approved Travel Authorization Request (TAR) number and four digit department code will be required to confirm travel arrangements made with the approved travel agency. The approved TAR should then be forwarded to either the General Accounting Office, 103 Administration Building (for Kingston Campus) or GSO Accounting (for Bay Campus) or email to travel@etal.uri.edu.

The travel agency will charge all authorized airfare to the URI travel card. It is the requirement of the traveler to obtain receipts for all travel and attach them to the Travel Expense Voucher (TEV) even if the travel was prepaid using the University’s travel card.

C. OTHER TRAVEL ARRANGEMENTS
In some circumstances, the traveler may be able to get their travel arrangements using another method other than through the approved state travel agency. The traveler must have written documentation that the state travel agency could not meet the lower price. The University will only reimburse the traveler when proof of a less expensive travel arrangement has been made for the same itinerary. The traveler must attach a copy of the approved travel agency’s quote of the travel (cost). The traveler shall incur the cost of this travel and only when reviewed by General Accounting that the proof is adequate will reimbursement be made to the traveler through their TEV.

D. EXCEPTIONS

Those employees traveling domestic on sponsored research funding (Fund 500 and 110) and URI Foundation Fund (401) are not required to use the state travel agency and may be reimbursed for reasonable travel expenses as long as the TAR was approved prior to travel and the department made reasonable efforts to obtain the lowest fares. All international travel must be booked through the approved travel agency to assure we are in compliance with the Fly America Act.

III. TRAVEL AUTHORIZATION REQUEST (TAR)

A. SUMMARY OF ADMINISTRATIVE PROCEDURE

An employee traveling on University business that has been authorized by his/her department Dean, Director, Department Head, and if applicable Provost or Vice President to travel out of state for business purposes shall use the approved travel agency to procure all transportation for the business trip. Each traveler must complete the Travel Authorization Request (TAR) prior to the travel. No out-of-state travel will be reimbursed unless an approved TAR is on file. The TAR form is available on the Controller’s Forms Website.

The TAR is a document that provides pre-approval of a trip and a request for a travel advance in one form. In addition, if travel is pre-approved, reimbursement requests need not go through the same approval process if final costs are within the estimated amounts. This should allow reimbursement to the traveler to occur as rapidly as possible.

Failure to comply with the travel policy may result in non-reimbursement of travel expenditures.

B. DETAILED PROCEDURES

Make sure that you read the entire travel policy. Questions can be emailed or forwarded to any of the Travel Pre-audit Clerks, the Accounting Manager or the Associate Controller.

The traveler will complete and check boxes on the TAR as they begin to plan the trip. Forms are available on the Controller’s website. As the traveler estimates transportation, meals, lodging per diem and incidental expenses, there are locations provided to summarize the costs. The traveler is able to do preliminary work with the approved travel agency if
necessary to estimate the costs of transportation. When complete, both the traveler and the approver will have a more complete picture of the total costs associated with the trip. Once the form is complete, it should first be approved by the appropriate Dean, Director, Department Head, and if applicable Provost or Vice President (and Office of Sponsored Projects, if the travel is related to a Sponsored Research Project Fund 500 and/or cost share). If travel is charged to URI Foundation Fund (401), approval is required.

The approved TAR must be forwarded to the Accounting Department for processing. When the traveler signs the TAR, they are also certifying that they understand the travel policy and will adhere to the travel policy. A check box has been provided if the traveler wants to be notified by General Accounting once the approved TAR has been received.

After all necessary approvals have been received, the traveler can make any necessary travel arrangements. Conference registrations can be paid two ways, first using the employee’s PCARD or sending two (2) copies of the registration form to Accounting on an Invoice Voucher so Accounting can prepay the registration fee. If the conference registration is to be prepaid using the employee’s PCARD, indicate this on the TAR and attach a copy of the paid registration with the TEV.

If requesting a travel advance in accordance with the travel advance policy, complete the Advance section and check the advance box on the form. The Travel Clerk will process the request for the travel advance. Please be sure to provide the Travel Clerk with at least 10 business days’ notice to issue the travel advance. See Travel Advances.

C. CANCELING A TAR

An encumbered TAR can be cancelled, as long as there have not been any expenses incurred. When submitting a copy or email of the cancelled TAR to the General Accounting Office, indicate that the trip has been cancelled and that no expenses have been incurred.

D. AMENDING A TAR

If the chartfield strings on the TAR change significantly and the travel has not taken place, then the TAR may be amended to show the new chartfield strings. If the travel has taken place, the TEV may show the new chartfield strings as long as they are clearly identifiable and the traveler obtains the necessary approval signatures (i.e.; Dean, Director/Department head, Provost or Vice President if applicable). If travel is on Sponsored Projects or URI Foundation funds, those offices need to approve.

IV. AIR TRAVEL, DOMESTIC AND FOREIGN

A. STATE-APPROVED TRAVEL AGENCY

The State of Rhode Island has approved a travel agency that will be responsible for travel arrangements including airfare, car rental, and ground transportation for all employees.
traveling on state related dollars (state, federal, restricted, etc.). See APPROVED TRAVEL AGENCY

B. COMMERCIAL AIR TRAVEL

Assuming reasonable accommodations for personal convenience and safety, URI travelers must book the lowest-priced fare available for both domestic and foreign travel, regardless of funding source. Cost in excess of the lowest-priced fare will not be paid by URI. If a traveler chooses an upgrade over the lowest-priced fare, it is the responsibility of that individual to pay the difference between the lowest-priced fare available and the upgrade amount. Lowest price fare needs to be documented by written quote from the State Travel Agency.

1. Lower airfare is often possible if the traveler departs a day early, stays an extra day, or stays over Saturday night. URI will reimburse the additional lodging, meals, and other costs related to the overnight stay providing the total costs do not exceed the amount saved on airfare. The cost savings must be documented.

2. When possible, reservations should be made as far in advance as needed to take advantage of advance purchase discounts. This is often one month in advance.

3. URI will not reimburse for the value of frequent flyer miles used for URI travel.

4. If the traveler uses an indirect route or interrupts travel via direct route for personal convenience or vacation, any additional expenses above the lowest-priced fare available for a direct route will be borne by the traveler. The traveler must include a quote from the state travel agency that indicates the cost of the business portion of the trip.

5. If first-class or business-class travel is used for all or part of a trip because this results in lower travel costs for the entire trip, the cost savings must be documented.

6. Airline tickets are often non-refundable. The traveler is responsible for analyzing the cost and risks associated with this type of ticket. The traveler should weigh the risk of not using the ticket against the benefit of the reduced cost of the ticket.

7. If a trip is cancelled for reasons beyond the control of the traveler (e.g., conference cancelled, etc.), the business manager, department director or Office of Sponsored Projects will determine who will pay for costs expended to date.

8. Baggage Fees: Checked baggage policies and fees vary by airline, frequent fliers status booking class, bag size, and weight. Fees may apply if 1) you plan to check a bag, 2) you plan to carry sports equipment or an odd-shaped item, or 3) your bag exceeds airline weight limits. The State of Rhode Island has modified the travel policy for baggage fees. Following the State policy, URI will pay the fee (if any) for the first bag only. An exception will be made if an employee has to carry other items for their trip, has a medical problem that will require more than one bag per employee to be checked, or the 1st bag exceeds the weight limit. If additional fees are related to University business, provide explanation for the additional fees and business purpose. Please seek prior-approval with your department head for an exception before making travel arrangements.

C. PRIVATE AND RENTAL PLANE PROHIBITED
URI travel by employees, as pilots or passengers, via their personal aircraft or a rented/leased aircraft is prohibited because URI is not adequately insured for these risks. These travel costs will not be reimbursed.

D. SPONSORED PROJECTS FOREIGN TRAVEL

Employees shall use U.S. Flag air carrier where travel is performed by commercial air transportation between the United States and a foreign country or between foreign countries. The Comptroller General of the U.S. issued a decision on September 25, 1991 that travel under a ticket issued by a US flag air carrier which leases space on a foreign air carrier under a code-share arrangement is allowable if the tickets are purchased from the U.S. flag air carrier. This applies to travel funded by Federal Grants and Contracts. (See II Approved Travel Agency Section D. Exceptions).

The Office of Sponsored Projects shall be consulted when foreign travel is contemplated in connection with sponsored research work. See 2CFR Part 200 “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”, for rules pertaining to costs allocable to federally sponsored agreements.

The federal government has been concerned about international travel and the risks of export control violations which range from bringing sensitive equipment or data outside of the US. During foreign travel, researchers often interact with individuals and entities from foreign countries that may be subject to restrictions under the U.S. export laws and regulations and to export both items and technical information that may be controlled. Sponsored research investigators must complete the International Travel for Sponsored Research Form (rev. 10-2015) when submitting a TAR for approval to the Office of Sponsored Projects.

The Office of Research Integrity and the Office of Sponsored Projects can assist faculty and staff navigate and understand the export control laws and regulations as they relate to their work at URI. For more information, please see the Division of Research & Economic Development Foreign Travel webpage.

E. AIRPORT BUSES, PARKING, SHUTTLES, AND TAXIS

Travelers must use the most cost-efficient means of travel to and from airports, with due consideration for reasonable personal convenience and safety as well as URI business concerns. Public transportation and carpooling are encouraged.

Travelers may use the "Park and Fly" parking lots at or near airports after consideration of the cost and convenience of alternative transportation. Cost savings of "Park and Fly" over alternative transportation must be documented for travel exceeding 10 days.

Travelers must use complimentary shuttle service to and from the airport if provided by hotels or conferences. Lacking such service, travelers must use regularly-scheduled buses or taxis between airports and hotels. Auto rentals should be considered only in the absence of less expensive modes of transportation providing reasonable convenience. Documentation of
reasons why lowest-cost mode of transportation was not used is required when requesting payment for more expensive method with recognition given to the value of an employee's time. See RENTAL AUTOMOBILE EXPENSES

F. REQUIREMENT FOR RECEIPTS

URI requires receipts for all travel costs including prepaid expenses. Receipts for airfare, car rental, ground transportation, etc., must be obtained even if the charges were paid by the University’s travel card. Original receipts for travel expenses paid with the URI PCard should be submitted with the monthly PCard reconciliation and copies should be submitted with the travel expense report (TEV).

V. RENTAL AUTO

A. URI AUTOMOBILE RENTAL CONTRACTS

Travelers will avail themselves of shuttle buses and all other means of public transportation to the extent practical. The use of an automobile rental will be allowed when economically feasible and/or necessary to accomplish the travel mission. A Rental Vehicle Justification Form must be submitted with the TAR explaining the need for a rental car. The traveler should use prudent judgment when selecting a car.

B. OBLIGATION OF THE TRAVELER

The following are obligations of the traveler when renting a vehicle to conduct University business:

- Possess a proper license to operate the vehicle being rented
- Wear seat belts; unless expressly excused in writing for medical reasons by a physician
- Obey all laws
- Transporting hitchhikers is prohibited
- Consuming drugs or alcohol before or while operating vehicle is prohibited
- Complete a report of any vehicle damage and advise agency immediately

C. INSURANCE COVERAGE

Should it be necessary to rent an automobile, the traveler is required to obtain the necessary insurance coverage as to limit the University from liability. The state has corporate rates with Enterprise/National, which include “Collision Damage Waiver (CDW). Car rental collision or personal injury insurance is not reimbursable. Additional information on insurance coverage can be found on URI Risk Management website including Rental Vehicle Policy and Auto Rental Insurance Form which must be completed no later than 4 business days prior to the start of the rental period.

D. PAYMENT
If rental expenses are to be direct billed from Enterprise/National to the University, rental cars must be reserved using the approved travel agency. See APPROVED TRAVEL AGENCY. When completing the TAR, a completed rental vehicle justification form must be included.

E. OPERATING EXPENSES

1. Reimbursable expenses include rental fees, gasoline charges, parking and tolls. Actual receipts must be obtained for all charges even if paid in full using the URI Travel Card or PCard.
2. Travelers shall fill the fuel tank of the rental car prior to returning to the leasing company.
3. Non-reimbursable expenses include parking tickets, fines and penalties, towing charges, accidents, theft, and purchased insurance.

VI. PERSONAL AUTO

A. USAGE GUIDELINES FOR PERSONAL VEHICLES

1. When campus owned or leased vehicles are not available, employees may use their personal car for business purposes if it is less expensive than renting a car, taking a taxi or bus, using alternate transportation, or to save time.
2. Personal vehicles used for URI business should be adequately insured for public liability insurance protection. Travelers are responsible for insuring their own vehicles. Travelers will not be reimbursed by URI for collision losses that occur during business use of a personal vehicle. In the event of an accident, the owner's personal insurance provides coverage and the owner is personally responsible for any deductible payable. URI does not provide any coverage for comprehensive or collision for personal vehicles used on business.
3. Carpooling is encouraged.
4. Use of URI-owned or leased vehicles is encouraged when appropriate.
5. A traveler who elects to drive to a location with available air service will be reimbursed the lesser of: (a) the amount using the rules for reimbursement as indicated below, or (b) the sum of the lowest available airfare plus the cost of transportation to and from the airport. Additional costs of lodging and meals during the period of travel in excess of reasonable equivalent air transport will not be reimbursed.
6. Travel from an employee's residence to campus is considered a commuting expense and is not reimbursable.

B. REIMBURSEMENT

1. Travelers will be reimbursed for business use of personal vehicles at the approved mileage rate in effect at the time of travel by the State of Rhode Island Office Accounts & Control. The URI Controller's Travel Website has the current rates. URI reimburses
for actual mileage using the **most direct route**. If the employee is leaving from home or campus on a normal workday, he/she may claim mileage from home or campus, whichever is less. For travel on other than a normal workday, the employee may claim mileage from home. Adequate records must be maintained to document mileage claimed.

2. Tolls, ferries, and parking expenses incurred while on business travel are reimbursable in addition to the mileage allowance. Personal use, parking tickets, traffic fines and penalties, towing charges, accidents and theft losses are not reimbursable. Please make sure all receipts are retained for reimbursement. Reimbursement will not be made without adequate receipts.

3. The standard mileage allowance is in lieu of all actual operating expenses such as fuel, oil, towing charges, repairs, tires, insurance, accident deductibles, etc.

4. All claims for personal vehicle reimbursement must be received **within 90 days** of the last day of the month in which the travel occurred. If not reported on a TEV, must complete a [Mileage Reimbursement Form](#).

### VII. LODGING

#### A. HOTEL ACCOMMODATIONS

1. Allowable lodging cost is generally based on the least expensive available rate for single occupancy in moderately-priced, safe accommodations given reasonable personal convenience.

2. An employee may stay at a place where lodging costs exceed the cost of a room at another hotel in the area if (a) in the case of a meeting or conference and staying at the meeting site, enables the employee to gain professional benefits due to interaction with other attendees, or (b) results in a lower overall trip cost to URI as a result of reduced transportation or other costs.

3. The cost of lodging for overnight travel within 55 miles of the traveler's place of business is not an allowable cost unless the circumstances necessitating such overnight travel are fully documented as to the compelling business purpose and approved in writing by the department head responsible for authorizing the travel. Potential criteria for approval may include extremely late night or early morning job responsibilities or excessive travel time due to extreme traffic or weather conditions.

4. When possible, reservations should be made as far in advance as needed to take advantage of advance purchase discounts or a special conference rate. This is often one month in advance.

5. Travelers are encouraged to use their memberships in AAA, AARP, or other groups to obtain discounts which exceed those otherwise available.

6. The traveler should consider using a personal telephone card to charge calls since this can be considerably cheaper than having the hotel bill the traveler for calls made from a hotel room. Only necessary business telephone calls, fax transmission and internet connections will be reimbursed when supported by actual receipts.
B. CANCELLATION OF ACCOMMODATIONS

1. The traveler is responsible for the cancellation of room reservations if a trip is canceled.
2. URI is not responsible for any charges or penalties resulting from the traveler's failure to give proper notice of cancellation.
3. Travelers should remember that cancellation deadlines are based on local time at the destination hotel.
4. Travelers should request and record the cancellation number in case of a billing dispute.
5. URI will pay for costs resulting from cancellations due to circumstances beyond the control of the traveler.

C. RECEIPTS FOR LODGING

1. Travelers must submit all original, itemized receipts to support lodging expenses claimed.
2. A credit card charge slip, photocopy, or fax copies are not considered acceptable substitutes for original receipts.
3. The hotel receipt should indicate the name and location of the hotel and the dates of occupancy.
4. If original travel receipts are not available, the traveler may submit other evidence (i.e., photocopies or faxed copies of itemized lodging receipt) so long as the claim is accompanied by a signed statement indicating the traveler has lost the original receipts and have not and will not submit the same expenses for reimbursement at another time or from another source.
5. Personal expenses on lodging receipt will be disallowed on travel expense voucher as necessary.

D. LODGING PER-DIEMS WHEN STAYING WITH FRIENDS OR FAMILY

The intent of the family/friend lodging per diem is to reimburse travelers using non-commercial facilities (e.g. staying with friends or family members) and should result in an economic benefit for the university. The daily per diem is $25. No receipts are required. It is intended that the non-commercial lodging rate apply for any overnight stay away from home that does not take place in a commercial lodging facility, and which is provided for the employee.

The cost of lodging for overnight travel within 55 miles of the traveler's place of business is not an allowable cost unless the circumstances necessitating such overnight travel are fully documented as to the compelling business purpose and approved in writing by the department head responsible for authorizing the travel. Potential criteria for approval may include extremely late night or early morning job responsibilities or excessive travel time due to extreme traffic or weather conditions.
VIII. CONFERENCE FEES/REGISTRATIONS

The preferred method of paying a conference or registration fee is by the employee PCARD. An approved TAR must be in place before paying a conference or registration fee. Indicate on the TAR that the fee(s) will be paid on a PCARD and indicate the PCARD holder name in the Comments section. If you do not have a PCARD, process the fees on an invoice voucher for prepayment. Attach 2 copies of the conference/registration form and forward to the General Accounting Office along with the approved TAR at least 15 days prior to the due date. No guarantee can be made if the invoice voucher is received after 15 days. Employee can personally pay cost, provide original receipts and request reimbursement on TEV.

IX. PER DIEM RATES, STATE, DOMESTIC AND FOREIGN

Only overnight travel will be eligible for meal reimbursements on State, Federally funded and URI Foundation Fund (401) travel.

A. STATE MEALS AND INCIDENTAL EXPENSE PER DIEM RATES

The allowance is a flat rate up to $30 per day based on departure and arrival times. If the traveler’s scheduled departure time is before noon, they will receive $30.00 for the first day of travel. If the traveler’s scheduled departure time is after noon, they will receive $15.00 for the first day of travel. If the traveler’s arrival time is scheduled before noon, they will receive $15.00 for the final day of travel. If the traveler’s arrival time is scheduled after noon, they will receive $30.00 for the final day of travel. There will be a $5 incidental expense per diem for gratuities paid for the following types of services: baggage carrier tip, hotel room cleaner tip, taxi driver tip, valet services tip and coat checker tip.

B. FEDERAL MEALS AND INCIDENTAL EXPENSE PER DIEM RATES

For the first day of travel, if the departure time is prior to the normal business start time of 8:00 am, the traveler will receive 100% of the federal per diem. Otherwise, the traveler will receive 75% of the federal per diem. For the last day of travel, if the arrival time is after the normal business hour of 5:00 pm, the traveler will receive 100% of the federal per diem. Otherwise, the traveler will receive 75% of the federal per diem.

For all other days, meals are reimbursed in an amount not to exceed the standard (i.e. per diem) meal allowance unless an exception has been granted. The allowance is based on the federal meals and incidental expense (M & IE) per diem rates in effect for the locality of travel on the date of travel. Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the rate is where lodging is obtained. Use of these rates eliminates the need for substantiating actual meal costs. Per diem rates vary by city. The federal continental U.S. rates are usually updated annually, most often in October. Foreign meal per diem rates may be adjusted on a monthly basis.
The General Services Administration of the U. S. Government and U.S. Department of State establishes the meals and incidental expense (M & IE) per diem rates.

- [US General Services Administration link (domestic)]
- [US Department of State link (foreign)]

WHEN FEDERAL PER DIEM RATES MUST BE ADJUSTED:

1. Reimbursement should not be requested when traveling on federal funds for meals provided as part of the registration/conference fee, or provided free of charge by a hotel. No reimbursement will be made for alcoholic beverages.
2. Reimbursement should not be requested when traveling on federal funds for meals or per diem when a colleague, vendor, or other third party pays for a meal or meals.
3. If an University employee is purchasing a group meal, they must specify the business purpose of the meal, the names of the individuals attending and their affiliation to the University.
4. When there is a 2 or more hour layover on airline travel or travel by car, the meal per diem may be adjusted to the city rate for the city that the traveler is in at the time of the layover.
5. Airline supplied meals will not reduce per diem rate.

C. MEAL ALLOWANCE FOR FOUNDATION FUNDS (401)

Those employees traveling on Foundation Funds (401) can be reimbursed for reasonable meal costs when original detailed receipts are submitted. State meal allowance applies if original receipts are not submitted.

X. TRAVEL ADVANCES

A. SUMMARY OF ADMINISTRATIVE PROCEDURE

This procedure pertains to all advances for the purpose of travel; the procedure establishes advance amounts and requires timely accounting by employees or funds may become taxable to employee.

B. CURRENT POLICY

In the case where this may be a hardship on the traveler, an advance may be requested by the traveler for the estimated amount of the hotel using the TAR. If the traveler has an outstanding advance or open TEV, advance requests will not be allowed.

C. EXCEPTIONS

In some circumstances a cash advance may be issued for international travel to cover the cost of the traveler’s per diems and hotel.
No cash advances will be made to travelers for airline, train or car rental unless special permission has been granted by the State of Rhode Island Controller’s Office, the Vice President of Administration and Finance or the URI Controller.

D. REGULATIONS

1. Substantiation - The employee is required to submit the detailed travel expense voucher (TEV) with original receipts within 10 business days of returning from the travel to the Accounting Office.

2. Unspent Advance Must Be Returned - Employees are required to return to the employer any amount advanced that is in excess of the substantiated expenses at the time the TEV is submitted to Accounting.

3. Substantiation - All travel expenses must be substantiated with appropriate supporting documentation (original receipts) on an itemized TEV in accordance with URI’s travel policy.

4. Responsibilities of Employees Requesting Advances - Employees failing to return unused URI cash advances and/or proper substantiation within 10 business days will be subject to payroll deduction of the amount unreturned/unsubstantiated after adequate written reminders have been given to the employee or reported as taxable income. Employees with outstanding advances are not eligible to receive additional advances for any other business purposes.

E. ADVANCES TO NON-EMPLOYEES

Cash advances will not be made to persons who are not currently affiliated with URI. Students when functioning in an official capacity and student organizations on each campus are considered affiliated with URI. Consultants are not considered affiliated with URI. Alternatively, a status employee of URI is required to sign for an advance on behalf of the student or non-employee; however, the employee so doing is fully responsible for the full amount of the advance and subject to the collection procedures cited above. Business travel expenses such as airline tickets must be made through the URI approved travel agency via URI TAR and will be paid using the URI Travel card. Cash advances will not be given for airline travel.

XI. THIRD PARTY PAYERS

Adhere to the following policies if a third party will be responsible for the costs of a trip by a University employee.

If the third party will pay common carriers, hotel(s) and car rental agency directly and reimburse the employee directly, the employee may use the designated state agency or any other travel agency of his/her choosing or travel agency designated by the third party.
If the third party will reimburse the state directly for the costs of the common carriers, hotels, car rental agencies, and meals and other travel costs, the employee must use the designated travel agency only.

Travel Authorization Request Form is still required. If third party is only paying a portion of the travel, the traveler needs to indicate costs being paid and provide documentation with TEV.

XII. NON-EMPLOYEE TRAVEL

Non-employees of URI including but not limited to principal investigators, job applicants and guest speakers incurring URI business-related travel expenses are subject to the same travel guidelines that are applicable to URI employees. These non-employees are not required to use the state travel agency but will only be reimbursed for reasonable travel expenses. The non-employee will be expected to comply with all guidelines and policies stated in this procedure and will be reimbursed based on this procedure.

Reimbursement of travel for subcontractors, consultants and self-employed contractors can be reimbursed as long as the costs are included within the scope of the contract and included on purchase order. Detailed receipts may be required. URI should not be required to make arrangements for their travel.

XIII. NON-REIMBURSABLE TRAVEL EXPENSES

The following items are generally not reimbursable. Note: This list is not all-inclusive.

1. Alcoholic beverages (exception, URI Foundation Funds)
2. Portion of federal per diem for conference meals paid as part of registration fee, provided by the hotel or another
3. Movie rentals, theater tickets, newspapers, magazines, prescriptions, over-the-counter drugs, etc.
4. Trip/Flight insurance
5. Parking tickets and fines for traffic violations
6. Personal expenses
7. Personal portion of airfare while on URI business
8. Personal use portion of an auto rental for URI business
9. Repairs or towing of personal vehicles used for URI business
10. Expenses incurred by spouses, partners and families
11. Costs of golf outing, awards, luncheon, dinner, tours which is separate from the conference/registration fee
12. Personal aircraft usage
13. Extra baggage charges for personal items, such as golf clubs, skis, etc.
14. Childcare or pet care costs
15. Loss or theft of cash advance money or airline tickets
16. Locksmith charges
17. Lost baggage, luggage, and briefcases
18. Souvenirs and personal gifts
19. Health club fees

**XIV. TRAVEL EXPENSE VOUCHER (TEV)**

**A. ADMINISTRATIVE PROCEDURES**

The URI Travel Expense Voucher (TEV) should be completed by the traveler within 10 days of completing the trip. This form is available in an Excel format and can be obtained either through the Controller's Travel Website.

**B. REIMBURSEMENTS**

Upon returning, the traveler must file a travel expense voucher (TEV) for reimbursement of the following expenses:

- Conferences/Registration fees, if prepayment was not requested
- Meal Allowances and Incidental Expenses Per Diem
- Parking Fees, Toll Expenses
- Shuttle and/or Cab Fares
- Other expenses with justification

The traveler must include the following with the reimbursement request:

- Travel Itinerary (hotel, air and car rental)
- Tickets or Ticketless Itinerary from the airline
- Baggage Fee Receipt (1st bag per traveler, each way only, if applicable)
- Hotel detail bill (from the actual hotel)
- Agendas/Proof of Attendance
- Auto rental receipts
- Taxi/shuttle receipts
- Parking receipts
- Justifications for any exceptions that were made (including extra night accommodations)
- Other supporting documentation

Upon review of the employee expense report and travel expense voucher, the Controller's Office will process the payment to the employee.

**C. AUTHORIZATION OF ACCOUNTING OFFICE TO MAKE CHANGES**
The URI Controller’s office is responsible to audit and process travel claims in accordance with URI and applicable State and Federal regulations. Items on TEV’s not presented in accordance with regulations or not properly supported by receipts where required will be disallowed.

**D. PREPAID EXPENSES**

All expenses from the travel should be itemized on the TEV including those expenses that have been prepaid by the URI travel card and prepaid using the Employee’s PCARD or Invoice Voucher form. When it is a prepaid item, please reference the type of payment, the dollar amount, and indicate “prepaid” in the amount column. All other amounts entered should be for out-of-pocket reimbursable expenses. On the bottom of the TEV, right hand side is a space where you can enter in any advances and/or prepaid expenses. The net amount will be what the University owes the traveler, or what the traveler owes the University.

**E. RECEIPTS**

All original receipts must be attached in order for the TEV to be reimbursed. Any travel expenses that are not properly documented will not be reimbursed.

All original receipts and related documentation submitted with the TEV must be taped, one side only, to an 8½” by 11” sheet of paper. Copies of itemized receipts paid by traveler’s PCARD must be attached.

**F. SIGNATURES**

Once completed, the TEV needs to be reviewed and signed by the traveler or person with signature approval.

The traveler’s signature (employee and non-employee) is not required on TEV reimbursements as long as the TAR has all the required signatures.

If the TEV exceeds the cost of approved travel on the TAR, appropriate approval signatures are required, including Office of Sponsored Projects (Fund 500) or URI Foundation (Fund 401) if utilizing these funds.

**G. DIRECT DEPOSIT OF TRAVEL REIMBURSEMENTS**

We recommend that travelers sign up for direct deposit of their travel reimbursement. This facilitates the reimbursement process and travelers are notified by a remit advice that is emailed to them when the funds are available in their designated account. [ACH Payment Authorization Form](#)