

Travel Policy

Policy Title	Travel Policy
Policy #	02-01
Policy Owner	Office of the Controller
Responsible Office	Office of the Controller
Contact Information	Questions about Policy content should be directed to the Office of the Controller 874.2378
Approved By	Vice President for Administration and Finance
Effective Date	August 1, 2018
Next Review Date	December 31, 2019
Entities Affected by Policy	Staff, faculty, research, students, or affiliates traveling on behalf and funded in any part or manner by the University of Rhode Island.
Who Needs to Know About this Policy	Faculty, research staff, administrative staff, students, or affiliates traveling on behalf and funded in any part or manner by the University of Rhode Island.
Definitions	<p>Appropriate – An expense that is suitable or fitting for a valid business purpose.</p> <p>Allowable Expense – A necessary, reasonable, and appropriate expense incurred for the primary benefit of University business and therefore permitted to be reimbursed or directly charged based on the permission of the University or by the terms of federally or privately sponsored agreements.</p> <p>Approved Travel Agency (Travel Agency) – The travel agency designated by the University from time to time that is responsible for making travel arrangements including airfare, lodging, car rental, and ground transportation for all individuals traveling on University funding (state, federal, restricted, etc.)</p> <p>Business Travel – Travel for the purpose of conducting business for the sole benefit of the University.</p> <p>Expense Report (ER) – The form submitted by a University employee, student, or affiliate to account for travel-related expenses and to request reimbursement of University-related expenses paid with personal funds.</p> <p>State Per Diem – An allowance determined by the State of Rhode Island to cover meals and incidentals while traveling for business purposes.</p> <p>Federal Per Diem – An allowance determined by the U.S. Government to cover meals and incidentals while traveling for business purposes on federally or privately sponsored agreements only.</p> <p>Reasonable Expenses – Expenditures that demonstrate prudence, good judgement, and due diligence and reflect moderation and defensibility to an impartial observer.</p>

	<p>Accountable Plan – To be an accountable plan as defined by the IRS, an employer’s reimbursement or advance arrangement must include all of the following rules:</p> <ul style="list-style-type: none"> • The expenses must have a business connection • Expenses must be adequately accounted for within a reasonable amount of time • Any excess reimbursement or advances must be returned within a reasonable amount of time <p>Preferred Auto Rental Agencies – The auto rental agencies designated by the University from time to time as preferred agencies for domestic auto rentals.</p> <p>Traveler – Faculty, research staff, administrative staff, students, or affiliates of the University of Rhode Island traveling on behalf and funded in any part or manner by the University of Rhode Island.</p> <p>Travel Authorization (TA) – The form that is initiated by the prospective traveler and approved by his or her supervisor and applicable signing authority to authorize the proposed travel.</p> <p>University TCARD – University sponsored Employee Travel VISA credit card.</p>
<p>Statutes, Regulations, and Policies Governing or Necessitating This Policy</p>	<p>State of RI Out of State Travel Policy A-22 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Fly America Act – Sponsored Research Only Division of Research and Economic Development Office of Research Integrity and Export Controls US General Services Administration link for Domestic Meal Per Diem (Sponsored Projects only) US Department of State link for International Meal Per Diem (all funds)</p>
<p>Reason for Policy/Purpose</p>	<p>This policy provides guidance to travelers at the University of Rhode Island regarding requirements for air travel, surface transportation, lodging, and meal per diem for all University employees and/or those individuals utilizing University funding for domestic or international travel.</p>
<p>Abstract</p>	<p>Travel is often necessary to conduct University business and therefore the University expects to incur reasonable, necessary, and prudent travel expenses. Travel expenses paid by the University must be properly authorized, appropriately and clearly documented, have a clear business purpose, and comply with the guidelines of this policy.</p>
<p>Forms Related to this Policy</p>	<p>Relevant forms are included within the body of the TA.</p>

Policy Statement

I. GENERAL POLICY

Travelers are expected to exercise prudence when committing University funds. Travel for University business should be conducted at the minimum cost necessary for achieving the mission-related objective of the travel. Travelers are expected to exercise the same care incurring travel expenses that s/he would exercise if traveling at his/her own expense.

II. APPROVED TRAVEL AGENCY

A. UNIVERSITY OF RHODE ISLAND TRAVEL AGENCY

The University of Rhode Island has approved a travel agency that will be responsible to make domestic and international travel arrangements for staff, faculty, research staff, students, or affiliates traveling on behalf and funded in any part or manner by the University of Rhode Island.

Under the terms of the contract, the travel agency will offer travelers the lowest applicable airfare and ground transportation rates based upon the criteria of the travel as indicated by the traveler. Information regarding the currently designated travel agency, the firm's contact information, and how to book travel can be found on the University of Rhode Island Controller's website. <https://web.uri.edu/controller/travel/>.

B. AGENCY ARRANGEMENTS

The traveler must use the travel agency to make the arrangements for the approved travel. An approved Travel Authorization (TA) number and four digit department code will be required to confirm travel arrangements made with the travel agency. ***No travel can be committed to or purchased without an approved TA.***

C. OTHER TRAVEL ARRANGEMENTS – DOMESTIC TRAVEL ONLY

Travelers may make domestic travel arrangements without going through the travel agency if s/he can provide written documentation that the firm price offered on the same day by an alternative travel arranger for the same itinerary is lower than that offered by the travel agency. **The University will *only* reimburse the traveler when proof of a less expensive travel arrangement has been made for the same itinerary and with quotes received on the same day.** Failure to follow this policy may result in non-reimbursement of the travel expense.

D. BUSINESS MIXED WITH PERSONAL TRAVEL

Occasionally a traveler may take a trip that includes both personal and business travel or the trip may originate from another location because of personal reasons. Travelers should exercise special care not to seek reimbursement or charge expenses that could be construed as personal.

The traveler is responsible for documentation to prove that any personal travel did not result in additional costs for the University. The traveler must provide comparable price quotes from the travel agency to document the difference in cost. These comparable quote must be obtained at the same time that the travel reservation is booked. Hotel charges, parking, and rental car charges for personal reasons must not be charged to the traveler's TCARD. It is strongly encouraged that business mixed with personal travel be charged to the traveler's personal credit card and reimbursement be requested for the business portion only via an Expense Report.

E. EXCEPTIONS

Domestic Travel: Those employees traveling **domestically** on sponsored research funding and URI Foundation Fund (401) are not required to use the travel agency and may be reimbursed for reasonable travel expenses

as long as the TA was approved prior to travel and the employee made reasonable efforts to obtain the lowest fares.

III. REQUIREMENT FOR RECEIPTS

URI requires itemized receipts for all travel costs (except meal per diem). Itemized receipts for airfare, car rental, ground transportation, registration, parking, etc., must be obtained **even if the charges were paid using the University's TCARD.**

IV. AIR TRAVEL

A. COMMERCIAL AIR TRAVEL

Assuming reasonable accommodations for personal convenience and safety, Travelers must book the lowest-priced fare available. 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 the traveler to pay the difference between the lowest-priced fare available and the amount of the upgrade with personal funds. Lowest price fare must be documented by a written quote from the travel agency.

1. When possible, reservations should be made well in advance of travel in order to take advantage of advance purchase discounts.
2. URI will not reimburse for the value of frequent flyer miles used for URI travel.
3. 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 travel agency that indicates the cost of the business portion of the trip.
4. 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.
5. If a trip is cancelled for reasons beyond the control of the traveler (e.g., conference cancelled, weather related, etc.), the relevant business manager, department head, or Office of Sponsored Projects will determine who will pay for costs expended to date.
6. Baggage Fees: Checked baggage policies and fees vary by airline, frequent fliers status booking class, bag size, and weight. The University will pay for the first checked bag each way. Any additional baggage fees for any additional bags will be paid by the traveler with personal funds unless there is a documented need to carry a second bag (research, athletic equipment, etc).

B. PRIVATE AND RENTAL PLANE PROHIBITED

Travel by employees as pilots or passengers via personal aircraft or a rented/leased aircraft is prohibited.

V. INTERNATIONAL TRAVEL

All international airfare (travel that requires a passport) without regard to funding source must be booked through the travel agency. The travel agency will ensure that federal and state compliance requirements are followed and will provide the University with up to date information on where travelers are located in case of an emergency.

A. SPONSORED PROJECTS INTERNATIONAL TRAVEL – FLY AMERICA ACT

The Office of Sponsored Projects must be consulted when international 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 Fly America Act (49 U.S.C. 40118) requires that international travel funded by United States federal government funds, including federal sponsored projects, must be scheduled on a U.S. flag air carrier (an airline owned by an American company), regardless of cost or convenience. Canada and Mexico are considered international travel and must comply with the Fly America Act.

Foreign carriers that code share with a U.S. flag air carrier may be used. Code sharing occurs when two or more airlines “code” the same flight as if it was their own. As long as the U.S. flag air carrier’s designator code is present in the area next to the flight numbers on the airline ticket, boarding pass, or on the documentation for an electronic ticket (passenger receipt), the transaction is deemed to be in compliance with the Fly America Act. For example, United Airlines has a code of “UA.” An airline ticket or passenger receipt to Germany using Lufthansa airlines is allowable as long as the flight number on the ticket is UA #####.

Under certain circumstances, the federal government allows for exceptions to the Fly America Act. Any exceptions to the Fly America Act shall be documented on the [Fly America Act Waiver Checklist](#), approved by the Office of Sponsored Projects prior to booking travel and attached to the TA and ER.

B. INTERNATIONAL TRAVEL – ALL FUNDS – EXPORT CONTROL

The federal government has been concerned about international travel and the risks of export control violations including, among other things, bringing sensitive equipment or data outside of the US. During foreign travel, URI travelers often interact with individuals and entities from foreign countries that may be subject to restrictions under the U.S. export laws and regulations. International travelers must read and sign the Export Control International Travel document when submitting a TA for approval even if the travel is taking place on a non-federally sponsored project. Additional information can be found on the [Division of Research and Economic Development Foreign Travel website](#).

URI travelers with **federal security clearances** may be targets of interest by foreign governments and entities. Travel to foreign countries exposes clearance holders to additional risk of contact, surveillance or influence. If a URI traveler with a federal security clearance plans either personal or business travel to a foreign country, s/he is required to contact the URI Facility Security Officer (FSO) a minimum of 2 weeks prior to travel. Upon return, the traveler will be required to submit a completed post-foreign travel questionnaire and will be debriefed by the FSO.

C. INTERNATIONAL TRAVEL – TRAVEL INSURANCE

International travel insurance provides medical insurance, evacuation, and personal liability coverage for University faculty, staff, students, or affiliates traveling on behalf of the University outside the United States. The URI Risk Management Department has entered into an agreement with CISI International to provide this coverage and worldwide assistance and evacuation services for all foreign travel. Please see the [International Travel Insurance website](#) for additional information.

VI. 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 economy "Park and Fly" parking lots at or near airports after consideration of the cost and convenience of alternative transportation. **At PVD airport, Garage C and Lot E are the allowed parking sites.** If a traveler chooses a garage or lot that exceeds the rate in the allowed parking sites, only the maximum rate allowed for the period charged will be reimbursed.

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, taxis, or ride-sharing services between airports and hotels. Auto rentals should be considered only in the absence of less expensive modes of transportation.

VII. RENTAL AUTO

A. URI AUTOMOBILE RENTAL CONTRACTS

The use of an automobile rental will be allowed when economically feasible and/or necessary to accomplish the travel mission. A rental justification must be submitted with the TA that explains 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:

1. Possess a proper license to operate the rented vehicle
2. Wear seat belts; unless expressly excused in writing for medical reasons by a physician
3. Obey all laws
4. Complete a report of any vehicle damage and advise agency immediately
5. Fill the fuel tank prior to returning the rental vehicle to the rental car company. The "repurchase" of gas is not an allowable expense. The traveler must obtain a receipt for any gasoline purchased.

The University will not pay or reimburse any costs, fines, penalties or assessments incurred by a traveler that resulted from violation of any federal or state law or local ordinance while operating a vehicle on official University business.

The following are prohibited when renting a vehicle to conduct University business:

1. Transporting hitchhikers under any circumstances
2. Operating a vehicle while under the influence of drugs or alcohol

C. INSURANCE COVERAGE – AUTOMOBILE RENTAL

When renting an automobile for **domestic travel** from the Preferred Auto Rental Agencies, the traveler does not need to obtain separate insurance coverage. The University's contract with these preferred rental agencies include full Collision Damage Waiver, which covers the full value of the vehicle in the event of any physical damage to the vehicle. When renting an automobile for domestic travel from a non-preferred agency, the traveler must obtain coverage through the University via the Auto Rental Insurance Form which must be completed no later than 4 business days prior to the start of the trip. An insurance certificate will be provided to the traveler and must be kept with the traveler during the rental period.

When renting an automobile during **international travel**, in all cases, the traveler must purchase the Collision Damage Waiver and liability insurance in the minimum amount offered by the rental agency. The University's auto policy coverage does not extend coverage to non-U.S. territories.

Additional insurance such as supplemental liability coverage (SLC), Personal Accident Insurance (PAI) and Personal Effects Coverage will not be reimbursed by the University.

D. PAYMENT

Rental car expenses should be paid using the traveler's TCARD. If the traveler does not have a TCARD, the traveler may use his/her own credit card and seek reimbursement via the submission of an Expense Reports (ER).

VIII. PERSONAL AUTO

A. USAGE GUIDELINES FOR PERSONAL VEHICLES

1. When University owned vehicles are not available, employees may use his/her personal car for business purposes if such use is less expensive than renting a car, using public transit or taxi/ridesharing services, or to save time.
2. Personal vehicles used for URI business shall be 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.
3. Carpooling is encouraged.
4. 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.
5. 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. Current rates are published on the URI [Controller's Travel Website](#). URI reimburses for 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. Reimbursement for these expenses will not be made without adequate receipts. Personal vehicle use, parking tickets, traffic fines and penalties, towing charges, accidents, and theft losses are not reimbursable.
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.

IX. 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 least expensive available rate if (a) lodging at a meeting or conference site incurs a greater cost but such proximity enables the employee to reasonably gain professional benefits due to interaction with other attendees, or (b) such lodging results in a lower overall trip cost to URI as a result of reduced transportation or other costs. The traveler is expected to exercise prudent care and only reasonable hotel charges will be allowed.
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. Such lodging must facilitate a compelling business purpose and be approved in writing by the department head responsible for authorizing the travel. Potential criteria for approval may include the conclusion of business activities after 9:00pm, the start of business activities prior to 7:00am, 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, generally one or more months in advance.
5. Travelers are encouraged to use their memberships in AAA, AARP, or other groups to obtain discounts that exceed those otherwise available.
6. The traveler should consider using a personal cell phone or phone card to charge business calls since this method may result in significantly lower costs to the university when compared to hotel telecommunication billing rates. Only necessary business telephone calls, fax transmissions, and internet connections will be reimbursed and these transactions must be supported by actual receipts.

B. CANCELLATION OF ACCOMMODATIONS

1. The traveler is responsible for the cancellation of room reservations if a trip is canceled. URI is not responsible for any charges or penalties resulting from the traveler's failure to give proper notice of cancellation.
2. URI will only pay for costs resulting from cancellations due to circumstances beyond the control of the traveler.

C. RECEIPTS FOR LODGING

1. Travelers must submit all itemized receipts to support lodging expenses claimed.
2. The hotel receipt shall indicate the name and location of the hotel, the dates of occupancy and shall show that the hotel invoice has been paid.
3. Personal expenses on the lodging receipt will be disallowed on the ER. The traveler must make every effort to insure that no personal charges are paid using the TCARD.

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.

The lodging per diem when staying with friends or family is only allowed for overnight travel in excess of 55 miles of the traveler's place of business.

X. CONFERENCE FEES/REGISTRATIONS

The preferred method of paying a conference or registration fee is by the employee TCARD. An approved TA must be in place before paying a conference or registration fee. If the traveler does not have a TCARD, s/he may personally pay the cost, provide original itemized receipts, and subsequently request reimbursement via the ER.

XI. PER DIEM RATES: STATE, FEDERAL AND FOUNDATION

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

A. STATE PER DIEM ALLOWANCE (MEALS AND INCIDENTAL EXPENSES)

The state per diem allowance covers meals and incidental expenses such as tips and gratuities. Travelers will not be reimbursed separately for these items.

The allowance is a flat rate up to \$50 per day based upon departure and arrival times. If the traveler's scheduled departure time is **before 12:00pm**, s/he will receive **\$50.00** for the first day of travel. If the traveler's scheduled departure time is **after 12:00pm**, s/he will receive **\$25.00** for the first day of travel. If the traveler's arrival time is scheduled **before 12:00pm**, s/he will receive **\$25.00** for the final day of travel. If the traveler's arrival time is scheduled **after 12:00pm**, s/he will receive **\$50.00** for the final day of travel.

State funded International travel meal per diems will be determined by using the "M&IE Rate" published by the [U.S. Department of State](#).

B. FEDERAL MEALS AND INCIDENTAL EXPENSE PER DIEM RATES FOR SPONSORED RESEARCH ONLY

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 \(foreign\)](#)

For the first day of travel, if the departure time is prior to 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 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. 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, in which case the rate is based on the location of the lodging. 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 updated annually, most often in October. Foreign meal per diem rates may be adjusted on a monthly basis.

C. WHEN TO ADJUST FOR FEDERAL MEAL PER DIEM

1. Reimbursement may 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 may not be requested when traveling on federal funds when a colleague, vendor, or other third party pays for a meal or meals. The meal per diem should be reduced accordingly.
3. If a University employee is purchasing a group meal, s/he 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 two 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.

D. MEAL ALLOWANCE FOR FOUNDATION FUNDS (401)

Those employees traveling on Foundation Funds (401) may be reimbursed for reasonable meal costs when original itemized receipts are submitted. State meal per diem will apply if original itemized receipts are not submitted.

XII. TRAVEL ADVANCES

A. CURRENT POLICY

In the case where travel may be a hardship on the traveler and the traveler does not have a TCARD, an advance may be requested by the traveler for the estimated costs of lodging using the TA. If the traveler has an outstanding advance or open ER, advance requests will not be allowed. See the Controller's website for detailed procedures on requesting an advance.

B. 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 travel, or car rental.

C. REGULATIONS

1. Unspent Advances Must Be Returned - Employees are required to return to the University any amount advanced that is in excess of the substantiated expenses.
2. Substantiation - All travel expenses must be substantiated with appropriate supporting documentation (itemized receipts) on an ER in accordance with URI's travel policy.
3. Responsibilities of Employees Requesting Advances - Employees failing to return unused URI cash advances and/or proper substantiation within 10 business days may be subject to payroll deduction or tax reporting of the amount unreturned/unsubstantiated. Employees with outstanding advances are not eligible to receive additional advances for any other business purposes.

D. ADVANCES TO NON-EMPLOYEES

Cash advances will not be made to persons who are currently unaffiliated with URI. Students who are functioning in an official capacity are considered affiliated with URI. Consultants are not considered affiliated with URI.

XIII. THIRD PARTY PAYERS

Third party payers must 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, hotels, and car rental agencies directly and/or reimburse the employee directly, the employee may use a travel agency of his/her choosing, including the travel agency designated by the third party.

If the third party will reimburse the University directly for the costs of the common carriers, hotels, car rental agencies, and meals and other travel costs, the employee **must** use the University-approved travel agency. A fully approved TA is still required. If the third party is only paying a portion of the travel, the traveler needs to indicate the costs being paid and provide documentation with ER.

XIV. NON-EMPLOYEE TRAVEL

Non-employees of URI, including but not limited to 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 University-approved travel agency but will only be reimbursed for reasonable travel expenses as noted in this policy.

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

XV. EXPENSE REPORTING (ER)

A. URI EXPENSE REPORTING (ER)

The URI Expense Report (ER) shall be completed in PeopleSoft by the traveler or his/her designee within 10 days of completing the trip. All itemized receipts supporting the charges must be scanned and attached to the ER in PeopleSoft. The original itemized receipts must be attached to the hard copy printout of the ER and forwarded to the URI Travel Office for processing.

B. AUTHORIZATION OF ACCOUNTING OFFICE TO MAKE CHANGES

The URI Controller's office is responsible for the auditing and processing of travel claims in accordance with URI Travel Policy and applicable State and Federal regulations. Items on ER's not presented in accordance with regulations and URI policy, or not properly supported by itemized receipts where required, will be disallowed and removed from the ER and may require a reimbursement to URI from the traveler.

Exceptions

None