

Important Updates & Changes to Travel Policy and Expense Reimbursements

The purpose of this slideshow is to offer an overview of the Travel and Expense Policy in addition to the Travel Card Policy. You are *strongly urged* to read both policies in their entirety. As an employee traveling on University business, you are required to know, understand, and abide by these policies.

If you have any questions or concerns, please ask a Physics Office Administrator.

Agenda

- General changes to reimbursements
- Reporting changes to reimbursements
- International Travel Considerations
- University Travel Card
- Travel Advances
- Extending Travel with Personal Travel
- Rental Vehicles
- Per diem

Changes to Travel & Expense Reimbursements: General

- All expense reports must be reported within 30 days of returning from a trip or incurring an expense.
- All faculty and staff must file travel and expense reimbursements through the electronic system, Concur. The application can be found in SAP under the ESS tab.
- All students and guests must complete online reimbursement form through Physics website.
- Expenses under \$25 do not require receipt.
- Expenses over \$25 require *itemized* receipts. Bank statements are no longer acceptable proofs of payment.

Changes to Travel & Expense Reimbursement: Reporting

- All expense reports must be reported within 30 days of returning from a trip or incurring an expense.
- All faculty and staff must file travel and expense reimbursements through electronic system, Concur. The application can be found in SAP under the ESS tab.
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Changes to Travel Policy: International Travel Considerations

- Researchers and staff are required to register University-sponsored international travel with Global Programs via the Travel Request functionality in Concur. Faculty are strongly encouraged to register international travel.
- All students traveling internationally are required to register travel through the Global Programs website (<http://www.bu.edu/globalprograms/manage/international-travel/registry/>).
- Students who are not enrolled in the BU Student Medical Insurance Plan will require “OnCall coverage.” If you are a student traveling internationally, please be in touch with the Business Manager as soon as possible.

Changes to Travel Policy: University Travel Card

- All faculty and staff who travel on behalf of the University will receive a University Travel Card. Students will not receive a card.
- All employees are required to use the card when charging expenses to University funds (ie: non-grants).
- All employees are required to use the card when paying for lodging expenses regardless of funds being used.
- Travel Card should be used for all rental vehicles.

Changes to Travel Policy: Travel Advances

- Travel advances will be allowed on a limited exception basis. The limited exceptions do not apply to students.
- All requests for advances must be competed at least 7 days prior to scheduled departure.
- Employee advances will be processed through the use of the Travel Card.

Changes to Travel Policy: Extending Travel with Personal Travel

- Personal travel is allowed prior to or after business travel.
- Price quotes must be obtained and provided showing differences in prices. If this requirement is not met, you may not be eligible for a reimbursement.
- Employees will be responsible for differences in fare.

Changes to Travel Policy: Rental Vehicles

- Do not obtain additional insurance coverage if renting a vehicle domestically.
- When renting internationally, if the Travel Card is not used to rent, both liability and collision coverage should be purchased for the vehicle.

Changes to Travel Policy: Use of Per Diem

- Lodging per diem allowances are no longer permitted.
- Meal per diem allowances are only allowed when traveling on grant.