

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE UNIVERSITY OF LOUISVILLE

In Open Session

Members of the University of Louisville Board of Trustees met at 1:25 p.m. on Thursday, February 4, 2010, in the Jefferson Room, Grawemeyer Hall, with members present and absent as follows:

Present: Mr. Owsley B. Frazier, Chair
Ms. Marie Abrams
Mr. Jonathan Blue
Dr. Salem George
Judge Rebecca Jackson
Mr. Brent Fryrear
Dr. Kevin Cosby
Dr. Robert Curtis Hughes
Prof. Melissa Laning
Dr. Mark Lynn
Mr. Frank Minnifield
Mr. O J Oleka (arrived at 1:40 p.m.)
Mr. Steve Poe
Mr. Chester Porter
Dr. William Selvidge
Mr. Bill Stone
Ms. Phoebe Wood

Absent: Mr. Ron Butt
Judge Brucie Moore
Ms. Debbie Scoppechio

From the
University: Dr. James R. Ramsey, President
Dr. Shirley Willihnganz, Executive Vice President and Provost
Dr. William Pierce, Interim Executive Vice President for Research
Ms. Angela D. Koshewa, University Counsel
Mr. Mike Curtin, Vice President for Finance
Mr. Keith Inman, Vice President for Advancement
Mr. Larry Owsley, Vice President for Business Affairs
Dr. Tom Jackson, Vice President for Student Affairs
Mr. Dan Hall, Vice President for Community Engagement
Dr. Priscilla Hancock, Vice President for Information Technology
Dr. Cam Metcalf, Executive Director, Kentucky Pollution Prevention Center
Mr. Mark Hebert, Director of Media Relations
Ms. Susan Ingram, Director of Budgets
Mr. John Drees, Associate VP for Marketing
Ms. Terri Rutledge, Associate VP for Business Affairs

Mr. David Barker, Director of Audit Services
Mr. Jason Tomlinson, Assistant VP for Finance
Ms. Anne Rademaker, Manager, General Accounting and Reporting
Ms. Cheri Jones, Associate Director, Audit Services
Ms. Kathleen M. Smith, Assistant Secretary
Ms. Trisha Smith, Assistant to the Executive Director
Ms. Debbie Dougherty, Board Liaison

I. Call to Order

Having determined a quorum present, Chair Frazier called the meeting to order at 1:25 p.m.

II. Consent Agenda

A. Approval of Minutes

- Minutes from Board Meeting, 11/12/09
- Minutes from Executive Committee Meeting, 12/21/09
- Minutes from the Executive Committee Meeting, 1/14/10

B. From the Executive Committee

- Approval Concerning UofL Housing System Refunding Revenue Bonds, Series F
- Approval of Extension of *Phased Retirement Options for University of Louisville Faculty* for a five-year period

C. From the Audit Committee

- Approval of PSC for BKD, LLC
- Approval of Crowe Horwath, LLC

D. From the Personnel Committee

- Approval of Changes to Grawemeyer Awards
- Approval of Continuation of Dean, Speed School
- Approval of Alumni Fellows Awards
- Approval of Honorary Degrees
- Approval of Personnel Recommendation

Chair Frazier read the consent agenda. Hearing no objection, Mr. Stone made a motion, which Mr. Blue seconded, to approve the consent agenda. The motion passed.

III. Action Item: Approval of Capital Construction Project Burhans Hall Renovation

President Ramsey explained the Kentucky Pollution Prevention Center is receiving several stimulus funded projects. The projects will require additional hires which will need space. This renovation is for rooms 161-165 which will be renovated to create offices, conference rooms, storage space, etc. Mr. Fryrear made a motion, which Ms. Abrams seconded, to approve the

President's recommendation that the following project be approved:

PROJECT:	ESTIMATED COST	FUND SOURCE
Burhans Hall Renovation	\$562,000	Federal ARRA Funds

The motion passed.

IV. Action Item: Approval of the Creation of a Graduate Certificate in Real Estate Development

President Ramsey called upon Provost Willihnganz to brief the board on this recommendation. Provost Willihnganz reported the proposed graduate certificate program is designed to complement the Master of Public Administration (MUP) program by providing interested students with the opportunity to obtain the necessary knowledge and skills to work effectively in real estate development in the private, non-profit, and public sectors.

Dr. Willihnganz said the primary objective of the certificate program is to fill a gap in graduate-level real estate education in Kentucky. Currently, there is no advanced professional education in this field in the state. The focus of the program will be on real estate finance, investment analysis, market analysis, legal issues, site planning, and development. The aim is to provide advanced academic training to equip graduates with the skills needed to make better real estate decisions with respect to investment considerations and site analysis and planning. Ms. Wood made a motion, which Judge Jackson seconded, to approve the

President's recommendation that the Board of Trustees approve the creation of a graduate certificate in Real Estate Development.

The motion passed.

V. Action Item: Approval of Revisions to the University Travel, Entertainment and Expense Reimbursement Policy

President Ramsey called upon Vice President Curtin to highlight recommended changes to this policy. Vice President Curtin summarized the changes, noting revised policy will better align with federal rules and regulations. Vice President Curtin fielded questions from trustees. Discussion ensued regarding responsibility for immunizations. Provost Willihnganz agreed to address these issues at a later date. Judge Jackson made a motion, which Dr. Lynn seconded, to approve the

President's recommendation that the Board adopt the attached revisions to the existing University of Louisville Travel, Entertainment and Expense Reimbursement Policy; and

Authorize the President or his designee to approve and implement future changes in this administrative policy.

The motion passed.

VI. Action Item: Authorization for the President regarding American Recovery and Reinvestment Act and TEA Funding

President Ramsey noted this request is routine in nature and conforms to a recent request by the Kentucky Transportation Cabinet to have the University's board authorize the President to sign documents and agreements related to Federal Stimulus funding and Transportation Enhancement grants. He referenced a list of funding requests that are either pending or awarded for current grants. Judge Jackson made a motion, which Mr. Fryrear seconded, to approve

Authorizing the President to sign all agreements and any other documents with the Federal Highway Administration and the Kentucky Transportation Cabinet relating to projects funded through the American Recovery and Reinvestment Act of 2009 and TEA appropriations.

The motion passed.

VII. Report of the President

As President Ramsey noted above, the Kentucky Pollution Prevention Center is receiving several stimulus funded projects. The projects will require additional hires which need space. This renovation of Rooms 161-165 in Burhans Hall will create offices, conference rooms, and storage. President Ramsey introduced Cam Metcalf. Dr. Metcalf is the executive director of the Kentucky Pollution Prevention Center (KPPC). KPPC is the Commonwealth's primary resource for technical information and assistance to improve environmental performance. The KPPC recently was awarded two stimulus grants.

Dr. Metcalf said the Center facilitates and promotes the proactive implementation of management systems and technologies to improve the competitiveness of businesses, industries and other organizations. Dr. Metcalf noted KPPC serves the Commonwealth through its free assessments, workshops, seminars and partnerships with state and federal agencies, KPPC helps Kentucky businesses, industries and organizations realize significant savings while improving their environmental performance. Dr. Metcalf summarized some of the services provided by KPPC:

- **FREE** - On-site assessments are free to Kentucky businesses and organizations. The Kentucky Department for Environmental Protection's

Hazardous Waste Management Fund covers the cost of basic services that the Center provides.

- **CONFIDENTIAL** - Work that KPPC does for its clients is strictly confidential. KPPC will not share, distribute or otherwise divulge any information about its clients, their activities or any on-site assessment results without the client's permission.
- **NON-REGULATORY** - KPPC does not enforce environmental regulations, nor does KPPC provide guidance on environmental regulations or other environmental compliance issues. KPPC's recommendations are non-binding.

Dr. Metcalf discussed the Kentucky Energy Efficiency Program for Schools (KEEPS) and how it helps Kentucky school districts reduce energy consumption and lower operating expenses. KEEPS is administered by KPPC - the Kentucky Pollution Prevention Center, based at the University of Louisville J.B. Speed School of Engineering. Dr. Metcalf recognized Trustee Fryrear. Mr. Fryrear joined KPPC in 2006 as a Pollution Prevention Specialist who promoted energy efficiency in schools through KEEPS.

Dr. Metcalf stated KPPC provides free, confidential and nonregulatory technical information and assistance. He then distributed a copy of the KPPC's annual report to board members. President Ramsey thanked Dr. Metcalf for an excellent presentation and for the success he has had with the statewide program.

Mid Year Progress Goals Update

President Ramsey highlighted the current status of 2009-10 goals. There are a total of 36 shared goals. He reviewed goals relating to 1) increasing the number of baccalaureate degrees; 2) increasing the number of transfer students; and 3) increasing students studying abroad/conducting research overseas. The President also reported on mid-year data for 1) six-year graduation rate; 2) submission of the Phi Beta Kappa application; 3) increase in total grants and contracts; 4) implementation of the Belknap Campus master plan; 5) fundraising to date; 6) increase in percentage of alumni giving; and 7) annual goals of the University Diversity plan.

President Ramsey reported the Center for Translational Research building just received notification that it achieved gold rating for The Leadership in Energy and Environmental Design (LEED) Green Building Rating System (LEED).

President Ramsey called upon Trustee Oleka for a report from SGA. Mr. Oleka discussed his recent student body address. The SGA website contains a copy of his remarks; it will be circulated to the trustees. The student Rally for Education in Frankfort is planned for next week. Dr. Ramsey noted House Bill 160, relating to transfer students and number of required credits, was of concern to universities.

President Ramsey provided a handout depicting collaborations with the

University of Kentucky.

Chair Frazier thanked the President for his update.

VIII. Report of the Chair

The Chair had no report.

IX. Adjournment

Mr. Blue made a motion, which Judge Jackson seconded, to adjourn the meeting at 2:35 p.m. The motion passed.

BOARD ACTION:

Passed X

Did not pass

Other

Asst. Secretary. *Kathleen M. Smith*

RECOMMENDATION TO THE BOARD OF TRUSTEES
CONCERNING UNIVERSITY TRAVEL AND EXPENSE
REIMBURSEMENT POLICY

Board of Trustees—February 4, 2010

RECOMMENDATION:

The President recommends that the Board adopt the attached revisions to the existing University of Louisville Travel, Entertainment and Expense Reimbursement Policy; and

Authorize the President or his designee to approve and implement future changes in this administrative policy.

Action:

BOARD ACTION:

Passed _____ X _____

Did not pass _____

Other _____

Asst. Secretary *Katalin M. Smith*

Travel, Entertainment and Expense Reimbursement Policy

(Proposed Revisions 3/09& 8/09)

A. General Policy

1. The University will reimburse reasonable travel and business expenses duly authorized and incurred for the conduct of University business by employees, students and other persons in the official service of the University according to this policy which shall apply to *all departments regardless of the source of funds*, and in all affiliated and related organizations. Spouse travel and expenses shall be reimbursed only when authorized by specific policy or approval of the President or Provost. Spouse or minor children (under 18 years of age) travel of Board members shall be reimbursed only when authorized by action of the Executive Committee of the Board of Trustees. Reimbursement will not be made to Practice Groups or other entities.
2. Persons incurring expenses on official business shall use the most economical and efficient means consistent with the best interest of the University and the purpose for which the expense is incurred. No duplicate claims or commuting expenses are allowed.
3. Each administrator is responsible for ensuring that reimbursements from programs or to persons under his or her authority are reasonable and appropriate for the purpose and charged to a program appropriate to that purpose. An administrator may set lower reimbursement rates and require pre-travel authorization for persons or programs under his or her responsibility.
4. Reimbursement claims shall be signed by the person seeking reimbursement, the immediate supervisor, and the person responsible for the program. If the immediate supervisor is not available to approve the travel voucher, the traveler should obtain approval from the next highest reporting level (i.e. the supervisor's supervisor). Individuals may not approve their own reimbursement or that of a colleague at the same reporting level, superior, spouse, relative, or household member. It is recommended that employees retain photocopies of expense reports and related receipts for their own records.
5. Original receipts are required for airfare, lodging, car rental, and registration fee claims, showing the date of the service. If the original receipt is not available, please complete the Certification of Non-original Receipt form when submitting faxes or copies of the receipt. Any other items in excess of \$30 must also be documented by dated receipts.

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B. Administration of Policy

1. The travel voucher published by the Controller's Office shall be completed within 30 days of the return from trip for any claims of employees and students. No other reimbursement shall be made for a claim except to correct an error. Claimant shall state the purpose of each trip or for a business expense: nature, location and name of establishment, name and title of those present, specific business topic discussed and time of discussion (before, during, or after the event). If non-work days interrupt official travel, the travel voucher shall show such dates. Only one (1) travel voucher per trip should be submitted, and each travel voucher should include only one (1) trip (except with mileage-only claims). This is regardless of how many funding sources or approval signatures are provided on the voucher.
2. The Controller's Office or supervisors may require claim justification. The Controller's Office pays claims and, after rebuttal opportunity by those signing the claim, may disallow or reduce any claims contrary to this policy or program restrictions, or which cannot be justified.
3. Policy exceptions in the best interest of the University and interpretations will be made by the Controller

and may be appealed to the VP for Finance except for travel claims for the VP for Finance and Provost, which shall be approved by the President. Reimbursement of the President is supervised on a post-audit basis by the Board of Trustees acting through its Chairman. Reimbursement of Trustees will be reported to the Board's Executive Committee on a post-audit quarterly basis through the Office of Audit Services.

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C. Transportation and Lodging

1. Use of privately owned vehicles may be reimbursed at the prevailing IRS rate (see *EXHIBIT A*). Mileage claims, based on official mileage maps, must be more economical than the airfare available, except when the use of a vehicle is necessary. In the case that an employee decides to drive rather than fly to a destination that would typically be more cost effective to fly, please provide a copy of quote, dated at least two (2) weeks prior to the departure date, from the University's contracted travel agency with the travel voucher showing the most economical airfare available at the time of the trip. This will be used as a basis to determine the amount of reimbursement to the employee. An employee will not be reimbursed the full value of mileage charges if that amount exceeds this basis. Local travel shall be listed separately by trip including date, miles driven, and purpose. If separate lines on the travel voucher are not used, an attachment listing these items is acceptable (i.e. copy of an individual's travel log). If mileage is claimed, reimbursement for fuel charges cannot be claimed. If driving 200 miles or more roundtrip, travelers should utilize rental cars through the University's contracted car rental agency rather than using a personal vehicle, unless there is a necessary business reason that the traveler needs their own vehicle.

2. Commercial carrier travel including airfare may be reimbursed at actual cost including taxes and fees for the most economical class available. Airfare for travel with an individual flight duration of at least 8 hours, may be reimbursed up to business class fare. Reimbursement for business class is contingent upon prior approval from the traveler's Chairperson, Dean or Vice President. The University will make direct payment for tickets purchased from its contracted travel agent via the University's travel credit card. If a traveler finds cheaper pricing from another source (trip consolidators not included), please contact an agent from the University's contracted travel agency and follow the steps for Egencia's "Flight Price Guarantee" at:

<http://www.egencia.com/promise.asp>

3. For travel at the destination, including to/from the airport, claimants are encouraged to use shuttles or mass transit. Taxi fare and tip or car rental is allowed when more economical transportation is not efficient. Car rental for a single traveler must be limited to the midsize/intermediate class of vehicles. Those who are traveling in groups may reserve higher classes as appropriate. If a larger vehicle is selected due to group size, appropriate justification (including names of additional travelers) must be submitted with the travel reimbursement request. Insurance to cover collision or comprehensive damage-waiver deductible on rental vehicles is neither an authorized nor reimbursable travel expense. When renting a vehicle, please make sure that the University of Louisville is listed as the lessee (i.e. "John Doe/University of Louisville"). The link to the policy on the University's insurance coverage is located at: <http://louisville.edu/riskmanagement/insurance/autoinsurance.html>

4. Privately owned or chartered special vehicles, aircraft or watercraft cost should not exceed the cost of the most economical commercial flight available, but may be used when it is to the advantage of the University. An original invoice and pre-trip approval of claimant's supervisor is required.

5. Reimbursement for business related overnight lodging more than 50 miles from the workstation may be made for actual expenses incurred including taxes, based on the establishment's dated original receipt. The reimbursement shall not exceed the single room rate unless justified or approved in advance. Some

travelers opt to stay with friends/family when traveling to their destination. Gifts of appreciation (i.e. entertainment expenses, gift cards, etc.) in these situations are a personal expense and are not reimbursable to the employee.

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D. Meals and Other Expenses

1. For meals (including associated taxes and tips) not provided or otherwise reimbursed while on required travel with an **overnight** stay, a meal allowance may be paid. An **overnight** stay is required by the IRS to claim any of the following:

a. For travel within Kentucky and the other 49 U.S. states, the District of Columbia, Canada, the U.S. Virgin Islands, Puerto Rico, Guam and any other territory possession of the United States, a meal allowance may be paid at the prevailing per diem rate set by the U.S. General Services Administration (see EXHIBIT B);

b. For travel within the areas listed in item a.(above) paid from other than general funds or governmental grants and contracts, meals, tips and taxes may be reimbursed on the basis of actual expenses with the approval of a supervisor and in lieu of the meal allowance; or

c. For travel outside the areas listed in item a.(above) (i.e. international travel) meals may be reimbursed up to the federal per diem rates for the locale, the standard Federal CONUS rate of \$39 max. per day or the actual meal costs (original receipts required), as determined by the supervisor or program limits. Care should be taken in advance to verify current restrictions if federal funds are charged for travel. One method should be selected and used for the entire travel voucher. Multiple methods cannot be used on one trip.

2. An employee may be reimbursed at actual cost for reasonable expenses incurred in association with a business meeting or official entertainment in support of the University's interests or related directly to the purpose of official travel with appropriate reduction of the meal allowance. Entertainment expenses must be authorized by the President or Provost or their designee (i.e. Department Chair or Dean). In situations of group meals, the charges should be paid for and reported by the senior-most employee in attendance and the names of each employee must be listed on the receipt or travel voucher. A supervisor may not approve those expenses of a subordinate if the supervisor was included in the group. The reimbursement request would need to be approved by the highest level supervisor who was not included in the group.

3. A short personal phone call home (\$10 max) may be reimbursed for each day of overnight lodging.

4. Actual costs may be reimbursed for parking, tolls, first checked baggage fees, internet (to conduct University business) and baggage handling, including delivery to or from a common carrier or lodging, and storage. Costs for overweight baggage, multiple checked baggage and shipping are allowed if a business necessity.

5. Costs of laundry and dry-cleaning may be reimbursed for business travel of more than six consecutive days. Overnight travelers may be reimbursed actual cost for pressing or emergency dry cleaning of one outfit worn for a business activity.

6. Other necessary expenses may be allowed by the Controller if in the interest of the University. Claimants may apply for prior authorization of such expenses with supervisor approval.

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E. Entertainment

The University and its affiliated and related corporations recognize entertainment is a legitimate operational expense as long as it is related to the university's or the corporation's strategic mission. For reimbursement or authorization of expenses related to entertainment, however, the business purpose supporting the detailed entertainment transaction (including expenditures with the University Club) must be documented and approved by the employee's Director, Department Head, Dean, Vice President, Provost or President. The business purpose must also clearly demonstrate how the expense contributes to the University's or corporate mission. In situations of group meals, the charges should be paid for and reported by the senior-most employee in attendance and the names of each employee must be listed on the receipt or travel voucher. A supervisor may not approve those expenses of a subordinate if the supervisor was included in the group. The reimbursement request would need to be approved by the highest level supervisor who was not included in the group.

Business Entertainment claims should include:

- a. name of establishment, city, and state;
- b. name and title of attendees;
- c. exact amount and date of expense;
- d. specific business topic discussed; and
- e. specific time of business discussion (before, during, or after the event).

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F. International Travel and Special Rules

1. Authorization by the Provost is required before any costs are incurred for travel outside the Continental United States and Canada, regardless of the source of funds. Submit International Travel forms, signed by the traveler and supervisor (Department Chair or Dean for faculty), to the Provost at least 15 days before departure date. The link to the Provost's Office for these international travel forms is: <http://www.louisville.edu/provost/travel/>

2. Cash advances for international travel may be requested from the Controller's Office 10 days prior to departure. Any cash that was not used during the trip should be deposited at the Bursar's Office immediately upon return from the trip. The deposit should be coded to the same program/account code that was used for the original advance request. The link for the Bursar's Office Transmittal Sheet and instructions can be found at:

<https://louisville.edu/finance/bursar/staffinfo/transmittal.html>

3. Groups may arrange by purchase order for lodging of four (4) or more persons on business at group rates as long as the lodging establishment is willing to direct bill the University after the stay is complete. If less than 4 employees are accompanying a group of students and/or non-employees on a trip, the employee(s) may also be covered on the PO, even if there are not a minimum of 4 employees.

4. The University does not normally reimburse faculty, staff or students for the cost of obtaining passports or visas, including photos, application fees, immunizations, mailing costs, etc.

- a. Requests for reimbursement for passports or visas will be returned to the originating department as a non-allowable expense.

- b. There are exceptions to this policy under extraordinary circumstances:
 - i. The individual must be traveling with explicit direction from the University to perform required work overseas or participate in a University sanctioned activity.
 - ii. There must be a legitimate and documented business reason for the international travel.
 - iii. Vice Presidents and Deans may grant this exception on a case-by-case basis. Exceptions granted must be made in writing with copies appended to the requests for disbursement.
- c. University departments are expected to pay for these expenses from their departmental funds, consistent with other University procurement policies.

5. Hotel deposits may be reimbursed to the traveler prior to the trip when required by the lodging facility. This includes deposits covering the first night's stay or any deposits covering the entire stay when required by the lodging facility in writing. Request for reimbursement of these deposits should be submitted on a Request for Disbursement form (not a travel voucher) and should be accompanied by a receipt from the hotel/motel showing method of payment. Please note that it is the department's responsibility to ensure that these deposits are recovered if a trip is canceled, and it is also the department's responsibility to ensure that travelers do not receive reimbursements on their travel voucher form.

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G. Moving Expenses

1. Payment of reasonable moving expenses up to a set amount from non-federal unit funds may be authorized by deans and vice presidents as part of the recruitment package for new full-time, regular status administrators, faculty and exempt staff (P&A) moving at least 75 miles and relocating principal residence within 40 miles of the assigned University workstation. Such payment is not an entitlement and is negotiated on a case-by-case basis, and conditional upon use of movers under contract through the University Purchasing Department. (Please also see EXHIBIT D.)

Please see the Human Resources website for a listing of deductible vs. non-deductible moving expenses at:

<http://louisville.edu/hr/payroll/ubm-info/moving-expenses.html>

Reimbursement of non-deductible expenses to an individual and/or employee is considered income and will be reported accordingly to the IRS.

EXHIBIT A

Effective January 1, 2009 – IRS maximum mileage allowance: 55¢ per mile

Effective July 1, 2008 - IRS maximum mileage allowance: 58.5¢ per mile

EXHIBIT B

For a listing of per diem meal rates for domestic travel per the U.S. General Services Administration, please locate the applicable city and state at the following link:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943

For per diem meal rates for international travel, please see the following listing:

http://aoprals.state.gov/content.asp?content_id=184&menu_id=78

(Overnight stay required per the IRS.)

Maximum Per Day	\$46	\$51	\$56	\$61	\$66	\$71
Breakfast must depart by 6:30 am; return after 9:00 am	\$9	\$10	\$11	\$12	\$13	\$14
Lunch must depart by 11:00 am; return after 2:00 pm	\$14	\$15	\$17	\$18	\$20	\$21
Dinner must depart by 5:00pm; return after 9:00 pm	\$23	\$26	\$28	\$31	\$33	\$36

**For Alaska, Hawaii, Canada and US Territory possessions: Calculate rate per meal at 20% breakfast, 30% lunch and 50% dinner.

These are the domestic rates. Per the policy, the choices for international trips are: the rate provided on www.state.gov for that specific country/city under the M&IE column, the standard CONUS rate of \$46 or actual expenses with the approval of the supervisor.

EXHIBIT C

Effective July 1, 2008 – IRS maximum mileage allowance for moving expenses: 27¢ per mile

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TRAVEL PROCEDURES, DEFINITIONS and ALLOWABLE CLAIMS (Effective 06/01/99)

A. Definitions - Workstation

1. The official workstation of employees assigned to an office is the building, room number, and campus.

2. The official workstation shall be based solely on the best interest of the university, not an employee's convenience.

B. Travel Expense Voucher Form

1. This form shall be used to claim all reimbursement for travel of employees and students.

2. The travel expense voucher may be either typed or legibly prepared in ink on the most current version of the form (please see Controller's Office website). All original receipts shall be taped to an 8" x 11" sheet of paper and forwarded to the Controller's Office.

3. The voucher shall include the expense of only one (1) person except where an employee pays the expense for a person (non-employee) for whom the claimant is officially responsible. Reimbursement will be issued to the employee/student who has been assigned the airfare, hotel room, car rental, etc. A reimbursement of a shared receipt is the traveler's responsibility. For reimbursement under this category, the University requires the following:

- a. definitions of expense, personal meal, business meals, and entertainment;
- b. original receipt for all expenses over \$30;
- c. name of establishment, city, and state;
- d. name and title of attendees;
- e. exact amount and date of expense;
- f. specific business topic discussed; and
- g. specific time of business discussion (before, during, or after the event).

4. An employee may be reimbursed at actual cost for reasonable expenses only when incurred in association with a business meeting or official meeting or official entertainment in support of the University's interests or related directly to the purpose of official travel with appropriate reduction of the meal allowance. Entertainment expenses must clearly state the business reasons for the expenditure and provide appropriate documentation. They must also be authorized by the President or Provost or their designee (i.e. Department Chair or Dean).

5. Each travel expense voucher must show the claimant's home address.

6. If leave interrupts official travel, the travel voucher shall show the dates of leave.

7. Computing Mileage. Mileage for travel will be based on official mileage maps. The University will reimburse for all actual mileage incurred to travel for official business.

8. Vicinity Travel. Vicinity travel and authorized travel within the claimant's workstation shall be listed on separate lines on the expense voucher. Each trip, date, number of miles driven, and purposes shall be listed on separate lines. If separate lines on the travel voucher are not used, an attachment listing each of these items is acceptable (i.e. copy of an individual's travel log).

9. Signatures. Vouchers must be signed and dated by the employee, the employee's supervisor and the person responsible for the program. An individual may not approve his/her own travel nor that of a colleague at the same reporting level, a superior, spouse, relative or household member.

10. One-time Payments. Upon payment of a signed travel voucher, no additional payment will be made except to correct an error. Receipts or other requests will not be honored when submitted on a second voucher request.

C. Transportation

1. Economy Required.

a. University employees and/or students traveling on official business shall use the most economical, standard transportation available and the most direct and usually traveled routes. Expenses added by use of other transportation must be assumed by the individual.

b. Round trip excursion or other reduced rates shall be obtained if practical.

2. Privately owned vehicle. Mileage claims for use of privately owned vehicles must be more economical than the lowest airfare available, except upon showing that the use of an automobile is necessary. Enroute expenses resulting from driving requires proof of economy. If mileage is claimed, reimbursement for fuel charges cannot be claimed. If driving 200 miles or more roundtrip, travelers should utilize rental cars through the University's contracted car rental agency rather than driving a personal vehicle, unless there is a necessary business reason that the traveler needs their own vehicle.

3. Buses and subways. For city travel, employees are encouraged to use buses and subways. Taxi fare may be allowed when more economical transportation is not feasible. Taxi expenses to restaurants for personal meals are not allowable.

4. Airline travel. Commercial airline travel may be reimbursed at actual cost including taxes and fees for the most economical class available. Additional expense for first-class travel will not be reimbursed, including the purchase of higher classes of coach fare for the traveler to be able to upgrade to first class based on their frequent flyer status. Airfare will be reimbursed up to business class fare on individual flights that are at least 8 hours in duration. Reimbursement for business class is contingent upon prior approval from the traveler's Chairperson, Dean or Vice President. Travel/Trip cancellation insurance is neither an authorized nor reimbursable travel expense. Frequent Flyer miles and/or airline, hotel and car rental-issued coupons are not reimbursable. It is up to the discretion of the traveler if they apply personal credits to their business travel. Also, travelers may not select carriers based on personal carrier preferences, seat selection or frequent flyer programs.

5. Special Transportation

a. The cost of rental cars or other special conveyances in lieu of ordinary transportation will be allowed when justified. Car rental for a single traveler should be limited to the midsize/intermediate class of vehicles. Those who are traveling in groups may reserve higher classes as appropriate. If a larger vehicle is selected due to group size, appropriate justification (including names of additional travelers) must be submitted with the travel reimbursement request. Insurance to cover collision or comprehensive damage-waiver deductible on rental vehicles is neither an authorized nor reimbursable travel expense. When renting a vehicle, please make sure that the University of Louisville is listed as the lessee (i.e. "John Doe/University of Louisville"). The link to the policy on the University's insurance coverage is located at: <http://louisville.edu/riskmanagement/insurance/autoinsurance.html>

b. Privately owned or chartered aircraft may be used only when it is to the advantage of the university, measured both by travel cost and time and should not exceed the cost of the most economical commercial flight available. An original invoice is required.

D. Accommodations

1. Lodging costs should be for a single, standard room and should be the most economical rate that is are consistent with the university's best interests.
2. Location. Cost for lodging within fifty (50) miles of the claimant's official workstation or home will not be allowed.
3. Group lodging by contract. Groups may contract with hotels, motels, and other establishments for four (4) or more employees to use a room(s) on official business as long as the hotel establishment is willing to direct bill the University after the stay. Group rates may be requested. The cost of the room shall not exceed limits set by this regulation under "Reimbursement Rates." The department shall certify that no employee is claiming individual reimbursement for the same costs. If less than 4 employees are accompanying a group of students and/or non-employees on a trip, the employee(s) may also be covered on the PO, even if there are not a minimum of 4 employees.
4. Deposits. Hotel deposits may be reimbursed to the traveler prior to the trip when required by the lodging facility. This includes deposits covering the first night's stay or deposits covering the entire stay when they are required by the lodging facility in writing. Request for reimbursement of these deposits should be submitted on a Request for Disbursement form (not a travel voucher) and should be accompanied by a receipt from the hotel/motel showing method of payment. Please note that it is the department's responsibility to ensure that these deposits are recovered if a trip is canceled, and it is also the department's responsibility to ensure that travelers do not get reimbursed in duplicate when they return from the trip and file their travel voucher form.

E. Reimbursement Rates

1. Lodging. A claimant who attaches the hotel or motel's pre-printed, original receipted bill showing a zero balance and method of payment shall be reimbursed within limits for that claimant's actual cost of lodging. Express checkout folios may be used as long as the last 4-digits of the credit card number are displayed. Reimbursement for lodging will be equal to actual expenses incurred including taxes. Employees are required to obtain the most economical lodging available and the amount of the reimbursement shall not exceed a single room rate. The supervisor and the department head or other authorized signatory are responsible for ensuring that the most economical lodging rate is secured. The Controller's Office may require that documentation justifying lodging rates be provided in cases where the amounts appear excessive.
2. Subsistence. Subsistence shall include amounts deemed to have been spent for meals, taxes, and tips. To be eligible for per diem or meal reimbursement, a claimant's authorized travel must require **overnight** absence at a destination more than fifty (50) miles from both workstation and home during mealtime. (The claimant shall attach to his/her travel voucher either his/her original lodging receipt(s) or other credible documentation sufficient for audit).
3. For travel within the 50 U.S. States, the District of Columbia, Canada, the U.S. Virgin Islands, Puerto Rico, Guam and any other territory possession of the United States, paid from other than general (state) funds or governmental grants and contracts, meals, tips and taxes may be reimbursed on the basis of actual expenses with the approval of a supervisor and in lieu of the meal allowance. Original receipts

required for actual expenses.

4. For travel outside the areas listed in item 3. (above) (i.e. international travel), meals may be reimbursed up to federal per diem rates for the locale, the standard Federal CONUS rate of \$39 max. per day or actual meal costs (original receipts required) as determined by the supervisor or program limits. Care should be taken in advance to verify current restrictions if federal funds are charged for travel. One method should be selected and used for that entire travel voucher. Multiple methods cannot be used on

a. An employee assigned to attend a function of an organization not under the employee's control (usually a luncheon or dinner meeting) may be reimbursed for actual meal cost charged by the organization instead of subsistence. The actual meal reimbursement request must be substantiated on the registration form or other credible documentation sufficient for audit. Note: if these expenses were prepaid with a registration fee or claimed for reimbursement, no per diem will be paid for that meal.

5. Privately owned vehicles. Reimbursement for official use of privately owned vehicles shall be at the prevailing IRS rate per mile and payment shall not exceed the most economical airfare rate available. If mileage is claimed, reimbursement for fuel charges cannot be claimed. In the case that an employee decides to drive rather than fly to a destination that would typically be more cost effective to fly, please provide a copy of quote from the University's contracted travel agency with the travel voucher showing the most economical airfare available at the time of the trip. This will be used as a basis to determine the amount of reimbursement to the employee. An employee will not be reimbursed the full value of mileage charges if that amount exceeds this basis. If driving 200 miles or more, travelers should utilize rental cars through the University's contracted car rental agency rather than driving a personal vehicle, unless there is a necessary business reason that the traveler needs their own vehicle.

6. Commercial transportation. With original receipts, actual commercial transportation costs will be reimbursed.

7. Privately owned/chartered aircraft. Reimbursement for use of privately owned/chartered aircraft shall not exceed the cost of the most economical airfare available and should be advantageous to the University.

8. Parking and tolls. Actual parking, bridge, and toll charges are reimbursable.

9. Baggage charges. Reasonable expenses are allowed for first checked baggage fees, baggage handling, for delivery to or from a common carrier, or lodging and for storage. Charges for overweight baggage may be allowed if the excess is for official business. Multiple checked baggage fees will also be permitted if a business necessity.

10. Registration fees. Registration fees required in official travel for admittance to meetings will be allowed. When possible, these registration fees should be paid with a procurement card. If the fee entitles registrants to meals, claims for subsistence shall be reduced accordingly.

11. Telephone expenses. Telephone costs for official business will be reimbursed based upon appropriate charges on a traveler's original lodging receipt and/or personal telephone bill. One short telephone call home (\$10 max) will be reimbursed for each day of overnight lodging.

12. Laundry charges. Laundry expenses are reimbursed if absent from employee's workstation for a minimum of six (6) days. Overnight travelers can be reimbursed actual cost for pressing or emergency dry cleaning of one outfit worn for a business activity.

13. Receipts. No reimbursement will be made for airfare, lodging, registration fee, taxis, parking, miscellaneous fees or phone calls in excess of \$30 without original receipts.

14. Private agencies. Reimbursement will not be made to PSC private agencies for university employee travel expense.

15. Other. Where justified, other necessary miscellaneous expenses of official travel may be allowed by the Controller's Office.

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In State and Domestic Travel

A. Local and In State Travel

1. In state travel, for which reservations or accommodations are not required, must be authorized by the traveler's department head and individual who has signature authority for the program to be charged for the travel expense. No meal reimbursement, other than approved entertainment expenses, can be considered without proof of overnight stay.

B. Out of State Travel

1. The University's travel management services provider must be used if airfare will be charged directly to the University. Individuals planning to drive or purchase airfare using personal funds and be reimbursed after the trip will not be required to use the University's travel agency.

2. Ticketing and reservations are the responsibility of the traveler.

3. The University's contracted travel services provider can assist the traveler in the following areas:

- a. Lowest applicable airfares (See Egencia's "Flight Price Guarantee")
- b. "800" number service with 24-hour accessibility
- c. Reserve seat assignments, with advance notice
- d. \$350,000 travel life insurance (If booked through the University's contracted travel agency and charged to the central billing card)
- e. Corporate rate for lodging where available
- f. Corporate car rental rates
- g. Group travel discounts

4. Reimbursement for agency fees will be limited to that of the University's contracted travel agency's service fees.

5. Travel/Trip cancellation insurance is neither an authorized nor reimbursable travel expense.

C. Team Travel/Group Travel

1. Team or group travel requirements may necessitate prior coordination between the Department and the Controller's Office.

2. The group may seek authorization for a university purchase order via a standard purchase requisition to cover their hotel accommodations. Note: the designated hotel must be willing to accept a university purchase order and bill the University after the stay.

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D. Non-Employee/Spousal Travel

1. On occasion, departments may need to provide airfare and other travel expenses for non-employees (this includes spouse). Spouse travel and expenses shall be reimbursed only when authorized by specific policy or approval of the President or Provost:

- a. Justification for providing airfare for the non-employee must be provided.
- b. Approval for the airfare by the department head.
- c. If it is for the spouse of the employee, documentation justifying the necessity for spouse's attendance must be provided and approval from the President's Office or Provost (or designee) if necessary.

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E. Travel Voucher

1. A Travel Expense Voucher is required for all travel and must be filed within thirty (30) working days upon completion of travel. Advances will be withheld from employees with outstanding Travel Expense Vouchers.

2. The Travel Expense Voucher must be completed showing all expenses for which the employee is seeking reimbursement, and all forms must be:

- a. Signed by the employee
- b. Approved by the individual with signature authority on the program. (An individual may not approve his/her own voucher).
- c. Approved by the President, Provost or their designee (in cases where necessary) and the Department Head, Chair, Dean or Vice President for business entertainment expenses.

F. For detailed instructions for completing the travel voucher contact the Controller's Office.

International Travel

A. International travel, for the purpose of this policy, is defined as all travel outside the 50 U.S. States, the District of Columbia, Canada, the U.S. Virgin Islands, Puerto Rico, Guam and any other territory possession of the United States.

1. Out-of-country authorization is required for all international travel regardless of the funding sources. This form (Out-of-Country Travel Form) must be approved by the following:

- a. the person requesting the approval; and
- b. department head or individual to whom the traveler reports;
- c. Provost or designee.

This form must be approved prior to taking the trip and before making any reservations. Failure to comply with this will result in disapproval of the reimbursement request. No consideration will be given to forms filed after the trip has been taken. This form must be submitted no less than fifteen (15) working days prior to the departure date.

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B. Transportation

1. Economy required.
2. University employees and/or students traveling on official business shall use the most direct and usually traveled routes. Expenses added by use of other transportation must be assumed by the individual.
3. Airline travel. Airfare for international travel on individual flights 8 hours or more in duration will be reimbursed up to business class fare. Reimbursement for business class is contingent upon prior approval from the traveler's Chairperson, Dean or Vice President. Additional expenses for first class travel will not be reimbursed, including the purchase of higher classes of coach fare for the traveler to be able to upgrade to first class based on their frequent flyer status.
4. Buses and subways. For city travel, employees are encouraged to use buses and subways. Taxi fare may be allowed when more economical transportation is not feasible. Taxi expenses to restaurants for personal meals are not allowable.
5. Special transportation. The cost of rental cars or other special conveyances in lieu of ordinary transportation will be allowed when justified. Car rental for a single traveler should be limited to the midsize/intermediate class of vehicles. Those who are traveling in groups may reserve a higher class as appropriate. If a larger vehicle is selected due to group size, appropriate justification (including names of additional travelers) must be submitted with the travel reimbursement request. It is advisable, when traveling in a foreign country, that you obtain vehicle insurance provided by the rental car agency. (This does not apply to domestic rentals – see Section C, #4.) When renting a vehicle, please make sure that the University of Louisville is listed as the lessee (i.e. "John Doe/University of Louisville").
6. Fly American Act. When federal funds are used for foreign travel, tickets must be purchased in compliance with the Fly American Act, which states that travelers are required to use an U.S. flag air carrier. The only exceptions that would allow the use of a foreign air carrier would be:
 - a. In the event of an medical emergency,
 - b. For physical security,
 - c. If no U.S. Flag air carrier provides service to the traveler's destination,

d. If the user of a U.S. Flag air carrier would extend the travel time by 6 or more hours, increase the number of aircraft changes outside the U.S. by 2 or more, require a connection time of 4 or more hours at an overseas interchange point.

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C. Accommodations

1. Lodging costs should be for a single, standard room and should be the most economical rate that is consistent with the university's best interests. Corporate rates for certain accommodations are available through our contracted travel agency.

D. Reimbursement Rates

1. Meals and incidental expenses:

For International Travel, the traveler can request reimbursement using one of the three methods listed below:

- a. to the federal standard CONUS rate
- b. Actual costs with original receipts supporting the claim
- c. Link to the federal per diem rates for the locale at the time the travel occurred (www.state.gov)

2. Hotels:

Hotels always require an itemized receipt.

The option used is at the discretion of the home department and what is allowed under the grant or contract. The traveler may use only one method of reimbursement for the trip.

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E. Foreign Travel Advance

1. In certain circumstances, an advance may be necessary. These advances may be only requested for foreign travel only. For consideration of an advance, the following must be in place:

- a. Requester/traveler's request must be for official university business.
- b. Length of stay must be at least five (5) working days.
- c. A minimum amount requested must be \$500 or greater. Requested amount must be supported by a list of estimated expenditures.
- d. Advances for airfare (and/or pre-trip reimbursement) will not be considered unless an individual can substantiate dollar savings over our contracted travel agency. The following process should be used to substantiate dollar savings:

- Quotes from the outside agency and the University's contracted travel services provider should be obtained on the same day for identical itineraries (same flight(s), same times, same dates of travel, etc.) To obtain a quote from the University's contracted travel agency, please call an agent – do not use the on-line booking tool.

- Cost savings must meet the following criteria to be considered:

For University Contracted Travel Agency ticket prices of:	The Savings With The Outside Agency Needs To Be:
\$1-100	At Least \$25
\$101-250	At Least \$50
\$251-500	At Least \$75
\$501-1,000	At Least \$100
\$1,001 +	At Least 10%

- Send both quotes to the Manager of Accounting Operations for approval to purchase ticket(s) from the outside agency.

e. The advance request must be received at least ten (10) working days prior to the anticipated trip.

f. The traveler must sign an advance statement stipulating the required paperwork will be filed with the Controller's Office within thirty (30) working days of return from the trip. Failure to do so will stop any future advances and may result in the issuance of a 1099-miscellaneous income statement to the traveler at the end of the calendar year. The traveler must sign the advance form when the check is distributed. No designee is allowed.

F. For detailed instructions on completing the out-of-country form, contact the Controller's Office.