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**For Assistance**

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**Pan Am Travel Agent Team:**

<http://louisville.panam.travel>

1-855-767-5280

**University Travel Policy:**

<https://louisville.edu/finance/controller/acctops/travel>

\*\*Please note that the information provided in this brochure is only a partial summary of the University's Travel Policy. It is in no way all-inclusive, nor does it provide all specific details relating to travel policies and procedures. All University travelers should review the entire official policy prior to traveling for business purposes.



# Pocket Travel Guide

University of Louisville



*Controller's Office*

**502-852-8237**

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## Travel Policies At-A-Glance

### For the Convenience of our Travelers

The University of Louisville travel policies and procedures are updated on a regular basis as needed. The comprehensive policies and procedures are furnished to each department. Selected from this larger work are several items that a traveler might find useful. Take this with you as you travel and/or keep available for reference. We hope you find this guide helpful.

### Current Meal Subsistence (Per Diem)

An overnight stay is required to claim a per diem meal reimbursement. The University of Louisville follows the US General Services Administration's domestic per diem method which is based on destination city. Typical daily maximums range from \$46-\$71. Please see the travel policy or travel voucher form for details or visit [gsa.gov](http://gsa.gov) to check your destination city. Travelers will not be reimbursed for any meal included in the conference registration.

### International Meal Subsistence Rates

1. Actual Receipts
2. Standard CONUS rate
3. Federal Per Diem Rates

### Lodging Charges

The most economically feasible lodging should be used. Reimbursement shall not exceed the single, standard room rate. Traveler should obtain a pre-printed, itemized, original receipted bill showing a zero-balance. Express checkout folios may be used as long as the last 4-digits of the credit card number are displayed.

### Receipts

Only travel expenses actually incurred will be reimbursed. Receipts must be detailed vendor receipts. Credit card receipts are not acceptable. Any expense under \$30 does not require a receipt (except for lodging charges and per diems distributed to students/employees), but must be considered reasonable and necessary.

### Travel Voucher

Reimbursement will be made after a travel voucher is filed with the Controller's Office. Vouchers will be filed no later than 30 days following the end of trip. Those not submitted within 60 days will be reported as taxable income. The voucher shall include the expenses of only one traveler.

### Out-Of-Country Authorization

Remember to file your out-of-country authorization forms with the Provost's Office at least 15 working days prior to the departure date. This authorization is required regardless of the funding source, and approval must be granted prior to making any travel arrangements.

### Personal Vehicle Reimbursement

Effective January 1, 2015

\$.575 per mile

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. If mileage is claimed, reimbursement for fuel charges cannot be claimed.

### Rental Vehicles

All car rental for a single traveler should be done through Enterprise or National Car Rentals. Car rental for a single traveler must be limited to the midsize/intermediate class of vehicle. Those who are traveling in groups may reserve higher classes as appropriate. Rental company supplemental insurance is neither an authorized nor reimbursable travel expense, and the vehicle should be rented in the name of "John Doe/University of Louisville" as the lessee.

### Travel Accident Insurance

All U of L employees are provided with \$200,000 (air or rail) travel accident insurance while traveling on University business if you have purchased your ticket from the University's contracted travel agency using our Visa central billing card. Additionally, any airline ticket purchased via PanAm will include \$250,000 of travel life insurance. The University will not reimburse any additional insurance costs incurred by the employee.

### Travel with Spouses

When a spouse travels with an employee while on University

business, precise records are to be kept. The University will not reimburse monies for the spouse's travel, unless the trip has been approved by the Department Head/Chair, or, in the case of the Dean or Vice President, expenses shall be approved by the Office of the President or Provost.

### Method Of Payment

U of L offers a Visa Central Billing Card which can be used for airline tickets purchased via the PanAm or Swabiz Travel systems. The Central Billing Credit Card can also be used for hotels booked through PanAm, but only for room and room taxes. The University recommends the use of this card for your convenience. A University purchase order issued to Enterprise/National Car Rental can be used for car rentals. Charges will be billed directly to the University. Travel advances are not available, except in cases of international travel.

### Miscellaneous Expenses

<u>Expense</u>	<u>Allowable</u>
Bag Handling	Yes
Early Bird Check-In	No
First Checked Bag Fee	Yes
Gratuities-Meals	No (part of per diem)
Insurance	No
Laundry	If gone for > 6 days
Membership Fees	No
Parking Fees	Yes
Registration Fees	Yes
Taxis to Restaurants	No
Telephone Calls	1 personal per day up to \$10
Tips (Non Meal)	Yes
Toll Charges	Yes

## **University of Louisville**

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As of March 16, 2015