

Employee Travel Procedures

This list covers only the more common travel issues and rules. Please ask Julie or Beverly if you are unsure of the correct procedure or are planning a trip with unusual circumstances. Link to full travel regs: <http://www.uky.edu/EVPFA/Controller/files/BPM/E-5-1.pdf>

- All employee travel reimbursements are processed in TRIP.
 - This includes Research Assistants.
 - Student travel reimbursements will continue through the PRD process. No student travel expenses should go on a Procard. The exception to this rule: Tractor Team group lodging and group registration may go on a Procard.
 - Access to TRIP is via the Employee Self Service (ESS) tab in myUK under Travel Requests and Travel Expenses. Approvals are through Workflow on the Enterprise Services Tab.
 - Vouchers/Expense Reports can be created by the traveler or by proxy (Beverly or Julie).
 - Travelers may use TRIP to create travel requests. This can also be done by proxy (Beverly or Julie). Following travel, the request document becomes the expense report/voucher. Do not create a new TRIP reimbursement document if a TRIP request exits.
 - If completing your own voucher/expense report, please ensure that you use the correct cost center or grant number. Grant numbers are entered as “WBS elements.”
 - Links to full training materials are within the travel menu in ESS and Quick Reference Cards are here: <https://www.uky.edu/EVPFA/Controller/payable.htm>
 - General TRIP routing process: After the travel reimbursement request is complete, receipts attached and the document submitted for approval, the traveler will receive a system generated email notice that the voucher/expense report is ready to be approved. The traveler must log in to myUK and approve the voucher through Workflow on the Enterprise Services tab. The voucher is then routed in Workflow to the traveler’s official supervisor for approval. It then routes to the business officer for the account being charged and then to Accounts Payable. After AP approval, a direct deposit order is created. Reimbursements are direct deposited to the bank account tied to payroll.
 - All travel related receipts (including Procard receipts) must be scanned into one pdf and attached to the TRIP voucher.
- Please submit travel information immediately upon return. This applies to in state and out of state travel. IRS regs require travel to be reimbursed within 60 days of return. Travel near fiscal year end must be paid based on AP deadlines. Travel paid by a grant that is near its end date should also be paid immediately upon return.
- Several mileage only day trips within the same month can be entered on one voucher. You will need to provide a mileage log detailing the dates, destination and mileage for each trip.
- Separate Procard vouchers are required for each travel related expense charged to a Procard.
- You can’t use grant funds to pay for travel that will occur after the grant end date.
- Travel on grants sponsored by the state of Kentucky is limited to per diem and mileage rates used for state employees. The difference between federal and state rates may be made with gift funds or department funds with prior chair approval.
- Conference registration
 - Receipts should include an agenda or brochure page that shows what is included in the fee. AP is checking for meals that may have been provided.
 - No reimbursement (from any fund) is allowed for site seeing or entertainment events.

- Airfare
 - Concur, AAA and Avant are the only approved UK airfare travel vendors.
 - Do not purchase airfare directly from airlines.
 - Link to Concur <http://www.uky.edu/Travel/cliqbook.html>
 - Airfare receipts must be the receipt/email that shows name, ticket number, issue date, itinerary, payment, and service fees. Please don't submit itineraries that don't include the final ticket charge. AP will not allow those as documentation of a ticket and will reject the voucher.
 - For Lexington based employees, Lexington, Louisville and Cincinnati are acceptable airports. Flights from other airports require a cost comparison.
 - Airfare on federal funds must comply with Fly America Act. Travel booked through Concur will be Fly America compliant.
 - Additional fees to change tickets for personal reasons are not reimbursable and should not be charged to a Procard.
 - If you find a lower airfare with a non-approved vendor:
 - We should contact UK travel office as they may be able to find the same rate.
 - If the alternate vendor is used, a valid cost comparison substantiating the lower rate must be submitted. See section on cost comparisons.
 - Ticket must be purchased with personal funds and submitted on the voucher.
 - Reimbursement of service fees is limited to UK travel agent fee rates. (\$9/\$29/\$39)
- Cost comparisons:
 - Required when using alternate airfare vendors, adding personal days to travel or driving personal vehicle to destination at least 400 miles from home or workstation.
 - The cost comparison from Concur Travel must show a listing of itineraries/airfares for the same dates of travel, the same travel destinations, and the same approximate times of departure as shown on the ticket purchased from the alternate travel vendor. It must be the first page of available itineraries/airfares from Concur Travel, which also shows the search parameters used and the airline matrix across the top of the screen.
 - It must be printed from Concur on the same day the ticket is purchased and it must be date-stamped by the printer. Print from the browser or right-click the mouse to print to include all information required. Do not use the print/email function on Concur Travel.
 - An example of a valid cost comparison can be found here: <https://www.uky.edu/bae/sites/www.uky.edu/bae/files/airfarecomparison.pdf>
 - For multi-destination foreign travel, the valid cost comparison may be obtained from AAA or Avant Travel full service agents, as booking tools may not offer the best fares for these itineraries.
 - If a valid cost comparison is not provided, your reimbursement may be reduced to the historical lowest airfare in the market.
- Lodging
 - Receipts must be itemized even if a Procard was used.
 - Employees sharing lodging will be reimbursed a pro rata share of the room charge. Notify the hotel at check-in that each employee will require a receipt with the individual's name on it. This is not required if a Procard is used-one card can be used for all.
 - Provide hotel with a tax exemption certificate at check in. The exemption may not apply to all hotel taxes. <http://www.uky.edu/Purchasing/taxexemptinfo.htm>
 - Foreign lodging is subject to maximum allowable federal rates. If your actual lodging exceeds the allowable federal rate, you will only be reimbursed the federal rate. If your lodging was on a Procard, your per diem reimbursement will be reduced. We can check federal rates before you make reservations.
 - Lodging and per diem will not be reimbursed if destination is within 40 miles of home or work.

- Per diems:
 - No meal/per diem reimbursement for day trips.
 - Transportation between hotel and restaurants will not be reimbursed. This is included in the per diem.
 - Per diem time frames- must be in travel status through entire timeframe to get per diem.

Meal	Begin time	End time
Breakfast	6:30 a.m.	9 a.m.
Lunch	11 a.m.	2 p.m.
Dinner	5 p.m.	9 p.m.

- Personal travel combined with business travel
 - Conference registration may be paid with a Procard.
 - Lodging for the business related nights may be paid with a Procard.
 - You must pay airfare with a personal card. An airfare cost comparison for business only travel dates must be submitted. See section on cost comparisons.
 - Any additional cost caused by combining personal and business travel is not reimbursable.
 - Example-incremental lodging charges due to additional person(s) in room
- Driving Personal Vehicle
 - If you choose to drive a personal vehicle to a destination 400 miles or more one way, an airfare cost comparison must be provided. This must be printed from Concur at least three weeks prior to departure. If the trip is scheduled within the three week time frame, a cost comparison must be printed on the day it is learned that the trip must be made. The maximum reimbursement including mileage, tolls, lodging and per diem is limited to normal expenses had an airline been used.
 - If driving to a destination less than 400 miles one way from workstation or home, lodging en route will not be reimbursed. Mileage, tolls, and per diem will be reimbursed. Only lodging at destination will be paid.
- Quick Reference Guide and FAQs can be found on the CAFE Business Center site: <http://acsg.uky.edu/AgWeb2/TravelQRG.pdf> and <http://acsg.uky.edu/AgWeb2/TravelVoucherFAQ.pdf>
- International travel trip registry
 - Learn about insurance, travel warnings, resources, and register your international trip here <https://ihss.uky.edu/index.cfm?FuseAction=Security.LoginWizardStepOne>