TO: ALL FACULTY AND STAFF
FROM: KAREN Z. KYLE, FINANCIAL OFFICER
RE: WB CAMPUS TRAVEL GUIDELINES

The Penn State Travel Policy, Consistent Application, states “Adaptations needed to meet unique situations will be permitted if consistent with the prevailing principles that no unnecessary cost is to be charged to a University budget, that no personal costs are to be paid by a University budget and that the adaptation does not contradict any provision within this policy” http://www.travel.psu.edu/travelpolicy/TravelPolicy.pdf

The Wilkes-Barre campus guidelines have been established to be used uniformly for all employees travelling on University Business. If you have any questions, please call your Director or the Finance Office before you travel. These guidelines have been adopted to allow limited resources to be available to all employees who need to travel on University Business. The goal of the employee should always be to minimize the cost to the University.

REIMBURSEMENT FOR MEAL EXPENSES: ACTUAL UP TO PER DIEM

1. Reimbursement for meals while on travel status (overnight travel) will be ACTUAL up to per diem. Receipts are required to be scanned or faxed with the electronic ERS submission.

2. Reimbursement for meal expenses when no overnight travel is involved requires that the meal reimbursement be reported to the IRS as taxable income to the employee unless sufficient University business is conducted during the meal to satisfy the requirements for a business group meal or meeting. A business group meal or meeting must have a clearly defined University business purpose and be reported on a business group meal form (attendees listed).

3. Alcoholic beverages will not be reimbursed (as per University Guideline FNG05). Please identify those from your itemized receipt and deduct its costs including the appropriate amount of taxes from your reimbursement. Failure to do so may result in the total cost of the meal not being reimbursed.

4. The Penn State travel webpage (http://abs.psu.edu/travelRates/CONUS/) lists the maximum allowable cost for meals. Per University policies, the cost of breakfast cannot exceed 20% of the total allowable cost, the cost of lunch cannot exceed 30% of the total cost and the cost of dinner cannot exceed 50% of the total allowable cost. When seeking reimbursement for one meal, these percentages will be applied to the per diem to determine reimbursement.
5. When staying in a Penn State University direct bill hotel, please request a receipt and pay any amounts above the per diem with a personal credit card or cash. You may put meals on your hotel room if the amount is within the per diem based on your travel status. Request a receipt for your stay, sign and submit the receipt to the Finance Office upon your return. Alcohol should never be charged to your room and included in your reimbursement on General Funds.

6. The Penn State travel webpage also lists the estimated daily reasonable maximum lodging cost for a given location. Employees are encouraged to stay at hotels within this cost. Staying at a hotel with a cost significantly higher than the Lodging Estimated Rate published by the University requires a written justification. Reimbursement of the actual cost or the Lodging Estimated Rate will depend on the reasons for choosing a specific hotel. In any case, the University may reimburse the employee up to the Lodging Estimated Rate.

7. When you are charged for a hotel room or any expense due to a cancellation, reimbursement or payment will depend upon the circumstances surrounding the cancellation and the Director/Budget Executive’s approval. It is your responsibility to cancel within the time allowed for no charges to be incurred.

**REIMBURSEMENT FOR PERSONAL MILEAGE AND THE CAMPUS FLEET VEHICLE**

1. The Fleet vehicle will be charged to the Directors of the WB campus monthly at a fixed amount. Therefore, when the fleet vehicle is available an employee will not be reimbursed for personal mileage. The Finance Office will use the corporate calendar to verify the availability of the fleet vehicle for all personal mileage submissions. The Departments being charged are:
   
   - Chancellor
   - Business Services
   - Finance Office
   - Admissions
   - Student Services
   - Academic Affairs
   - Continuing Education
   - Development Office

Anyone using the Fleet vehicle will still be responsible for completing the in and out mileage readings in the Log book of the Fleet vehicle.

Anyone travelling **more than 260 miles roundtrip** or for **more than two days** should rent a car. The University has agreements with National and Enterprise for reduced rates. With the unlimited mileage on a rental car, actual gas cost may be lower than the per mile reimbursement rate.
2. Use of the Fleet vehicle for travel will be charged at the fleet rate per mile to all WB campus general fund budgets not being charged a fixed monthly amount. The fleet car has 1000 mile per month allowance.

3. Use of the Fleet vehicle for travel charged to non-WB budgets will be at the current university rate.

4. WB campus security employees will be reimbursed for the use of their personal vehicles when the Fleet vehicle is not available at the current rate up to 15 miles per trip to the bank and post office. A log must be kept and submitted monthly by Safety & Police Services to the Finance Office.

5. Any exceptions must be approved by the Budget Administrator/Budget Executive.

**ITINERARY AND BUSINESS PURPOSE OF TRAVEL**

*The traveler is responsible for clearly stating the business purpose of the trip.* Assume the person reviewing and approving your reimbursement is independent of the University, will they understand the business purpose of your trip if they have your ERS submissions?

When attending a conference, a copy of the conference schedule must be submitted to establish travel status, meals provided, and business purpose. Employees will not be reimbursed for meals purchased in lieu of attending meals included in the conference fee.

**FINANCIAL OFFICER**

The Financial Officer will forward all exceptions to the Office of the Corporate Controller. Travelers who continually misuse or circumvent the principles of the policy will be subject to additional requirements for documents and restricted use of any Penn State Purchasing Card Privileges. The Purchasing Card travel agreement authorizes the University to recoup any unallowable expenses charged to the Purchasing Card via Payroll deduction.