

APPENDIX E

STAFF TRAVEL REGULATIONS

Reimbursement for travel expenses is made in accordance with the following regulations. In order to receive reimbursement for travel expenses, it is necessary to present to the Controller's Office a properly completed and approved ISU Travel Authorization form and receipt documentation. Any major hardship reimbursement situations will only be considered if approved by the appropriate vice president.

To ensure travel reimbursement, a staff member should always receive prior approval of the travel using the Travel Authorization form. Unapproved travel could jeopardize a staff member's claim for worker's compensation and/or other insurance benefits.

In-State Travel

1. Travel and subsistence allowance will be approved when the individual officially represents the University or is conducting University business. Travel expenses will only be reimbursed when a Travel Authorization form has been completed and authorized by the appropriate vice president or University President.
2. Travel and subsistence allowance will be approved for attendance at conferences, workshops, or meetings dealing with some aspect of the University program, and it is expected that participation will be valuable to the University. Generally, the vice presidents or the University President will select individuals attending such conferences, workshops, or meetings.
3. Travel allowance may be approved for voluntary attendance of faculty and staff members at meetings of professional organizations and associations. Subsistence allowance will not be approved for professional meetings and conferences when attendance is purely voluntary on the part of the individual. Travel and subsistence allowance may be approved for individuals who are officers or members of official committees of professional organizations and associations if the organization does not pay travel expenses. Subsistence allowance may be paid when a faculty or staff member addresses a group or has a major responsibility on the program.
4. No Travel Authorization form is necessary for ISU sponsored professional development programs that are held on the ISU main campus.

Out-of-State Travel

1. Travel and subsistence allowance for individuals conducting University business will be approved when such individuals have been authorized by the University President or appropriate vice president to represent the University.
2. Travel and subsistence allowance may be approved for official representatives of the University for attendance at meetings of associations and organizations in which the University holds membership.
3. Travel allowance may be approved for voluntary attendance of faculty and staff members at meetings of professional organizations and associations held out of the state. Subsistence allowance will not be approved for professional meetings and conferences when attendance is purely voluntary on the part of the individual. Travel and subsistence allowance may be approved for individuals who are officers or members of official committees of professional organizations and associations if the organization does not pay travel expenses. Subsistence allowance may be paid when a faculty or staff member addresses a group or has a major responsibility on the program.
4. Travel and subsistence allowance may be approved for attendance at conferences, workshops, or meetings where it is expected that the results of the conference, workshop, or meeting will make a significant contribution to the University program.

General Regulations and Procedures

1. All travel and subsistence allowances shall be made in accordance with ISU Board of Trustees policies governing travel.
2. All travel authorizations are to be submitted and approved by the appropriate vice president prior to the date of the travel.
3. Travel or subsistence allowances will not be approved for trips for which the individual receives total reimbursement for travel expenses from any other source.
4. Subsistence allowances will be approved for up to one (1) day before and one (1) day after ISU approved business events.
5. Normally travel allowance will not be granted for trips within the confines of Vigo County.

6. The appropriate academic dean shall approve all faculty travel authorizations. The academic deans and other departments reporting directly to the Academic Affairs Office shall have travel authorizations approved by the Provost and Vice President for Academic Affairs or designee. The appropriate vice president or designee shall approve administrative travel requests. In order to process timely and to obtain the lowest rates, it is preferred that requests for out-of-state travel should be filed at least four (4) weeks in advance of the expected departure and must be approved by the appropriate vice president or designee. The University President or designee shall approve all vice presidents travel.
7. Travel reimbursements may occur on items checked on the Travel Authorization form that are authorized. If an item is omitted, reimbursement may still occur for items under \$100.00 if directed by the department originating the request without submitting an addendum to the Travel Authorization form. A Travel Addendum is required for omitted items in excess of \$100.00.
8. University-owned vehicles may be used for travel, when available, and if it is to the University's advantage to approve the use of University-owned vehicles for such travel.
9. A University Vehicle Permit form shall be prepared with the Travel Authorization number when using University vehicles out of the motor pool fleet.
10. Saturday, Sunday, or holiday travel involving University-owned vehicles will be allowed only when the academic dean or appropriate vice president determines that the travel is necessary for the University.
11. University-owned vehicles are located at Facilities Management at 951 Sycamore Street; issuance of keys and credit cards takes place in the Motor Pool Office. The driver must present a valid driver's license before keys will be given. Fifteen passenger vehicles require a public passenger chauffeur's license. Vehicles may be picked up between 7:30 a.m. and 4:30 p.m. weekdays. The Motor Pool Office is closed from 4:30 p.m. Friday until 7:30 a.m. Monday. For weekend departures, keys may be obtained in the Motor Pool Office before 4:30 p.m. Friday, with the vehicle to be picked up at the driver's convenience. Special arrangements can be made for other hours. Vehicles returned after closing time are to be placed on the parking lot, with the doors locked, and keys are to be deposited in the key return slot in the door of the Motor Pool Office. In order to facilitate scheduling, all vehicles must be returned at the time indicated.
12. Notify the Public Safety Office and the Risk Management Office at (812) 237-3555 of any accidents involving University vehicles. Local authorities should first investigate accidents that occur away from campus in that city or locale then file a report with the Public Safety Office. The driver of the vehicle involved in the accident must complete an Indiana Operator's Accident Form provided by the Public Safety Office. The Public Safety Office may be reached at (812) 237-4111 or (812) 237-5555. If the University vehicle has a mechanical failure while on a trip, the driver should call the Motor Pool Office, (812) 237-3620, for instructions. Minor vehicle malfunctions should be reported to the attendant when the vehicle is returned.
13. Any non-university business passenger in a University-owned vehicle must sign a waiver of liability form prior to travel.
14. Mileage will be paid for out-of-state travel only to the extent of the lesser of actual mileage or air travel fare (coach or economy rate) when a personal car is used.
15. For travel which begins and ends in the same calendar day, the following rules shall apply:
 - a. No subsistence shall be paid for travel between the hours of 6:00 a.m. and 8:00 p.m.
 - b. If travel begins before 6:00 a.m. and ends after 10:00 a.m., the employee may claim reimbursement for the breakfast meal in the amount of \$6.00.
 - c. If travel begins before 5:00 p.m. and ends after 8:00 p.m., the employee may claim reimbursement for the evening meal in the amount of \$14.00.No reimbursement for a meal shall be made under items b and c if the meals were furnished to the employee.
16. When reimbursement for subsistence is claimed, the employee shall certify that no meals were furnished. The subsistence allowance shall be reduced for each meal furnished gratis to the claimant or included in a registration fee as follows: breakfast, \$6.00; lunch, \$6.00; dinner, \$13.00.
17. Hotel receipts must be filed with claims for subsistence for overnight travel.
18. Reimbursement for air, bus, and train may be claimed for approved travel provided acceptable receipts are attached to the travel voucher. Travel by air is a reimbursable expense at the "Coach" or "Economy" rate. Commercial air service must be utilized through an ISU approved travel agency if reimbursement is to be claimed. No authorization is allowed for travel in private planes for University business.

19. The mileage reimbursement for official travel within the State of Indiana shall be paid at the rate of 26 cents per vehicle mile when use of a personal car is authorized. Mileage reimbursement per vehicle mile for official travel authorized for outside the State of Indiana is as follows:

26 cents per mile for the first 700 out-of-state miles
13 cents per mile for the next 2,300 out-of-state miles
8 cents per mile for all additional over 3,000 out-of-state miles

All mileage in the State of Indiana will be reimbursed at 26 cents per mile. University staff members are expected, when possible, to share a vehicle when traveling to common events.

20. Airport parking will be reimbursed up to \$30.00 per trip.

For further details please refer to a copy of the [Indiana State University Travel Regulations](#) on the Controller's Office Web Page.

NOTE: State of Indiana travel regulations are subject to change. Therefore, those statements provided herein which are in conflict with more recent official actions will be superseded by the new state regulations.

(The above Staff Travel Regulations was approved by the ISU Board of Trustees on June 18, 1999.)