

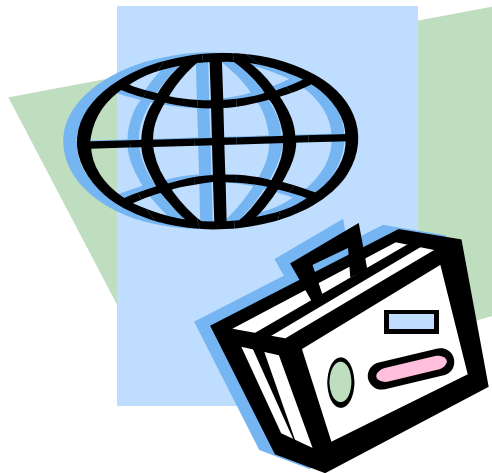
## **Chapter 5 – Travel**

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**Travel Reimbursement SU - 5-2**

**Reimbursement Rates BOR VIII-11.10 – 5-2**

**State-Owned Vehicles SU – 5-2**



## Chapter 5 – Travel

### {TRAVEL REIMBURSEMENT OF EXPENSES FOR WORK-RELATED TRAVEL (SU) }

1. Out-State and Out-of-Country Travel Requests must be submitted to the President's Office for approval at least 30 days in advance of scheduled travel. An expense account must be filed within three (3) working days after travel has been completed. All forms related to out-of-state and out-of-country travel are available in the Financial Services Office.
2. Faculty who have had out-of-state or out-of-country travel requests approved may request advance funds for conference registration and fees, lodging and food, and travel. If a faculty member receives an advance and does not spend the entire advance, must return any remaining funds upon filing a travel expense account three (3) working days after travel has been completed.
3. The university's reimbursement rates for meals, mileage, porter fees and tips are detailed in the USM/SU Travel Regulations and Pertinent Information Regarding Personal Reimbursements, published by the Financial Services Office and available from deans and chairs.
4. Faculty are encouraged to apply for the personal "American Express Corporate Card," and to use the card for charging travel-related expenses and applying for reimbursement upon return from a trip. Use of the card reduces the risk of carrying cash. The card may be used for business and any other expenses as well. Each card holder is billed monthly by American Express, and there is no yearly membership fee for holding the card. Applications for the card are available in the Financial Services office Monday through Friday from 8:00 a.m. - 5:00 p.m.

### {SCHEDULE OF REIMBURSEMENT RATES ([BOR VIII-11.10](#))}

#### Rates for Hotels

Cost of hotel accommodations are reimbursed on the basis of receipts for single-room rate, in accordance with institution policy to establish that the room rate is appropriate.

#### Rates for Meal Expenses

The standard per diem rate for domestic travel can be found on the following website: <http://www.salisbury.edu/accountspayable/meal.htm>. In the absence of receipts, travelers will be reimbursed for domestic travel at the standard per diem rate, as appropriate. Foreign travel is reimbursed at actual cost with receipts or at the applicable U.S. Department of State Meal and Incidental Rate (M&IE) without receipts.

#### Mileage Rate for Use of Personal Vehicle

Information regarding the personal vehicle usage can be found on the website listed below: <http://www.salisbury.edu/accountspayable/meal.htm>.

#### Designation of High-cost Locations for Travel

Check the *Financial Services Policies and Procedures Handbook* for travel to find out which metropolitan areas are designated as "high-cost" for domestic travel.

Approved by the USM's BOR, July 19, 2002, July 1, 2003, Revised August 2006

### {USE OF STATE OWNED VEHICLES (SU)}

1. Faculty using university owned vehicles are responsible for knowing and following all policies and procedures. The rules for use of University owned vehicles are published on the following University web sites:  
<http://www.salisbury.edu/admin/motorpool/>  
<http://www.salisbury.edu/admin/ap/travel.htm>
2. University vehicles may be driven only by authorized employees of the University who have been certified by the Salisbury University Motor Pool.
  - A student may drive when employed by the University if he/she is at least 18 years old and has been assigned as a driver in his/her work responsibility.
  - Campus departments/clubs/sport teams may, in addition, designate in writing, several qualified students or volunteers to serve as non-employee volunteer drivers when the need for such is justified. These volunteers must be certified by the SU Motor Pool as well.
  - Volunteers are subject to a driving record review by the SU Motor Pool and their participation is limited to the specific pre-approved needs.
3. Any person planning to drive a State vehicle must be certified through the Salisbury University Motor Pool.

- An employee who has an accumulation of six (6) or more points for moving violations is prohibited.
  - All drivers must possess a driver's license that is valid in the State of Maryland.
  - An employee who has an accumulation of six (6) or more points for moving violations is prohibited from operating University owned vehicles.
  - Motor Pool will maintain a list of certified drivers.
4. University owned vehicles are to be used exclusively for official University business. Personal business or pleasure use is prohibited.
    - University vehicles driven and used by students, non-employees, and volunteers are subject to the following limitations:
    - Travel must be directly related to the curricula activities and business functions of the University.
    - For teams/clubs/organizations, travel must be directly related to University activities (e.g., Ruby, Frisbee, SGA, etc.).
  5. Passengers are limited to those persons who are properly authorized to participate in a University function with an employee traveling on official business. The traveling employee is responsible for appropriate authorization of passengers.
    - Where properly authorized, this includes the employee's spouse, students, or guests of the University whose presence as a passenger is directly related to the employee's official business trip.
    - Children of faculty or staff members are not permitted to accompany the member in a University vehicle unless they are officially participating in the business of the University.
  6. It is the driver's responsibility to ensure the use of passenger restraining devices by all vehicle occupants.
  7. University policy prohibits smoking in all fleet vehicles.
  8. All traffic and parking laws are to be obeyed. All violation fines are the responsibility of the driver.
  9. The use of University owned credit cards is restricted to the specific vehicle or vehicles to which it is assigned. Under no circumstances are these credit cards to be used otherwise.
  10. University vehicles may not be rented or loaned to outside groups, individuals, or organizations.
  11. Priority in assignments of vehicles is as follows:
    - Admissions have priority over anyone or any group at any time.
    - Academics and athletics have priority over a student club/organization from a vehicle not less than two weeks before the trip is to take place.
  12. The University Police Office conducts driver refresher courses for all new employees and student employees annually or as needed. New drivers are to contact University Police to schedule the course.
    - The refresher course covers the basic driving rules. At this time all drivers will receive a copy of the rules and regulations for operating state vehicles. The course is mandatory and must be completed before being allowed to operate a state vehicle.
    - These sessions cover how to hook up the large trailer, how to turn and pass with a trailer, and how to back the trailer up. Each session group consists of five people. This course is mandatory and must be completed before being allowed to pull a trailer.
    - Please note: University trailers are insured ONLY when being towed by a fleet vehicle. All school canoes, kayaks, and equipment must be transported by school trailers behind school vehicles.
  13. Mileage cost for state owned vehicles can be found at <http://www.salisbury.edu/admin/ap/travel.htm#vehicles>

Revised September 2003 by the Provost's Office  
 Revised August 2004 by the Provost's Office

