

Travel and Entertainment Policy & Procedures Highlight of Changes

Attached is the new and improved Travel and Entertainment Policy & Procedures and Expense Report. We have highlighted key changes in yellow throughout the document to assist campus in identifying the updates.

Summary of What's New

Expense Report

- There is now one expense report form. One interactive form used for all travel and entertainment type expenditures.
- The form is interactive and completes all calculations.
- The form provides trip totals by expense category for improved information for the authorizing supervisors.

Policies & Procedures

- Included the Hartford campus in the document.
- Exceptions to policy are denoted with a ☒ within the document to bring attention.
- Frequent Flyer Program guidance is provided.
- Commuting costs to and from work has been added.
- General strengthening of wording to ensure compliance with other funding agencies.
- Strengthened guidance for private airplane travel.
- Guidance added for personal automobile mileage for on campus usage as a job requirement.
- Strengthened guidance for Commercial Air Travel.
- Strengthened guidance for Private Residence Lodging.
- Strengthened guidance on travel charged to sponsored restricted agreements.
- Added to the list of items that can and cannot be reimbursed.
- Account codes have been provided.
- The importance of alcohol identification and accounting rules is mentioned in several sections.
- Spouse or other dependent expense now includes information on the potential of increasing personal taxable income.
- Travel insurance/accident guidance has been improved.
- Guidance on how to document/calculate foreign exchange rates has been provided.

Make note of a new and required form

- **“Missing Receipts Affidavit” is a new form. For every missing receipt an affidavit must be completed, authorized and attached to the expense report.**