

GUIDANCE FOR GRANT-RELATED TRAVEL

Section 1:

Section 2:

Section 3:



TRAVEL REQUESTS

- UConn Policy: If travel includes one or more segments of airfare, hotel, or car rental expense, a fully approved travel request is required prior to departing for your trip
- We kindly ask that this is done as early as possible to ensure funds are available and/or if a re-budget is required





ALLOWABLE EXPENSES

- With appropriate justification and documentation, travelers can be reimbursed for:
 - airfare
 - lodging
 - meals
 - conference registrations
 - mileage
 - tolls
 - parking
 - car rental
 - railroad tickets
 - other relevant business expenses



CASH-OUT-OF-POCKET

- Must submit itemized receipts for expenses greater than \$25
- Receipts must show payment or a snip-it from traveler's bank / credit card statement
- If expense was in a foreign currency, make sure USD amount matches receipt

UCONN TRAVEL CARD (T-CARD)

- Travel Card Allowability
 - Individual Actual Meals
 - Airline fees
 - Train
 - Car Rental–Fuel for Rental
 - Ground Transportation
 - Tolls
 - Parking
- Must submit itemized receipts for expenses greater than \$50

PAYMENT TYPES



AIRFARE

DATES OF TRAVEL

- Domestic
 - One day prior to conference & one day after conference
- International
 - Two days prior to conference & one day after conference

SEAT UPGRADES

- Any upgrades for domestic flights would need an ADA on file with Human Resources



FLY AMERICA ACT

FEDERAL AWARDS REQUIREMENT

- Exceptions:
 - U.S. air carrier is not available
 - U.S. carrier service would extend the travel time by 24 hours or more
 - U.S. carrier does not offer a nonstop or direct flight between origin and destination, and using a U.S. carrier:
 - Increases the number of aircraft changes outside the United States by two or more
 - Extends travel time by six hours or more
 - Or requires a connecting time of four hours or more at an overseas interchange point
 - When the flight time from origin to destination is less than three hours and using a U.S. flag carrier doubles the flight time
 - When there is an applicable Open Skies Agreement in effect that meets the requirements of the Fly America Act
 - Does not apply if funded by DOD
 - **Note: Ticket cost and convenience are NOT exceptions to the Fly America Act.**



COMBINED BUSINESS & PERSONAL TRAVEL



If you are planning to have combined personal and business travel, a price comparison must be done in Concur at the time of booking



Any itineraries that have different departure or arrival locations or additional dates would need to be compared to a direct flight from work location to the destination and back



If the price of the combined travel is less than or equal to the business travel alone, you can use your Travel Card to book in Concur or with Anthony Travel



If the travel including personal time exceeds the business portion, you must pay personally for the whole trip and submit for reimbursement for the business portion only



Please refer to this link for assistance: [Travel That Includes Personal Time](#)





HOTELS: BOOKING

FEDERAL AWARD RULE

- Hotel cost cannot exceed 150% of the GSA rate of the hotel city
- Exception is a conference hotel
 - Receipt must show that the conference group rate was used in order to be allowable over the max rate





Attach itemized hotel receipt showing \$0.00 balance



Expense line itemizations include:

Hotel lodging
Hotel tax
Cleaning fees (air bnb)
Services fees (air bnb)



Attendee listed in Concur is the traveler & others if room was shared



City of purchase is location of hotel

HOTELS: CONCUR ENTRY



DAILY ALLOWANCE (PER DIEM)

- Per Diem – Daily allowances paid to employees to cover meal costs incurred while on a UConn business trip
- The Daily Allowance is added to the Concur expense report via creation of a Travel Allowance Itinerary
- Travelers using this method would NOT be eligible to use their travel card for individual meal purchases on the same trip
- Ensure provided meals are not included (conference dinner, hotel breakfast, etc)
- Expense reports may only include either the Daily Allowance or Individual Actual Meals Cost, not both even if for different days



- Itemized receipts are required for expenses over \$25.00 for out of pocket or over \$50.00 if purchased using the UConn travel card
- Maximum tip is 20%
- Alcohol is not allowable
- The amount may not exceed the daily limits, based on the meal per diem rates published by the GSA / U.S. Department of State
- The allowance applicable to the first and last day of travel will be 75% of the full day Per Diem
- The allowable amount is calculated on a daily basis and is not aggregated over the entire period of the trip

INDIVIDUAL ACTUAL MEALS COST

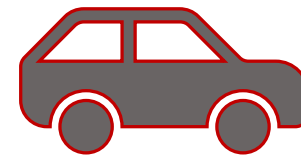
GROUND TRANSPORTATION



Uber/Taxi

Tip 20% or less

Business travel expenses



Car Rental

Use Anthony Travel / UConn rate for rental

Fuel option is unallowable

Car class reserved is full size or less
(unless justified)



PERSONAL MILEAGE & PARKING

Personal Mileage

- Deduct round trip commute unless leaving from UConn
- Any telecommuting / hybrid type of arrangements are considered temporary and traveler should deduct commute mileage from their official duty location (campus location)
 - Exception: If traveler is hired as remote & does not have a campus address (vetted with HR and on file), this would allow them to not deduct their commute

Parking

- At Bradley Airport in Hartford, allowed up to \$12/day





CONFERENCES

- Conference brochures and/or agendas must be attached in the Expense Report in Concur. They do not carry over to the Expense Report when attached to the Travel Request.
- Ensure backup includes:
 - Name of conference
 - Dates
 - Location
 - Agenda



Seat upgrades

Tips over 20%

Meals over per diem

Personal travel days' expenses

Alcohol

Laundry service

**PERSONAL NON-
REIMBURSABLE
ITEMS**





Anthony Travel is offering an informational session via Teams on Concur Travel and the booking process

- Wednesday, September 13, 2023 from 10:00am - 11:30am [Click Here to Register](#)
- Tuesday, September 26, 2023 from 1:30pm - 3:00pm [Click Here to Register](#)



[Travel & Entertainment Policies](#)



[Domestic Per Diem Rates](#)



[International Per Diem Rates](#)



[Fly America Act](#)



[Travel That Includes Personal Time](#)



[Travel Card Policies](#)

HELPFUL LINKS



Questions?

