I. INTRODUCTION

As our travel and business expenses grow, the need to manage them becomes greater. Managed travel is the best way we know to save time and money. It is the intent of this policy to encourage travelers to minimize travel expenses, consistent with University business requirements. These policies and procedures are provided to assist University of Miami personnel by providing guidelines for travel and business expenses, obtaining approvals, and reimbursements of authorized expenses. Where a more standardized procurement method is available for purchases, the BERF should not be used. Purchase of university computers and furniture must be done thru a purchase order.
The guidelines apply in general; however, schools, departments, or divisions may specify more restrictive travel and business expense policies and procedures.

Additionally, travel and business expenditures on Sponsored Programs must be in accordance with the sponsor’s guidelines if those guidelines are more restrictive than the University general policies and procedures.

II. DEFINITIONS

Authorized Travel Agency
A travel agency that has contracted with the University to provide business travel services.

Travel Profile
Information on file in the authorized travel agencies file regarding the personal and business travel needs and preferences of a traveler. A travel profile is required to be on file with an authorized travel agency prior to completing travel arrangements.

Official University Travel
Official University travel is defined as travel by University personnel, non-University personnel, and University students when the authorizing individual considers such travel to be in the professional and/or business interest of both the traveler and the University.

Local Travel
Travel within Miami-Dade and Broward counties.

Domestic Travel
The General Services Administration defines domestic travel as travel within the United States, its possessions and territories, U.S. possessions and territories include Guam, American Samoa, Puerto Rico, and the Virgin Islands.

Foreign Travel
Travel outside of the United States, its possessions and territories. This includes travel within the United States while en route to or returning from foreign destinations.

Electronic Ticket Airline Travel
Air travel reserved with an airline for which no paper ticket is issued. The reservation and seat assignment are secured within the airline’s computer reservation system only.

III. DOCUMENTATION/SUBSTANTIATION REQUIREMENTS

The University currently has an “Accountable Plan” for employee business expense reimbursements. Under Internal Revenue service (IRS) regulations for an accountable plan, expenses are required to meet three conditions:

1. There must be a legitimate business purpose.

2. It must be substantiated (receipts).

3. Any excess amounts of cash advance not used must be returned.
Expenses not meeting all three conditions may be taxable and therefore subject to W-2 reporting.

Business related expenses under IRS rules are those which would be eligible for an employee deduction on his/her tax return if the employee paid for them out of his/her own pocket.

To satisfy substantiation requirements, all reimbursements must include an explanation of the business purpose for the expense and original receipts detailing the date, place and amount of the expense. When charged to a sponsored grant or contract, the explanation should include the relationship of the travel expense to the project. For additional documentation requirements see each section below.

IV. INSURANCE

Insurance is provided, under the Workers Compensation Plan. The policy covers employees traveling on official University business trips that originate from home or the University, whichever is the case. Coverage is also provided for the University employee on University business if the expenses are paid in whole or part by a non-University source.

The University will not, in any circumstances, bear the cost of any personal travel insurance coverage purchased by the traveler.

Employees are covered during local travel as long as there is a record (on calendar, staff verification, or other means of recording) that local travel is University related.

V. AMERICAN EXPRESS CORPORATE CARD PROGRAM

The American Express Corporate Card Program was designed to provide University employees with a convenient method to meet University travel and other business expenses. For eligible employees, the corporate charge card replaces the former practice of issuing travel advances and direct payment of airfare and hotel expenses.

All full-time faculty, research/training associates, and administrative/professional employees are eligible to participate in the Program. Staff employees who routinely incur University business expenses may also be eligible to participate in the Program if a letter of request from the departmental chair or division head is sent along with the completed American Express Application and Release forms. These forms are available on the web at: www.miami.edu/UMH/CDA/UMH_Main/0,1770,5034-1:12266-2,00.html

Completed forms should be returned to the Purchasing Card Manager, Suite 750, Gables One Tower, Coral Gables Campus, LOC: 2978.

Corporate cards are issued after credit approval by American Express. The cards will be mailed to the employee's address indicated on the application, four weeks from receipt of an application. Travelers are expected to charge transportation, lodging, meals, and other travel expense to their corporate charge card. Each corporate card member is responsible for all charges on his/her charge card and for making timely payments to American Express. Business Expense Reimbursement Forms (BERF) should be submitted in a timely manner. The Travel/Disbursement Office will process requests for reimbursement and will deposit funds to the employee's primary payroll direct deposit account. Participation in the Program will be terminated when the cardholder is no longer employed by the University, or when an account is sixty (60) days past due. Cards canceled, for any reason, must be cut in half and discarded.

VI. AUTHORIZED TRAVEL AGENCIES

By designating a limited number of travel agencies as "authorized", the University intends to increase the overall level of passenger service, capture the travel data necessary for cost effective travel analysis, and reduce travel costs. Our authorized agencies are familiar with the University's goals and policy. They will assist you in booking the most reasonable itinerary at the lowest cost. These authorized travel agencies have contracted with the University to provide the lowest cost airfares and business travel services. University negotiated airline, hotel, and automobile rental discounts are available through these authorized agencies.
Airfare arranged through these authorized travel agencies may be charged directly to the traveler's departmental expenditure account thereby eliminating the need for the traveler to "up front" the cost of airfare. Prior approval by individual(s) authorized to approve travel must be obtained before requesting direct payment of airfare and a copy of the approved Travel Advance Request form needs to be provided to the travel agency.

Prior to booking travel through an authorized agency, travelers will be required to complete a "travel profile" with the agency. The travel profile will enable the agency to provide you with optimum service based on your travel preferences, ticket delivery and preferred payment method.

Airport emergency service for canceled flights; call the worldwide 24-hour hot line for alternative airline options. The 800 number will be listed on your itinerary.

The usage of the Authorized Travel Agencies is voluntary but the air travel discounts published for employees and direct charge of airfare are exclusively available through these agencies.

Attachment A to this policy is a list of University authorized travel agencies.

**VII. TRANSPORTATION EXPENSE**

**Air**

Commercial air transportation is reimbursed when travel is on official University business and on the basis of the actual cost incurred by the traveler. All official University travel should be at the most economical rates available for both domestic and international travel. Generally, coach or lower promotional fares are the only classes of travel that are reimbursable. All travel must be by the most direct or economical route except as provided below:

All exceptions to coach class travel will require the traveler to submit appropriate documentation supporting the reason for upgrading from coach class accommodations and must have approval by the appropriate Vice President or Dean of the School. Reimbursement for upgraded air travel that does not comply with these policy guidelines will be made at the equivalent coach class air fare for that trip.

Business class fares may be reimbursable under the following circumstances. Please document the specific circumstance on the BRF. Failure to include documentation required under each bullet point will delay processing of the BRF.

1. when the origin and/or destination are outside the continental United States and the scheduled flight time, including stopovers and change of planes, exceeds 14 hours (overnight rest stops do not qualify when arriving at the excess of 14 hours total); or

2. regularly scheduled flights between origin/destination points, including connecting points, provide only first class or business class accommodations and traveler certifies such on the Business Expense Reimbursement form, or

3. no space is available in coach class accommodations in time to accomplish the mission which is urgent and cannot be postponed and traveler certifies such on the Business Expense Reimbursement form, or

4. the use results in an overall cost savings to the University by avoiding additional subsistence costs, overtime, or lost productive time while awaiting coach-class accommodations; and traveler certifies such on the Business Expense Reimbursement form, or

5. When use of business class accommodations is necessary to accommodate the traveler's disability or other special needs as substantiated in writing by a competent medical authority and included as documentation with the BRF
6. Security purposes or exceptional circumstances as determined by your Chair or Dean make the use of business-class accommodations essential to the successful performance of the University’s mission and traveler certifies such on the Business Expense Reimbursement form, or

7. Coach class accommodations on an authorized/approved foreign air carrier do not provide adequate sanitation or health standards and traveler certifies such on the Business Expense Reimbursement form

First class travel accommodations may be used only when:

1. No coach or business class accommodations are reasonably available. Reasonably available means available on an airline that is scheduled to leave within 24 hours of your required departure time or scheduled to arrive within 24 hours of your required arrival time and traveler certifies such on the Business Expense Reimbursement form

2. The origin or destination are outside the continental United States and the scheduled flight time, including stopovers and change of planes, exceeds 14 hours and no business class accommodations are available (overnight rest stops do not qualify when arriving at the excess of 14 hours total); or

3. First class accommodations is necessary to accommodate the traveler’s disability or other special needs as substantiated in writing by a competent medical authority and included as documentation with the BERC

4. When exceptional security circumstances require first-class travel. Exceptional security circumstances are determined by your Dean or Chair and include, but are not limited to:
   a. Use of other than first-class accommodations would endanger the traveler’s life or University property. Documentation is required and must be included in the BERC

Non-commercial air travel is prohibited without prior authorization from Risk Management. (See Business Services Policy L005).

For airline ticket purchases for business travel, the original airline ticket receipt or airline confirmation notice or Travel Agency invoice detailing flights, destination and payment must be submitted with the reimbursement request.

For internet air travel purchases, a screen print of the purchase confirmation and itinerary or copy of email confirmation and itinerary received from the airline or travel agency may be used for receipt purposes. This documentation, which must provide details of flights, destination and payment, must be submitted with the reimbursement request.

For "consolidator" airline ticket purchases for business travel, the airline ticket receipt indicating flight details, destination and payment must be submitted with the reimbursement request.

See section XIV for Direct Payment of Airfare and section XV for Advance Reimbursement of Airfare.

Baggage Charges

Airline charges for baggage are reimbursable. Excess baggage charges will be reimbursed when reasonable and necessary i.e. traveling with heavy or bulky materials or equipment necessary for conducting business and/or traveling for more than five consecutive business days. The circumstances or cause for excess baggage charges must be documented on the BERC.
Air carriers for all federally funded travel

U.S. air carriers must be used from the points of origin to destination. If no U.S. carrier services the destination, such service must be used to the farthest interchange point. The government requires the use of U.S. air carriers, even if the fare is more expensive or the route to the destination is more circuitous. Traveler preference and convenience are not valid exceptions for use of a non-U.S. carrier when payment is requested from federal funds. The necessity of use of a non-U.S. carrier must be documented in writing by the servicing travel agency before ghost card advances or after-the-fact travel expense reports can be processed. The U.S. government does not allow code sharing unless the ticket is issued by a U.S. airline. The government provides a few exceptions to the above rules. Please consult your campus Sponsored Expenditure Compliance Office before tickets are purchased.

Surface

Commercial bus, rail, or vessel/steamship fares - reimbursed on the basis of actual cost incurred by the traveler not to exceed the equivalent cost of coach airfare via the normally traveled routes.

The use of personal automobiles for travel will be reimbursed when the aggregate number of miles driven for any one trip is less than six hundred miles, except for trips within the state of Florida that have multiple stops. For trips within the State of Florida that exceed six hundred miles with multiple stops and where mileage reimbursement is in excess of the cost of airfare, the traveler must provide a valid business purpose and itinerary for each leg of the trip. Exceptions must be approved by a University Vice President. Travel by private automobile will be reimbursed based on the University's standard mileage allowance. The current rate is posted on the Payroll website at www.miami.edu/payroll and is updated annually.

The mileage allowance permitted to be charged to a State of Florida sponsored grant or contract is less than the University's standard allowance. Contact Sponsored Programs for current State of Florida reimbursement rates.

If two or more people are traveling in the same car, only one person can claim reimbursement. Unless otherwise approved, the driver of a private vehicle must be a licensed driver at least 21 years of age and covered under a policy which includes comprehensive and liability insurance. The University's standard rate per mile includes insurance, gas, oil, wear, and tear.

Damage to personal automobiles used on official business is considered covered by private insurance. The University does not assume liability for deductibles or any other uninsured loss to the vehicle.

Where the employee has a temporary assignment away from campus, reimbursement will be made for mileage between the campus and the assignment location or home and the assignment location, whichever is less. The University will not reimburse employees for commuting expenses between home and campus.

See section IX for Automobile Rentals.

VIII. INCIDENTAL TRAVEL EXPENSES

Incidental expenses include, but are not limited to, items such as other transportation expense, business related telephone calls, telegrams, baggage handling, and gratuities.

A daily telephone call to the traveler's home while away on a trip overnight may be reimbursed at the discretion of the department but in no instance can this be charged to a sponsored account. The guideline for gratuities is fifteen percent (15%) of the service. If claiming per diem for meals, gratuity is included in the per diem rate and should not be separately listed. Other transportation expenses include tolls, parking, and the cost of taxis, airport limousines, and public transportation. Generally, receipts for these expenses are not required for reimbursement if less than seventy-five ($75).

IX. AUTOMOBILE RENTALS
Automobiles or larger commercial vehicles may be rented as necessary for travel related purposes. The University maintains corporate contracts for such rentals on the travel website. You may also contact one of our authorized travel agencies to reserve a rental vehicle.

The traveler should minimize the rental cost by ‘shopping/ comparing’ car rental rates and comparing to existing corporate contracted rates. The University utilizes the "State of Florida AVIS Contract" rates which include the cost of insurance only for business related rentals. University travelers may also utilize agreements with Dollar and Enterprise Rent-A-Car which will include insurance for business related rentals only. Faculty and employees renting a vehicle for personal use are entitled to the contracted rates but must ensure insurance coverage since such coverage is provided contractually only for business related travel. Faculty and employees who choose to rent from a non-University contracted car rental agency are encouraged but not required to purchase both the collision and liability insurance.

Select a compact or mid-size car. Cars should be returned with a full tank of gas to avoid unnecessary surcharges for fuel. One-way rentals are those returned to a location other than origin. Most auto rental companies charge a mileage fee or drop off charge for this type of rental.

Accident Reporting: If you are involved in an accident with the rented vehicle, document the accident with the local police. Notify the car rental company and the University's Risk Management Office (305) 284-2067.

X. LODGING EXPENSE

Lodging expenses are reimbursed on an actual cost basis. Travelers should use standard accommodations in reasonably priced hotels and motels. Many hotels and motels charge reduced rates to those who identify themselves as University faculty or administrators. Travelers are encouraged to minimize costs by requesting educational discounts. When requesting reimbursement, the original itemized hotel bill must be attached to the BERP.

Gifts to friends or relatives in lieu of lodging are not permitted.

Whenever possible, hotel reservations should be made through the authorized travel agency. All rooms should be reserved on either a "6pm hold" or guaranteed for late arrival basis. Some hotels charge cancellation fees for early checkout. Ask the hotel for their early checkout policy at check-in.

Conference Rates: Theoretically, the least expensive hotel rates are those negotiated with individual hotels hosting association-sponsored conferences. However, since contracts with hotels are often drawn up years before the actual gathering, call one of our authorized agencies to insure that the conference rate is the lowest possible rate.

The University maintains information on corporate discounts for hotels on the travel website: www.miami.edu/travel

It is the traveler's responsibility to cancel guaranteed hotel reservations; any cancellation charges arising from the failure to cancel reservations is the responsibility of the employee. To protect yourself from this eventuality, always ask for a cancellation number and employee name when canceling with the hotel. Note both on your travel expense form.

XI. MEALS EXPENSE

Federal regulations require that the reimbursement of meal expenses may be requested on either an actual cost or an allowance (per diem) basis provided the method used is applied to an entire trip and not to selected days of the trip. Both domestic and international per diem rates include meal gratuities.

The University encourages travelers to use the American Express Corporate Card to pay for meals. When claiming reimbursement on an actual cost basis including gratuity, the original charge card receipt and the restaurant check stub, if available, must be submitted with the BERP. Meals charged to sponsored accounts based on actual costs must be substantiated with itemized receipts submitted with the BERP.

Per Diem Meal Allowance
Travelers claiming the per diem meal allowance are entitled to a full day's allowance of fifty dollars ($50) if their departure time is before 3:00 p.m. If the departure time is after 3:00 p.m., the allowance is twenty-five dollars ($25). On the day of return, the full day's allowance of fifty dollars ($50) may be claimed if the arrival time is after 3:00 p.m. If the arrival time is before 3:00 p.m., the allowance is twenty-five dollars ($25).

The meal allowance is paid only when the traveler is away from the local area overnight or when attending an approved conference or other event in the local area that requires overnight stay at the conference hotel. The local area is defined as Miami-Dade or Broward counties.

Justification describing the circumstances that require overnight stay must be attached to the BERF.

Travelers who choose the per diem meal allowance method of reimbursement must show a reduction in the allowance for any meals subject to reimbursement as part of entertainment expenses. The traveler must also reduce the per diem meal allowance claim when meals are provided by the hotel or as part of the conference/seminar. The domestic per diem must be reduced by $10 for breakfast, $15 for lunch and $25 for dinner. The foreign per diem meal allowance varies by destination and therefore must be reduced 15% for breakfast, 35% for lunch and 50% for dinner.

**State of Florida** grants have unique reimbursement stipulations for per diem rates. The maximum meal reimbursement for a 24-hour period is $21.00. Meals are reimbursed as follows when travel is at least 50 map miles away (one way) from the office: Breakfast $3.00/departure before 6:00 am and return after 8:00 am Lunch $6.00/departure before noon and return after 2:00 pm Dinner $12.00/departure before 6:00 pm and return after 8:00 pm.

A State of Florida "Voucher for Reimbursement of Travel Expense" must be attached to the BERF. The hours of departure and return must be included in the form. A voucher for Reimbursement of Travel Expense can be obtained at:

http://www.flSenate.gov/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=Ch0112/Sec061.HTM

**Foreign Travel PerDiem**

The per diem meal allowance will be reimbursed at the rates in effect for the date(s) of travel to a foreign country as by the U.S. State Department. Rates are updated monthly and published for each foreign country/city by the U.S. State Department.

The State Department web site: [http://aopral.state.gov/](http://aopral.state.gov/)

The "Maximum M&IE" rate from the column B in the tables is the allowable meal plan per diem. Please note that when a traveler uses the per diem rate for foreign travel, it includes incidental expenses. Therefore, laundry, dry cleaning and/or valet services may not be claimed as a separate expense (see section XX "Reimbursable/Non-Reimbursable Checklist").

To claim the allowance, a printed copy of the State Department's web page with the country rate for the dates of travel must be submitted with the BERF.

In the event that travel funds were advanced, the actual per diem rate and other expenses must be reconciled with the amount advanced and the difference requested or returned.

Travelers who choose the meal allowance method of reimbursement must show a reduction in the allowance for any meals subject to reimbursement as part of entertainment expenses.

**XII. ENTERTAINMENT EXPENSE**

Entertainment expenses including meals and receptions must have documentation (see below). Without the appropriate documentation, the expense, if paid or reimbursed, will be treated as income to the individual and subject to employment taxes and W-2 reporting.
**Documentation** of reimbursable entertainment expenses submitted on a BERF must include the original receipt, names of persons entertained, their relation to the University or other affiliation, dates, and business topics discussed or business purpose for the entertainment. Additional substantiation of expenses may be requested if the relationship is not clearly indicated.

**Catering requests** submitted to on-campus vendors via Inter-departmental requisitions or other vendor forms must include the business purpose for the event as well as the list of invitees/attendees. When events cater to more than five (5) attendees, departments have the option of identifying each attendee by name or by the name of a recognizable or known group name (e.g. Dept. of Law Faculty meeting, Disbursements Office staff meeting etc). For open events, a copy of the event invitation/program should be provided. Vendors have been advised not to cater events until the requested information is provided.

**Faculty Club charges** must also include the business purpose for each meal and the names and affiliations of the individuals who dined. Note, that at the bottom of the charge ticket, there is a place to document the business purpose for the meal as well as the names and affiliations of the people in attendance.

Payment to third parties (e.g. servers, musicians, guest speakers) for services, should be processed on a check requisition form and comply with IRS Form W-9 requirements (see Policy D010). However, if paid by the employee and reimbursement is requested via the BERF, the completed W-9 form should be submitted as part of the back up documentation. Reimbursement requests that do not have the required W-9 may be denied, but if paid will be treated as income to the employee requesting reimbursement.

Entertainment expenses, however represented, are not allowable charges to most sponsored agreements. Alcohol charges are not allowable on any sponsored grant or contract. If a group meal is charged to a sponsored grant or contract, the benefit to the grant or contract must be included in the explanation (i.e. explain how the group meal advances the work under the sponsored agreement). The appropriate campus Sponsored Programs Expenditure Compliance Office should be contacted to obtain prior approval and or a determination of allowable expenditure.

Reimbursement of entertainment expenses must be charged to the appropriate departmental account and object codes.

The purchase of advertisements, tables and/or seats for non-University events through the Office of the President or University Advancement require the approval of the Vice President for University Advancement or his designee prior to the processing of reimbursement requests. Please see University Advancement Policy -University Purchased Table and Advertisements for Outside Organizations for detailed information. When processed, the expense should be recorded in object code 3628.

**Meetings and Conferences** hosted by authorized personnel in the conduct of University business are allowable. This includes costs of meals, transportation, rental of facilities, speakers’ fees, and other items incidental to such meetings or conferences.

**XIII. TRAVEL BY NON-UNIVERSITY PERSONNEL**

Reimbursement of travel expenses for such purposes as employment interviews, visits to the University by lecturers and other official visitors, and travel by contractors or consultants to another location on University business is subject to the same travel policies and procedures in effect for employee travel in this document. The department arranging the travel is responsible for having all forms properly completed and processed with necessary receipts attached.

Reimbursement of travel expenses must be requested on a BERF separate from any honoraria or consulting fees paid. In cases where departments agree to reimburse all travel expenses in lieu of honoraria or consulting fees, receipts are required.

Transportation, lodging, or meal expenses for non-employees spouses, dependents, or others) who accompany the traveler may be reimbursed only when there is a clear direct benefit to the University.
Approval by the president, executive vice president, or a senior vice president must be obtained prior to submitting the BERF to the Travel/Disbursement Office for processing. The incremental travel cost of a non-employee companion traveler is taxable and will be included in the employee's W-2 statement (for spouse and dependents). For others, the incremental expense will be reported to the Internal Revenue Service on Form 1099 if the annual total of reimbursements exceeds $600. The incremental expenses for non-employee travelers must be submitted on a BERF clearly marked as NON-EMPLOYEE EXPENSES along with supporting documentation. If proper documentation is not provided the University will require a W-9 with the non-employee's social security number and permanent mailing address in order to report the payment to the Internal Revenue as miscellaneous income on Form 1099-Misc. Travelers should consult with the Director of Payroll and Disbursements prior to the trip to obtain the tax implications for the non-employee travel and documentation requirements.

When circumstances create a hardship for non-University personnel traveling on University business, the school, department, or division may request direct payment of the airfare through an authorized travel agency. The passenger copy of the airline ticket, required receipts for all other travel expenses, and the traveler's copy of the Travel Advance Request Form must be attached to the BERF Form and submitted to the Travel/Disbursement Office within ten (10) working days of the traveler's return from the trip. Failure to provide required documentation might result in the University withholding the amount of the airfare from any money due the traveler.

**XIV. DIRECT PAYMENT OF AIRFARE**

The University will provide direct payment of airfare for tickets booked through authorized travel agencies. Travelers must provide the travel agency with an approved Travel Advance Request Form including their University account number. The travel agency will submit the traveler's billing information to the Travel Reimbursement Office for expense to the traveler's University SL account. Prior approval by individual(s) authorized to approve travel must be obtained before requesting direct payment of airfare.

The University will also provide direct payment of airline tickets identified as "Agency Fares" purchased through the eCanes website. Through the website [http://www.miami.edu/e-canestravel](http://www.miami.edu/e-canestravel), the traveler can make reservations for university business related trips, complete and submit the approved Air Travel Request for Direct Charge Form to have tickets charged directly to a departmental account. All charges to a sponsored account require the approval of the Sponsored Programs Office.

The Travel Advance Request Form, Air Travel Request for Direct Charge Form, with the passenger receipt for the airline ticket or electronic ticket confirmation/receipt and receipts for other travel expenses must be attached to a BERF and submitted to the Travel/Disbursement Office within ten (10) working days of the traveler's return from the business trip. The BERF must clearly indicate that the airfare was a direct charge and the name of the authorized agency. Should the traveler lose the passenger copy, a written explanation approved and signed by their vice president, dean or department head must be submitted to the Travel/Disbursement office. Failure to provide required documentation might result in the withholding the amount of the airfare from wages, salary, or other money due the traveler.

**XV. ADVANCE REIMBURSEMENT OF AIRFARE**

At the present time, purchasing airline tickets thirty (30) days in advance usually secures the lowest possible fare. Travelers are encouraged to plan ahead and take advantage of savings. If the charge card company bills a traveler and payment of the airfare must be remitted prior to the trip, advance reimbursement of the airfare may be requested by submitting a BERF to the Travel/Disbursement office. The traveler's itinerary and explanation of the request is required. A photocopy of the airline ticket and the original charge card receipt must be provided.

The passenger receipt for the airline ticket, or the electronic ticket travel confirmation and all other required receipts for other travel expenses must be attached to a BERF and submitted to the Travel/Disbursement Office within ten (10) working days of the traveler's return from the business trip. Should the traveler lose the passenger copy, a written explanation approved and signed by their vice president, dean or department head must be submitted to the Travel/Disbursement office. Failure to
provide required documentation may result in the University withholding the amount of the airfare from wages, salary or other money due the traveler.

XVI. TRAVEL ADVANCES

Travel advances in the form of cash or direct payment to hotels are made available only in cases of: extended trips of more than fourteen (14) consecutive days; travel to locations where the American Express card is not accepted; foreign travel; student travel; nonexempt staff travel; travel by those who have applied for, but not yet received their corporate charge card; and unusual or special circumstances as approved by the appropriate fiscal officer or authorized account signer.

In order to secure a travel advance the traveler must complete a Travel Advance Request Form, obtain appropriate approval and forward the form with supporting documentation, which should include conference/seminar agenda to the Travel/Disbursement Office. Travel advances for cash may not be issued more than five working days before the approved travel.

Travel advances must be accounted for on the BERF within ten (10) working days of the traveler's return to work except when the traveler must leave for another trip within the ten (10) working days following return from the earlier trip. Failure to provide proper accounting and documentation of advances or failure to repay advances in excess of expenses may result in the University withholding the amount of the travel advance from wages, salary, or other money due the traveler or reported to the IRS on a W2 form. Repayment of unused cash advances must be credited to the account that was charged. Cash advances will not be issued to travelers with outstanding advances, or for the purposes of procuring an airline ticket. Travelers should request airline tickets through the procedures set forth under "Direct Payment of Airfare".

XVII. BUSINESS EXPENSE REIMBURSEMENT FORM (BERF)

All expenses incurred while in travel status on official business of the University must be accounted for on the BERF. The form is used to obtain reimbursement of personal funds and to account for the amounts expended from a travel advance. If more than one person is traveling on the same trip, each traveler must submit a separate report, signed by the authorized account signer. Each day’s expenses should be clearly identified and reported separately, i.e. total meal expense for a trip should be clearly reported for each day of the trip. In addition, appropriate object codes to differentiate between travel, entertainment, registration fees, meals, etc., should be used. Original receipts must be submitted for all major travel expenses including airline passenger receipt, electronic ticket travel confirmation, rail ticket stubs, hotel bills, automobile rental bills, etc. For attendance at seminars and conferences, a copy of the agenda with conference dates should accompany the BERF.

Travel reimbursement requests where airfare is not requested should have an explanation of how airfare was paid.

Monthly credit card statements alone are not acceptable as backup documentation. The original corporate charge card receipt and, if available, the restaurant check stub should be submitted for reimbursement of meal expenses. Meals charged to sponsored accounts based on actual costs must be substantiated with itemized receipts. If meals for other individuals are included in the total, their names and relationship to the University must be given as well as the business purpose of the meal.

Travelers must obtain receipts for all expenses other than miscellaneous or incidental expenses under seventy-five ($75). Miscellaneous expenses less than $75 per occurrence do not require receipts, but must be appropriately itemized and explained on the BERF or on a separate listing attached to the BERF. Examples of miscellaneous expenses include taxi fares, parking, tolls, and gratuities.

A traveler who requests reimbursement for an expense for which an original receipt was either unobtainable or lost should include a written statement to this effect with the BERF. The individual approving the expenditures on the account(s) being charged must also sign the statement.

When requesting reimbursement of foreign travel expenses, include rates used in converting foreign currency to US funds. The rates should be those used by the corporate charge card company at the time
of the transaction, not the rates in effect at the time the BERF is submitted. All pertinent receipts and
ticket stubs must be attached to the BERF and submitted to the appropriate Travel/Disbursements Office.

If the traveler received a travel advance or airline ticket, the completed BERF, copy of the Travel Advance
Request Form, and required receipts must be submitted to the Travel/Disbursement Office within ten (10)
working days of the traveler's return to work. If a refund of the advance is due the University, the traveler
should attach a personal check made payable to the University of Miami in the amount of the refund.

Check Requisition Forms may not be used for reimbursement of business expenses.

A delay in reimbursement may occur if the BERF is not complete or the required documentation is not
provided. Employees must provide their UM ID or ‘C’ number to ensure that reimbursements are not
delayed. Reimbursements to employees will be direct deposited to the employee's primary payroll direct
deposit account and an email notification will be sent to the employee when the BERF is
processed. Deposits are typically available in the employee's account within 2-3 days of the
notification. Reimbursements to non-UM personnel will be sent via US mail, and therefore will require
that the complete postal service address is entered on the BERF.

The reimbursement of non-travel business expenses using the BERF also requires original receipts and
an explanation of the business purpose of the expense. If proper documentation is not provided the
University will require a W-9 Form with the non-employee's social security number and permanent mailing
address in order to report the payment to the Internal Revenue Service as miscellaneous income on Form
1099-Misc. University employees will have amounts reported on their W-2 form.

Business Expense Reimbursement Forms can be obtained by submitting a request via the IT Forms web
site at http://www.miami.edu/forms. The request should include department name, delivery address,
contact information and number of forms requested.

Travel charged to a State of Florida sponsored grant or contract requires the completion of a State of
Florida “Voucher for Reimbursement of Travel Expense." This form must be attached to the BERF and
can be obtained at:

Sec061.HTM

XVIII. GIFTS

Gifts to University employees, faculty, administrators, government representatives and others are
prohibited, unless approved by a Vice President (designee's signatures will not be accepted). Gifts
include merchandise, cash, gift certificates, or similar items that are readily convertible to cash. Gifts to
government representatives require the prior approval of the Vice President for University Advancement
/designee signatures will not be accepted). All requests for the payment or reimbursement for gifts MUST
include the name of the recipient, the business purpose of the gift, and the original receipt.

See Human Resource Policy C032 at:
http://www6.miami.edu/UMH/CDA/UMH_Main/1.1770,13610-1:46858-3,00.html

See Treasury Policy B022 at:
Donations from UM to Third Parties (http://www.miami.edu/controller/B022.doc)

XIX. SIGNATURES and APPROVALS

1. The traveler’s signature is required. In the traveler's absence, the traveler must provide the
Disbursements Office with alternate confirmation of the expenses submitted on the BERF via email,
fax, or other methods.

2. The traveler’s supervisor signature or his/her designee is required. Approval by the Senior Vice
President & Dean of the Medical School is required for all BERFs submitted by his direct reports.
3. The authorized signer for account(s) being charged is required subject to the following levels:
   a. Under $25,000 - authorized account signer
   b. $25,000-$49,999.99 - appropriate chairperson or Dean
   c. $50,000 or more - appropriate Vice President.

When the traveler and/or the supervisor is also an authorized signer on the account(s) being charged, only signatures for 1 and 2 above are needed.

Travel expenses for non-employees (spouses, dependents, or others) who accompany the traveler (companion traveler) must have the prior approval of the president, executive vice president, or senior vice president.

Prior travel approval may be required by schools, departments, divisions, or sponsored programs.

Failure to comply with the University's travel policy may result in a delay or denial of reimbursement.

**XX. REIMBURSABLE/NON-REIMBURSABLE CHECKLIST**

**Reimbursable Expenses:**

Fees for the purchase of traveler's checks.

Parking and Tolls.

Passports, visas, immunizations, foreign driving permits, currency conversion fees.

Telegrams, telephone calls, and faxes for business purposes.

Laundry charges if travel is five days or longer.

**Non-Reimbursable Expenses:**

Airline clubs unless approved by the President, Executive Vice President & Provost or Senior Vice President.

Commuting between home and campus.

Conference & convention meals if already included in registration fees.

Corporate charge card delinquency assessments due to the action of the traveler.

Employee UM parking permits or fees.

First class or business class airfare upgrade vouchers.

Gifts to friends or relatives even in lieu of meals and lodging.

Hotel "no-show" charges, airline, hotel, or car rental cancellation fees.

Life or travel accident insurance premiums.

Parking tickets and traffic violations.

Personal care items

Clothing and clothing rental

Personal entertainment such as hotel room movies, theater tickets, newspapers, magazines, prescriptions, over the counter drugs, health club facilities, barber/beautician services, etc.
Personal portion of airfare, hotel or rental car.
Rentals of convertible automobiles or other non-standard vehicles.
Repairs or towing of personal vehicle.
Restaurant gratuities, if traveler is on per diem plan.
Laundry charges, if travel is less than five days or traveler is on foreign per diem.
Memberships to social clubs e.g. golf, health or travel clubs unless approved by the President, Executive Vice President & Provost or Senior vice President (expenses not substantiated with a valid UM business purposes will be reported on the employee's W-2 Form).
Airline tickets obtained using frequent flyer miles and/or travel vouchers.
Expenses submitted for reimbursement more than 12 months after expenses were incurred.
Other expenses not directly related to the travel assignment.

XXI. ATTACHMENT A

Authorized Travel Agencies:

Four Seasons
Hours: 9 AM - 6 PM Mon-Fri
Tel: 305 604-9800, 305 577-9800, 1-800-331-3136
Fax: 305 604-9805
Address:
605 Lincoln Road, Suite 410
Miami Beach, FL 33139
After Hours Phone:
1-800-639-8613 must give VIP code - SGZ20

Lorraine Travel
Hours: 9 AM - 6 PM Mon-Fri
Tel: 305 445-7624
Fax: 305 441-9444
Address:
377 Alhambra Circle
Miami, FL 33134
www.lorainetravel.com
After Hours Phone:
1-877-721-0420 emergencies

The Travel Source
Hours: 9 AM - 6 PM Mon-Fri
Tel: 305-663-3515
Fax: 305-665-4798
Address:
1500 S. Dixie Highway, Suite 250
Coral Gables, FL 33146
After Hours Phone:
305-968-7221