Traveler Responsibilities

1. The traveler is responsible for submitting the pre- and post-trip Travel Webforms if they want to claim reimbursement for their travel expenses.
   - Pre-trip webforms are submitted prior to travel start date for any travel that requires a) a travel advance, b) a Bradley Parking Permit, and c) international travel.

Note: Travel advances are available for out-of-state and international trips that exceed $300. Travelers are only eligible for 75% of their expected travel expenses that cannot be directly paid by UConn funds when booking through Sanditz (airfare, Northeast commuter rail, hotel, and rental car) or department ProCard (registration). Advances should be entered in UConn’s financial system (KFS) for processing with a Due Date 10 days prior to the departure date to ensure the funds are distributed before the trip begins. Advance requests that are not processed before the departure date will be disapproved.

- The pre-trip form goes directly to the travel department for approval. They will issue the travel advance, parking permit, and make sure the traveler is signed up for International Health Insurance.
- If the pre-trip form is not done prior to the trip, the traveler may have to pay large, up-front expenses, pay for parking that will not be able to be reimbursed (per University regulations) and will not be eligible for International Health Insurance.
- If webform is being approved 60 days or longer past the travel end date, a supplemental email will be required from the supervisor or department head, verbally stating that they approve the trip and expenses. This email will need to be provided to the KFS Processor.
- In the KFS Processor section of the post-trip webform, please select your respective departments and/or specific academic groups so the webform gets approved by the supervisor as quickly as possible.
- For more information on how to fill out pre- and post-trip webforms, reference UConn’s Travel Webform Instructions.
2. After the traveler submits their post-trip webform, all original receipts need to be provided to the KFS Processor within the Financial Services Center of the School of Fine Arts to be fully reimbursed. Charges under $25 do not need receipts for reimbursement.

- Receipts must show **proof of payment** by traveler – must show a balance of $0.00 or the last four digits of traveler’s credit card. If there is no proof of purchase on receipt, traveler must provide credit card statement with charge(s) highlighted.
- **Award letters** need to be provided for all union-funded travel (AAUP/OVPR).
- **Airfare**: need boarding passes as well as booking confirmation/proof of payment. If not booked through Sanditz, comparisons are needed.
- The maximum amount reimbursable for **lodging** (hotels) is 150% of the per diem rate (standard rates set by the US General Services Administration (GSA)) excluding taxes.
  - If lodging expense exceeds the federal per diem rate, approval is required from the Department Head, Director, or Dean, via an Exception to Policy (ETP) form.
- **Meals**: Travelers may claim reimbursement for meals using the per diem method or may pay out-of-pocket for meals and claim reimbursement, given that they provide all itemized original receipts to the KFS Processor.
  - The total reimbursement for actual meal costs (if paying directly out-of-pocket, not using per diem) cannot exceed the daily per diem rates.
  - For more information on specific per diem rates, visit the [GSA Website](http://www.gsa.gov) or access the links through the UConn Travel Website.
  - For more information on receipts and items to provide to the KFS Processor, please reference the [University’s Travel Policy](http://www.travel政策).

3. If claiming reimbursement for business meals, please refer to the following guidelines:

- **Meal expenses for single-day travel (no overnight):**
  - Travelers who are required to travel for University business without an overnight stay may be eligible for meal reimbursement if the traveler is away from their home and official duty station for more than **ten hours**.
  - Travelers must receive prior Department Head, Director, or Dean approval for single-day meal expenses.
  - If approved, the following per diem rates apply: 75% of the GSA per diem meal rate is in effect for destination of travel.
Business meals:
- In general, travelers may be reimbursed for meal expenses from the time they leave their home or official duty station until the time they return to their home, official duty station, or other official State location after the travel end date.
- Travelers may not be reimbursed for meals when they are provided as part of a hotel or conference fee, whether the traveler chooses to eat the meal provided or not.
- A traveler may be reimbursed for a business meal conducted while traveling, including expenses for guest meals if those guests are essential to the business purpose of the meeting.
  - Under no circumstances will reimbursement for each guest exceed two times the appropriate GSA per diem meal amount for location including taxes and tip.
- Only the cost of food and non-alcoholic beverages are reimbursable; the University does not pay for alcohol.
- Employees may request reimbursement for business meals by submitting the Business Meal Detail form with the original itemized receipts and proof of payment to the Financial Services Center in the School of Fine Arts.
  - The form must include the date, location, business purpose, list of attendees, company or organization represented and their affiliation to the University (if any), and the actual cost of the meal per person.
  - Without proper documentation, justification, and prior approval on the Business Meal Detail Form, the University will not reimburse expenses for spouses or non-essential guests of the traveler.
  - Travelers should deduct the cost of the business meal from their daily per diem based on the type of meal eaten (breakfast, lunch or dinner).