School of Fine Arts Travel/Out of Pocket Reimbursement Policy

Per Diem guidelines when using School of Fine Arts funding*

*SFA funding is defined as: any funding retained within SFA, not including funds from external granting agencies (usually 5/6Ledger accounts). AAUP/OVPR/UCPEA funding are exempt.

- **Travel up to 7 days:**
  - Food reimbursement requests while traveling will be capped at maximum of 85% of the location’s daily General Services Administration (GSA)/per diem rate. This rate is determined by the Federal Government.

- **Travel lasting 7 days or longer:**
  - Food reimbursement requests will not automatically be reimbursed via daily GSA/per diem rates. Expenses will need to be substantiated by receipts (original, paid and itemized).
  - Food reimbursement requests will be capped at either the daily receipted total or 85% of location’s daily GSA rate – whichever is lower.

- **Travel lasting 14 days or longer:**
  - Require written preapproval, including a proposed budget for the trip. Please submit your request to your Department Head and Assistant Dean/COO prior to securing travel arrangements and include the travel reimbursement coversheet to itemize your budget.
  - Food reimbursement requests will not automatically be reimbursed via daily GSA/per diem rates. Expenses will need to be substantiated by receipts (original, paid and itemized).
  - Food reimbursement requests will be capped at either the daily receipted total or 85% of location’s daily GSA rate – whichever is lower.

- **Travel lasting 30 days or longer:**
  - Lodging accommodations should be arranged in long-term style housing with kitchen to help reduce both food and lodging costs.
  - Lodging reimbursement will be capped at 75% of location’s daily GSA rate.
  - Require written preapproval, including a proposed budget for the trip. Please submit your request to your Department Head and Assistant Dean/COO prior to securing travel arrangements and include the travel reimbursement coversheet to itemize your budget.
  - Food reimbursement requests will not automatically be reimbursed via daily GSA/per diem rates. Expenses will need to be substantiated by receipts (original, paid and itemized).
  - Food reimbursement requests will be capped at either the daily receipted total or 75% of location’s daily GSA rate – whichever is lower.

**Conference Registration fees**

- Must be paid via a Travel Card or paid out of pocket, they are not allowed to be paid on a Procard. This includes non-SFA funding source such as AAUP/OVPR/UCPEA.

**Concur Delegates**

- Due to internal controls/separation of duties, the FSO members cannot be your delegate in Concur

**Non-SFA funding**

*Policy last edited 4/21/2021*
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- Funding held externally to SFA (not including AAUP/OVPR/UCPEA travel awards) should be processed directly through the funding department. In these situations, SFA Per Diem limitations do not apply.

Non-Travel Out of pocket reimbursements

- All non-travel out of pocket reimbursements must be pre-approved through the SFA Purchasing Request Form. Any non-compliant requests that do not receive proper pre-approval through the form, will require approval from the Dean prior to reimbursement.