

SFA Travel Policy

Title: SFA Travel Policy

Policy Owner: School of Fine Arts

Applies to: SFA Faculty, Staff, Students

Campus Applicability: UConn Storrs and Regional Campuses

Effective Date: April 1st, 2022

For More Information, Contact School of Fine Arts Financial Services Office

Contact Information: sfafinancial@uconn.edu

Official Website: <https://sfa.uconn.edu/office/faculty-resources/financial-services/>

REASON FOR POLICY

To support the need for faculty, staff and students to travel for conferences, events and other business purposes to enhance programming, research, and/or outreach endeavors.

APPLIES TO

SFA Faculty, Staff, Students

DEFINITIONS

SFA funding is defined as: any funding retained within SFA, not including funds from external granting agencies (usually 5/6 Ledger accounts). AAUP/OVPR/UCPEA funding are exempt from the Per Diem section of this policy, but not the registration fee section.

POLICY STATEMENT

As a state agency, we must safeguard our travel privileges and funds by practicing fiscal, ethical and public responsibility. The SFA Travel policy establishes procedures that balance the School's legitimate travel needs with sound stewardship of public resources.

POLICY

It is the responsibility of the traveler to consult and follow the applicable University and SFA travel policies. We recommend all travelers apply for a University Travel Card to reduce their out-of-pocket expenses.

Please be sure to always reference the most up to date University Travel Policy located at on the [Travel Office's Website](#). In addition to adhering to the University Travel Policy and any applicable COVID guidance available at the time, travelers utilizing SFA funding must also follow the SFA per diem guidelines below based on the duration of their trip.

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 – 14 days

- 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 the location's daily GSA rate – whichever is lower.

Travel lasting 14 – 29 days

- 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 [SFA Travel Reimbursement Budget Worksheet](#) 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 should be arranged in long-term style housing with a kitchen to help reduce both food and lodging costs.
- Lodging reimbursement will be capped at 75% of the location's daily GSA rate.
- Requires 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 [SFA Travel Reimbursement Budget Worksheet](#) 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 sources such as awards from AAUP/OVRP/UCPEA.

Concur Delegates

Due to internal controls/separation of duties, the staff in the SFA Financial Services Office cannot be your delegate in Concur.

PROCEDURES

Please visit the [Travel section of the SFA Financial Services Office website](#) for detailed instructions on how to adjust the auto-generated per diem amounts in Concur to be in line with the above per diem reduction.

All faculty and staff that anticipate traveling are encouraged to apply for a University Travel Card. We do not recommend you wait until you have a trip planned to do so as you will need to take training, obtain approval and receive the physical card before it can be used.

Prior to securing travel arrangements, please reference this policy as well as the currently posted University Travel Policy and any applicable COVID guidance posted.

One of the travel requirements in the updated University Policy is obtaining pre-approval for any trip that includes segments (defined as airfare, hotel, rental car). The pre-approval should be submitted through Concur and allows the University to offer support in case of an emergency. Failure to obtain pre-approval of travel will result in non-reimbursement of travel expenditures.

For travel lasting 14 days or over, the SFA Travel Policy requires written pre-approval to be obtained outside of Concur via email. Please obtain this via email from your Department Head and the SFA Assistant Dean/COO prior to securing travel arrangements and include the [SFA Travel Reimbursement Budget Worksheet](#).

RELATED POLICIES

[University Travel and Entertainment Policy](#)

[University Student International Travel Policy](#)

[University Travel Card Policy](#)

SFA Purchasing Responsibility Policy

POLICY HISTORY

Policy Created: Approved by SFA Leadership 03/31/2022

Revisions:

n/a