



Travel Policy

The Campus Travel Center is located at Accounts Payable, Elizabeth DeMeritt House. Questions or concerns regarding travel may be directed to the Cooperative Extension BSC.

Forward

Travel policies and procedures change on a fairly regular basis. IRS regulations take precedence over all UNH travel procedures. If a change occurs mid-year we are expected to comply. Keeping the travel policies up-to-date is difficult. If you have any questions regarding a travel policy or procedure please get in touch with your BSC contact.

Travel Authorization Request

Out-of-state and foreign travel need to be pre-approved by the Department Chair and/or Program Leader.

Travel Advances

Travel advances are available for all approved travel. Travel advances won't be authorized for UNH travelers who have outstanding advances. UNH travelers are expected to submit their travel expense vouchers within 14 days of returning from a trip as the advance needs to be reconciled. Amounts outstanding on overdue travel advances are subject to payroll deduction. If someone else is picking up the cash advance, he/she will sign below the traveler's signature when the cash is received. Availability of funds must be confirmed prior to the approval of the advance by your BSC. You may receive a cash advance for \$200 or less. Any requests over \$200 will be in the form of a check. Advances are for verifiable expenses ie. per diem, taxis, etc. and do not include airline or hotel expenses. You must present a picture id when picking up an advance.

Corporate American Express Card

Your corporate UNH American Express card must be used for car rentals, hotel bills, limousines and meals. Using this card means you won't require a large cash advance. Bills are payable in full, when due. There is no annual fee, but you must surrender the card if you leave the University. Amex provides you with \$200,000 travel accident insurance door-to-door, as well as baggage insurance. Employees may apply for a card through their BSC contact.

Travel Arrangements

Air Reservations: Make firm air reservations with the travel agency of your choice. You will need to request an itinerary be faxed to the BSC at 862-1585 with name of airline, flight

information including dates, name of traveler, destination, prices, etc. You will also need to give the BSC the purpose of the trip, account that will be charged, name of travel agency, contact person and phone number. Once the BSC receives all of this information they will contact the travel agency and give them a MasterCard number to secure the reservation. Reservations should be made at least two weeks in advance to obtain a low fare.

Please make sure one of the following BSC staff are available to pay for your reservation as most flights need to be confirmed the same day or within 24 hours. The following BSC staff have air/rail cards: Kim Johnson 862-1521, Jan Furbush 862-2035, Tim Fredette 862-1016.

Car Rental

Your American Express Card should be used when renting a vehicle. Make sure you do not take collision damage waivers offered on car-rental contracts. These optional insurance charges are not reimbursable. American Express provides full value comprehensive coverage for collision damage, or loss due to theft, fire, or vandalism as long as you charge your car rental against your corporate Amex card.

Travel Reimbursement Form

Lodging: Travelers must submit all original, itemized receipts to support lodging expenses claimed in excess of \$25 per day. The hotel receipt should indicate the name and location of the hotel and the dates of occupancy. An employee is entitled to an amount of \$25 per night lodging expense without providing receipts for reimbursements. An employee may choose to use these funds to express their thanks to their host if staying at a private residence of a friend, relative or business associate.

Meals: The current per diem rates must be used for meals when traveling out of state. You can no longer claim actual meal expenses without written approval from the Dean and Director. The traveler can choose to be reimbursed for less than the per diem rate @ the travelers option.

Per diem breakdowns:

		<u>% of Full Per diem</u>	<u>Full Day Rates</u>			
			30	34	38	42
Per	Breakfast	20%	\$6	\$7	\$8	\$8
Meal	Lunch	25%	\$8	\$9	\$10	\$11
Rate	Dinner	55%	\$17	\$19	\$21	\$23

Business Meals: Receipts are required for all business meals. You must indicate the purpose of the meeting, where it was held and the persons attending on the receipt. These expenses will not be charged to your travel budgets, they will be charged to the supply area of the selected account. If you are unable to obtain an itemized receipt from the restaurant you must specify on the slip that there was "NO ALCOHOL" as alcohol is non-reimbursable under USNH policy.

Receipts: No receipts are required for expenses under \$25 (i.e. taxi, tolls, registrations) excluding business meals. The only other exception is the purchase of materials (books, videos, etc.) at the time of travel. Receipts for these items must be submitted.

Pre-travel expenses: If you pay for any pre-travel expense yourself, such as registrations or air fair, you won't be able to include these items on your travel voucher until after the travel or event has taken place.

Once a travel voucher is complete, please forward it to the appropriate Program Leader for signature.

Parking at Manchester Airport – Free parking is available at Manchester Airport for UNH employees traveling on business.