

# CHAPTER 5 – TRAVEL

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Updated and approved by the Faculty Senate Advisory Council and Provost on 8/13/19.

# Chapter 5 – Travel

## ACCOUNTS PAYABLE AND TRAVEL REGULATIONS (SU)

In the matter of the travel policy and regulations, SU's Financial Services Office provides information and support that you will need for travel. Their mission is to provide fast, accurate, and high quality processing of financial documents in response to the needs of their customers (both the internal and external community) while fulfilling all compliance requirements with both the USM and the State of Maryland, Comptroller's Office. They continually strive to provide prompt service and immediate solutions to problems, payments and reimbursement requests. The [Accounts Payable & Travel website](#) has information, forms and other resources needed for planning and reimbursement for work-related travel.

## TRAVEL REIMBURSEMENT OF EXPENSES FOR WORK-RELATED TRAVEL (SU)

1. Out-of-State and Out-of-Country Travel Requests must be submitted to the Dean's Office for approval at least 30 days in advance of scheduled travel. An expense account must be filed within three (3) working days after travel has been completed. All forms related to out-of-state and out-of-country travel are available on the [Accounts Payable and Travel website](#).
2. Faculty who have had out-of-state or out-of-country travel requests approved may request advance funds for conference registration and fees, lodging and food, and travel. If a faculty member receives an advance and does not spend the entire advance, the remaining funds must be returned upon filing a travel expense account three (3) working days after travel has been completed.
3. The University's reimbursement rates for meals, mileage, porter fees and tips are detailed in the [Accounts Payable and Travel website](#).
4. Diners Club Travel Cards are available for use by authorized staff and faculty/staff participating in certain programs (e.g., Study Abroad). See the [Diners Club Policies & Procedures website](#) for more information.

## SCHEDULE OF REIMBURSEMENT RATES ([BOR VIII-11.10](#))

### Rates for Hotels

Cost of hotel accommodations is reimbursed on the basis of receipts for single-room rate, in accordance with institution policy to establish that the room rate is appropriate. See [SU's Travel Policy and Regulations website](#) for complete details.

### Rates for Meal Expenses

The standard per diem meal rate for domestic travel can be found on the [Per Diem Meal Rate](#) website. In the absence of receipts, travelers will be reimbursed for domestic travel at the standard per diem rate, as appropriate. Foreign travel is reimbursed at actual cost with receipts or at the applicable [U.S. Department of State Meal and Incidental Rate \(M&IE\)](#) without receipts.

### Mileage Rate for Use of Personal Vehicle

Information regarding the personal vehicle usage can be found on [SU's Travel Policy and Regulations](#) website.

### Designation of High-cost Locations for Travel

Check the [Per Diem Meal Rates](#) webpage to find out which metropolitan areas are designated as "high-cost" for domestic travel.

Approved by the USM's BOR, July 19, 2002, July 1, 2003,  
Revised August 2006

## USE OF STATE OWNED VEHICLES (SU)

1. Faculty using university-owned vehicles are responsible for knowing and following all policies and procedures. The rules for use of university-owned vehicles are published under the [Use of Institutional and Personal Vehicles](#) and [Motor Pool](#) websites. Motor Pool vehicles are requested through Gullnet.
2. University vehicles may be driven only by authorized employees of the University who have been certified by the Salisbury University Motor Pool.
  - A student may drive when employed by the University if he/she is at least 18 years old and has been assigned as a driver in his/her work responsibility.
  - Campus departments/clubs/sport teams may, in addition, designate in writing, several qualified students or volunteers to serve as non-employee volunteer drivers when the need for such is justified. These volunteers must be certified by the SU Motor Pool as well.
  - Volunteers are subject to a driving record review by the SU Motor Pool and their participation is limited to the specific pre-approved needs.
3. Any person planning to drive a State vehicle must be certified through the Salisbury University Motor Pool.
  - All drivers must possess a driver's license that is valid in the State of Maryland.
  - An employee who has an accumulation of six (6) or more points for moving violations is prohibited from operating university-owned vehicles.
  - Motor Pool will maintain a list of certified drivers.
4. University-owned vehicles are to be used exclusively for official university business or activities (e.g., Rugby, Frisbee, SGA, etc.). Personal business or pleasure use is prohibited.
5. Passengers are limited to those persons who are properly authorized to participate in a University function with an employee traveling on official business. The traveling employee is responsible for appropriate authorization of passengers.
  - Passengers in State automobiles are limited to persons being transported in connection with
  - State business. Family members are not permitted in state vehicles due to insurance
  - restrictions/coverages.
6. It is the driver's responsibility to ensure the use of passenger restraining devices by all vehicle occupants.
7. University policy prohibits smoking in all fleet vehicles.
8. All traffic and parking laws are to be obeyed. All violation fines are the responsibility of the driver.
9. The use of University-owned credit cards is restricted to the specific vehicle or vehicles to which it is assigned. Under no circumstances are these credit cards to be used otherwise.
10. University vehicles may not be rented or loaned to outside groups, individuals, or organizations.
11. Priority in assignments of vehicles is as follows:
  - Admissions have priority over anyone or any group at any time.
  - Academics and athletics have priority over a student club/organization from a vehicle not less than two weeks before the trip is to take place.
12. Mileage cost for state owned vehicles can be found on the [Travel Policy and Regulations](#) website.

Revised September 2003 by the Provost's Office  
Revised August 2004 by the Provost's Office  
Updated website link to rules for vehicle usage, 5-13-09