Memorandum

TO: Academic Senate

FROM: Jeffrey J. West, Assoc. Vice President & John Nixon, VP for Administrative Services

SUBJECT: Proposed revision of Policy 3-030 Travel Policy

DATE: [Updated version] February 1, 2019

1. Proposal background & consultation:

This is a proposal for two changes in University [Policy 3-030](https://regulations.utah.edu/administration/3-030.php) Travel Policy.

The proposal was discussed with the Senate Executive Committee, and then discussed as part of the Intent Calendar of the Academic Senate in December 2019, and now will appear on the Debate Calendar for the Senate meeting of February 2019.

This proposal was developed by Jeffrey J. West, in his role as Assoc. Vice President, Finance. It has been approved by John E. Nixon (VP for Administrative Services) and Cathy Anderson (Chief Financial Officer). It was reviewed by the Institutional Policy Committee on Nov. 9, 2018 and December 14, 2018.

1. End dates for travel expenses:

The first change comes as a result of an internal audit, which revealed problems regarding expenditures for grant-funded travel. The audit showed that in a few cases, travel expenses had been incurred after the end date of the grant-funded project. As is generally well understood within the University community, grants ordinarily require that any travel supported by the grant occur, and any resulting travel costs be incurred, no later than the end date of the project. Because the audit results revealed that in a few cases, that requirement was not being adhered to, this proposal is to add language to Policy 3-030. As revised, the Policy should serve better to remind members of the University community of the need to comply with those funding source requirements.

The Internal Audit Finding: Research Expenditures Near Project End Dates (7/26/2018)

Finding: Although post-date costs, including costs for publication and sharing of research results are allowed in certain cases, travel costs incurred after the end date are only allowed by exception - granted by the sponsoring agency, in advance of the travel occurring. We found three cases in our sample where travel occurred after the project end date, absent any such authorization allowing it.

Resolution: See accompanying wording addition to Policy 3-030.

1. Deleting descriptions of Diners Club & American Express corporate travel cards:

The second set of changes is to reflect the fact that the University no longer has arrangements with two credit card issuers for corporate travel cards. This set of changes will simply strike from the Policy the existing (and now obsolete) descriptions of those corporate travel card arrangements, with Diners Club, and American Express.

Discontinued Program: Corporate Travel Charge Cards

Status: The university has discontinued its previous associations with Diners Club and American Express for the use of a corporate travel card. As part of our implementation of the Concur travel software (currently underway) we will incorporate a travel card from JPMorgan into the overall program for university travel by faculty/staff. However, details of the card’s usage and how it fits into the overall program will be revealed as we move into the implementation phase in early 2019. At that time, a new section of the Travel policy will also be forthcoming, reflecting the principles and practices needed to fully take advantage of the new Concur software. Until then, certain phrasing in the current Travel policy should be eliminated, to avoid confusion.

Resolution: See accompanying wording deletion to Policy 3-030

1. Proposed revision 18 of Policy 3-030:

[Relevant excerpts of Policy 3-030. Proposed wording changes are shown in standard ‘redline’ font marking—double underline for added text, and double strikethrough for deletions:] Only the affected policy sections are shown herein.

**POLICY 3-030 Travel Policy.** Revision 1718 [Effective date: February 2011 Upon final approval].

1. Purpose & Scope

To establish a travel authorization and expense reimbursement policy for official University travel.

1. Definitions. \* \* \* \*
2. General Travel Policy
3. Advance Approval Requirement
4. Advance approval by Grants & Contracts Accounting is required for all foreign travel paid from federal grants or contracts.
5. No employee may approve travel, cash advances, prepaid expenses or expense reimbursements for himself/herself. Such costs must be approved by an authorized higher level of authority. \* \* \* \*

**All travel charged to sponsored projects must be concluded prior to the funding end date, and otherwise** meet the provisions of the sponsoring agency or, if more restrictive, University policies.

1. Administrative units within individual departments, schools, or colleges may require advance approval of travel as determined to meet their individual oversight responsibilities.

\* \* \* \*

I. Reimbursable Costs: Advances.

1. \* \* \* \*

2. **Corporate Charge Cards** [***Reserved***]

1. Diner's Club and American Express corporate charge cards are available to most university employees to be used for travel and other university business. The cards are issued in the employee's name. Contact the Travel Office for application forms.
2. Authorized travel costs charged on corporate charge cards should be submitted for reimbursement in a timely manner. Payment of all charges on corporate charge cards is the responsibility of the card holder. Payment is due the card company in full upon receipt of the monthly billing statement. Special arrangements with the university exempts the cards from membership fees. Interest is not charged, but a delinquency charge is assessed by the card company on past due accounts. Delinquency charges will not be reimbursed by the university.
3. Corporate charge cards must be surrendered upon termination of employment at the university.
4. With an approved Travel Request, the Diner's Club corporate charge card will allow travelers to obtain travelers checks from the university cashier's office.

\*\*\*\*

VII. History:

Revision 17; Editorially revised July 21, 2010.

\* \* \* \*

Revision 14 Approved: Board of Trustees 7/13/98.