### University of Connecticut & UConn Health

**Joint Audit & Compliance Committee Meeting**

**December 20, 2019 – Special Meeting due to date change**

10:00 am – 10:30 am - Executive Session
10:30 am – 12:00 pm - Public Session

University of Connecticut, Wilbur Cross, North Reading Room, Mansfield Way, Storrs, CT

### Topic | Proposed Action | Tab
--- | --- | ---
**Executive Session to discuss:**
• C.G.S. 1-200(6)[E] – Preliminary drafts or notes that the public agency has determined that the public’s interest in withholding such documents clearly outweighs the public interest in disclosure. [1-210(b)(1)]

Review | None

• C.G.S. 1-200(6)[E] – Records or the information contained therein pertaining to strategy and negotiations with respect to pending claims [1-210(b)(4)]

• C.G.S. 1-200(6)(E) – Records, reports and statements privileged by the attorney-client relationship. [1-210(b)(10)]

• C.G.S. 1-200(6)[C] – Records of standards, procedures, processes, software and codes not otherwise available to the public, the disclosure of which would compromise the security and integrity of an information technology system. [1-210(b)(20)]

Opportunity for Public Comments | None

**Minutes of the September 25, 2019 JACC Meeting** | Approval | 1

**External Engagements**
• Status of External Engagements
• BKD – Agreed-Upon Procedures required annually by NCAA Bylaw 3.2.4.15 for Division I
• Marcum – UConn Health John Dempsey Hospital, University Medical Group, & Finance Corporation Financial Statements for the Year Ended June 30, 2019
• CohnReznick - Revised Audit Scope and Fee

Update | Approval | 2

**University of Connecticut Revised Travel and Entertainment Policy and Procedures** | Approval | 3

**UConn & UConn Health Significant Compliance Activities**
• Athletics
• Research Compliance

Update | 4

**UConn Health – EPIC Update** | Update

**UConn & UConn Health Significant Audit Activities**
• Status of Audit Assignments
• Follow Up Activities
• Audit Updates, if necessary

Update | 5

**JACC 2020 Calendar** | Update | 6

**Informational/Educational Items**
• Compliance Matters

Information Only | 7

**Conclusion of Full Meeting**

The next meeting of the JACC will be held on March 5, 2020 at 10:00 am
University of Connecticut, Wilbur Cross, North Reading Room, Mansfield Way, Storrs, CT
University of Connecticut
&
University of Connecticut Health Center

Joint Audit & Compliance Committee Meeting
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The meeting of the Joint Audit and Compliance Committee (JACC) was called to order at 10:05 a.m. by Trustee Boxer. ON A MOTION made by Trustee Boxer and seconded by Trustee Pollard, the JACC voted to go into executive session to discuss:

- C.G.S. 1-200(6)[E] – Preliminary drafts or notes that the public agency has determined that the public's interest in withholding such documents clearly outweighs the public interest in disclosure. [1-210(b)(1)]
- C.G.S. 1-200(6)[E] – Records or the information contained therein pertaining to strategy and negotiations with respect to pending claims
- C.G.S. 1-200(6)[E] – Records, reports and statements privileged by the attorney-client relationship. [1-210(b)(10)]
- C.G.S. 1-200(6)[C] – Records of standards, procedures, processes, software and codes not otherwise available to the public, the disclosure of which would compromise the security and integrity of an information technology system. [1-210(b)(20)]

Executive Session was attended by the following: Joint Audit & Compliance Committee members: M. Boxer, R. Carbray, J. Gouin, B. Pollard; Audit Staff members: C. Chiaputti, T. Dyer, K. Goss, H. Hildebrandt, A. Marsh, C. Murray, G. Perrotti, A. Quaresima, and E. Zincavage; Compliance Staff members: K. Fearney, K. Hill, and E. Vitullo; Senior Staff: A. Agwunobi, J. Geoghegan, S. Jordan, R. Maric, R. Rubin, and J. Shoulson; General Counsel: J. Blumenthal, N. Gelston; Portions of Executive Session were also attended by: C. Bernard, C. Bianchi, C. Eaton, C. Gray, M. Jednak, M. Larson, B. Metz, M. Mundrane, and S. Nolan.

The Executive Session ended at 10:59 a.m. and the JACC returned to open session at 11:01 a.m. There were no public comments.

Tab 1 – Minutes of the Meeting

ON A MOTION made by Trustee Boxer and seconded by Trustee Pollard the minutes of the June 19, 2019 JACC meeting were approved.

Tab 2 – External Engagements

C. Chiaputti provided the committee with an update on ongoing external engagements.

ON A MOTION made by Trustee Boxer and seconded by Trustee Pollard, the JACC approved the Extension and Fee proposed by BKD for the Appointment to Perform the NCAA Agreed-Upon Procedures for FY2019 and 2020.

ON A MOTION made by Trustee Boxer and seconded by Trustee Gouin, the JACC approved the Extension and Fee proposed by CohnReznick for the Appointment to Perform the UConn 2000 Audit and Agreed-Upon Procedures.
ON A MOTION made by Trustee Boxer and seconded by Director Carbray, the JACC approved the Appointment of Pharmacy Optimization LLC, dba 340B Compliance Partners – to Perform UConn Health Covered Entities 340B Drug Pricing Program Audit.

ON A MOTION made by Trustee Boxer and seconded by Trustee Pollard, the JACC retroactively approved the Appointment of Auditrax LLC, dba Finix to Perform Recovery Audit Services and Accounts Payable Operations Review.

Tab 3 – Significant Compliance Activities

K. Fearney provided an update on compliance activities.

A. Fiorvanti provided an NCAA Compliance update.

Tab 4 – Draft Audit and Compliance Plans

C. Chiaputti provided the committee with the FY20 Draft Audit Plans for Storrs and UConn Health and ON A MOTION made by Trustee Boxer and seconded by Trustee Carbray; they were approved by the committee.

K. Fearney provided the committee with the FY20 Draft Compliance Plans for Storrs and UConn Health and ON A MOTION made by Trustee Boxer and seconded by Trustee Gouin; they were approved by the committee.

Tab 5 – UConn Health – Epic (HealthONE) Update

B. Metz provided the committee with an update on the status of the electronic health record project, Epic.

Tab 6 – UConn & UConn Health Significant Audit Activities

C. Chiaputti provided the JACC with an update on the status of audit assignments (UConn and UConn Health). The JACC reviewed seven audits. In addition, Audit and Management Advisory Services had thirteen audits in progress at the end of this reporting period.

Tab 7 – Informational / Educational Items

- Compliance Newsletter – UConn
- UConn Health Compliance Matters

There being no further business, ON A MOTION made by Trustee Boxer and seconded by Trustee Pollard, the meeting was adjourned at 11:19 a.m.

Respectfully submitted,

Angela Marsh
University of Connecticut
&
University of Connecticut Health Center

Joint Audit & Compliance Committee Meeting
<table>
<thead>
<tr>
<th>Vendor</th>
<th>Area</th>
<th>Scope</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marcum, LLP</td>
<td>UConn Health</td>
<td>Audits of the John Dempsey Hospital and Dental Clinics (Clinical Programs Fund), including the OHCA filings, UConn Medical Group (UMG) and the University of Connecticut Health Center Finance Corporation for FY2017, 2018 and 2019.</td>
<td>The FY2019 engagement is complete. The audit reports will be presented at the December 2019 JACC meeting.</td>
</tr>
<tr>
<td>BKD</td>
<td>UConn Athletics</td>
<td>NCAA agreed upon procedures performed on all revenues, expenses, and capital expenditures for or on behalf of the University’s Athletics Program for FY2016, through FY2020.</td>
<td>The FY2019 engagement is complete. The AUP report will be presented at the December 2019 JACC meeting.</td>
</tr>
<tr>
<td>CohnReznick, LLP</td>
<td>UConn &amp; UConn Health</td>
<td>Annual audit of UCONN 2000 substantially complete projects and annual agreed upon procedures for FY2016 through FY2020.</td>
<td>FY2019 engagement is underway. Request for approval for fee increase to provide for the addition of the Epic project in the schedule of substantially complete projects subject to audit for FY2019 will be brought to the JACC at their December 2019 meeting</td>
</tr>
<tr>
<td>Pharmacy Optimization Consultants LLC, dba 340B Compliance Partners.</td>
<td>UConn Health</td>
<td>Audit of UConn Health’s Covered Entities (CE) 340B Drug Pricing Program for the period January 1 2009 to June 30, 2019. This engagement includes an audit of the CE’s contract pharmacy arrangements required by Health Resources and Services Administration (HRSA).</td>
<td>Engagement is underway.</td>
</tr>
<tr>
<td>Auditrax, LLC dba Finix</td>
<td>UConn Health</td>
<td>Accounts Payable recovery audit services for 2015 through 2018.</td>
<td>Engagement is complete.</td>
</tr>
</tbody>
</table>

University of Connecticut & UConn Health
Joint Audit & Compliance Committee Meeting

Status of External Audit Projects
UNIVERSITY of CONNECTICUT

PRESENTATION OF NCAA RESULTS

1. Agreed-Upon Procedures (AUP’s) required annually by NCAA Bylaw 3.2.4.15 for Division I institutions

2. AUP report submitted to University President by 1/15 annually

3. NCAA defines specific athletics-related revenue & expense categories

4. Data derived from EADA reporting
SCOPE & RESULTS

• Compared NCAA Guide’s revenue / expense categories with Statement of Revenues & Expenses

• Obtained explanations for revenue & expense categories >10%, compared current year vs. prior year actual data, & current year vs. budgeted data

• Procedures performed on line items >4% total revenues / expenses - No unexplained exceptions noted

• Obtained supporting entities’ financial statements (UConn Foundation & UConn Club)

• Inquired of athletics-related internal control changes

• Obtained required disclosure data

QUESTIONS?

Mary McKinley, CPA // Partner
mmckinley@bkd.com // 502.963.0854
This section is intended for

**External Engagements**

**CohnReznick – Revised Audit Scope and Fee**

will be sent separately.
University of Connecticut
&
University of Connecticut Health Center

Joint Audit & Compliance
Committee Meeting
TO: Members of the Joint Audit & Compliance Committee

FROM: Scott Jordan
Executive Vice President for Administration and Chief Financial Officer

DATE: December 20, 2019

SUBJECT: Revised University Travel and Entertainment Policies and Procedures

RECOMMENDATION

That the Joint Audit and Compliance Committee (JACC) approve the revised University of Connecticut Travel and Entertainment Policies and Procedures (Policy) detailed in the attached documents.

BACKGROUND

Sec. 10a-151c. of the Connecticut General Statutes, Approval of travel requests and the payment of travel expenses, provides that “Notwithstanding any provision of the general statutes to the contrary, the chief executive officer of each institution within the jurisdiction of a constituent unit of the state system of higher education shall have the authority to approve travel requests and the payment of travel expenses incurred by employees of their institutions, in accordance with rates and policies approved by the board of trustees of the constituent unit, provided such rates and policies (1) are approved after reasonable opportunity has been provided for interested persons to present their views and (2) are subject to section 4-175. Travel expenses paid pursuant to this subsection shall be paid upon the order of the Comptroller.”

The JACC last approved the Policy on May 7, 2015. The attached revisions represent the first significant changes to the Policy since that date. These revisions, which coincide with the implementation of the University’s new travel management system, Concur, are designed to strengthen internal controls over travel and entertainment expenses by enhancing and/or clarifying current policies and procedures in the following areas:

- Pre-Approval for Travel
- Meal Expenses While Traveling
- Receipt Requirements
- Payroll Deductions for Over-Payments
- Time Limit for Reimbursement Submissions
- Cash Advances
- Allowable Travel Days Prior to Business Purpose
- Reimbursement for No-Show Fees
- Reimbursement for Gratuities
- Airport Parking
- On-Campus and Local Lodging
Attachment

Approved by the Joint Audit & Compliance Committee at their _________ meeting
Concur Travel and Expense

Policy Changes

• Pre-Approval for Travel ................................................................. 3
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• Receipt Requirements ................................................................. 5
• Payroll Deductions for Over-Payments ...................................... 6
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Concur Travel and Expense

Pre-Approval for Travel

Current Policy:
• Currently, pre-approval for travel is encouraged but not required by the University.

Future Policy:
• The University will be requiring pre-approval requests for travel that involves airfare, hotel reservations, car rentals, and rail. Formal pre-approvals will provide an avenue for employees to request travel directly in Concur and route to the direct supervisors and fiscal officers through automated workflow.

Additional Information:
• Travel pre-approvals will provide the link between the traveler and the new Duty of Care system delivered by Concur.
• Pre-approval will also be required for Guests and Students.
• Travelers that reserve travel within two weeks of a travel date must provide a specific explanation as to why travel was not reserved at an earlier date.
• Reimbursement for travel where pre-approval was not obtained will require approval by the Office of the President, the Provost, the Executive Vice President for Administration and Chief Financial Officer, or Athletic Director, based on the reporting relationship of the employee.

Rationale:
• Pre-approval will ensure all travelers are registered making Duty of Care more effective, will address departmental concerns regarding budget and use of funds, and will utilize Concur functionality to streamline the current process.
Meal Expenses While Traveling

**Current Policy:**
- The University allows travelers to claim either Per Diem or actual meal costs up to Per Diem during their travel. On travel days, the traveler is entitled to the breakfast, lunch, and/or dinner Per Diem or actual meal costs based on their departure and arrival times.
  - Departments do have the option to request and reimburse travelers at actual meal costs if required.

**Future Policy:**
- The University will continue to allow, at the department’s discretion, the use of Per Diem or actual meal costs for business travel.
  - If the traveler is claiming Per Diem, they may NOT use their Travel Card to purchase individual meals.
  - If the traveler is claiming actuals, the Travel Card may be used. Receipts are required for Travel Card transactions that are greater than $50 and for out of pocket transaction that are greater than $25.
- Travelers will receive 75% of Per Diem on travel days, regardless of departure or arrival times. If claiming actuals, expenses will be capped at 75% of Per Diem.

**Rationale:**
- Clarify the use of Travel Cards and raise the receipting threshold to $50 when using a Travel Card and the actual method.
Receipt Requirements

Current Policy:
• Receipts are required for all purchases over $25.
• Departments must seek State approval to destroy original receipts after the traveler has received their reimbursement.

Future Policy:
• For all Travel Card transactions, receipts are required for purchases greater than $50.
• For all out-of-pocket transactions, receipts are required for purchases greater than $25.
• Once the receipt is uploaded to Concur and the traveler has received their reimbursement, original receipts may be discarded.

Rationale:
• Clarify receipting requirements with respect to Travel Card.
• Permission was given from the State Public Records Administrator to destroy original receipts once uploaded to Concur, therefore State approval to destroy original receipts is no longer required.
Payroll Deductions for Over-Payments

Current Policy:
• Payroll deduction authorizations only apply to cash advances.

Future Policy:
• If initial collection efforts fail, payroll deductions will be used (if payment is not received within 15 days of expense report approval) for all overpayments. This includes cash advances, Travel Card charges, Central Airfare Card charges, and Pro Card charges.

Additional Information:
• Although contained in the policy, travelers will be required to electronically sign an attestation in Concur agreeing to payroll deduction for all over-payments when they request a cash advance as well as when they submit their expense reports. In addition the traveler will sign an attestation when obtaining a University Travel Card.

Rationale:
• If initial collection efforts fail, the employee’s paycheck will be adjusted, ensuring University is made whole.
Time Limit for Reimbursement Submissions

Current Policy:
• Reimbursements submitted over 60 days after travel is complete are required to receive approval from a Dean, Director, or Department Head.

Future Policy:
• Reimbursements submitted over 60 days after travel is complete are required to receive approval from a Dean, Director, or Department Head. In addition, reimbursements submitted over 365 days after travel is complete will not be reimbursed even with the approval from a Dean, Director, or Department Head.

Rationale:
• To ensure that grants and departmental budgets are current with all expenditures, 60 days will continue. To prevent the reimbursement from being taxable, any amounts submitted after 365 days will not be reimbursed.
Cash Advances

Current Policy:
• Travelers are able to request cash advances for Per Diem, ground transportation, hotels, and other travel expenses. The traveler may receive up to 75% of estimated costs and the cash advance must be at least $300.

Future Policy:
• Cash advances will no longer be issued for expenses that can be charged to a Travel Card (i.e., hotels, ground transportation, etc.).
• Cash advances are not issued for any meals whether using actuals or Per Diem.
• Cash advances will only be issued on an exception basis for travelers who are unable to obtain a Travel Card in advance of their trip or for travelers who may be traveling to an area in the world that does not accept credit cards.
• When a cash advance is issued, the traveler may still receive up to 75% of estimated expenses but the cash advance must be at least $500.

Rationale:
• Cash advances should be minimal due to the availability of University Travel Cards.
Allowable Travel Days Prior to Business Purpose

Current Policy:
• For domestic out-of-state travel, travelers may receive reimbursement for expenses for one travel day preceding a conference and for one travel day following a conference.

Future Policy:
• Travelers may receive reimbursement for expenses for travel day(s) as follows:
  • Preceding a conference, meeting, etc.
    • Outbound flight segments less than eight (8) hours in duration – one day
    • Outbound flight segments exceeding eight (8) hours in duration – two days
  • Following a conference, meeting, etc. – one day

Rationale:
• To allow sufficient time to acclimate due to long flights and to clarify an area that was unclear in the past.
Reimbursement for No-Show Fees

Current Policy:
• There is currently no written policy regarding no-show fees.

Future Policy:
• Travelers will be responsible for no-show fees (example – airfare, hotel, etc.), unless in rare circumstances the no-show fee relates to a business reason or an emergency that prevented the traveler from cancelling.
  • The justification must be documented and provided to Accounts Payable, which may require approval from the appropriate Dean, Dept. Head or Director.
  • These fees are typically not reimbursable in the case of federal grant and/or grant based sponsored travel.

Rationale:
• To clarify our policy on no-show fees.
Reimbursement for Gratuities

Current Policy:
• Reimbursement for meal gratuities is allowable up to 20% of the pre-tax meal cost.

Future Policy:
• All gratuities, including but not limited to meal costs, taxis, Uber/Lyft, are reimbursable at a rate not to exceed 20% of the pre-tax cost of the service.

Rationale:
• To clarify gratuities limited to 20%.
Airport Parking

Current Policy:
• Travelers are to utilize the Bradley International Airport Parking permit when flying out of Bradley International.

Future Policy:
• Bradley parking policy remains the same.
• Individuals who are parking at an airport other than Bradley should park at the lowest-cost economy parking lot.

Rationale:
• To clarify parking policy at airports other than Bradley.
On-Campus and Local Lodging

Current Policy:
- Employees requiring lodging at Nathan Hale need prior approval from Office of the President, the Provost, the Executive Vice President for Administration and Chief Financial Officer, or Athletic Director, based on the reporting relationship of the employee.

Future Policy:
- Employees requiring local lodging (within 10 miles of Storrs or assigned duty station) need prior approval from Office of the President, the Provost, the Executive Vice President for Administration and Chief Financial Officer, or Athletic Director, based on the reporting relationship of the employee.

Rationale:
- To address that Nathan Hale is no longer owned by the University, to expand local hotel approval process to other properties to confirm the practice of limiting overnight stays near campus.
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PURPOSE

The University of Connecticut (University), here defined as all campuses and programs except the for UConn Health Center, recognizes and supports the need for faculty, staff, and students (undergraduate and graduate) to travel for conferences, events, and other purposes that further the reputation of the University and enhance the productivity of the University community. Likewise, the University may also find it important to entertain guests.

University business includes travel and entertainment related to activities such as program accreditation, student assessment, academic programming, clinical placements, presentations at or participation in conferences, professional development, fundraising, continuing education, travel related to an employee’s official duties, and many other important activities that support the intellectual and operational endeavors of the University.

At the same time, as a State agency, we must respect and safeguard our travel privileges and funds. We must practice fiscal, ethical, and public responsibility. This policy sets forth rules and procedures that balance the University’s legitimate business travel and entertainment needs with sound stewardship of public resources.

This policy addresses the most common aspects of University business travel and entertainment. It cannot contemplate every situation that might arise, however. Travelers and administrators with questions should contact their supervisor or the Office of Travel University Business Services for guidance before they arrange their travel.

This policy applies to all University employees, students, and guests, including but not limited to recruits and job candidates. The policy shall also apply to the travel and entertainment expenses of contractors, unless the applicable contract provides terms inconsistent with this policy. Where the policy is intended to apply differently to any of the above University business travelers it will be so stated in the appropriate section of the policy. This policy covers all types of University travel for individuals, groups, and team travel. Employees covered under a collective bargaining agreement (“CBA”) may be subject to additional and/or different policies and procedures regarding travel and entertainment. For such employees, in the event of a conflict between this policy and the applicable CBA, the CBA shall control.
GENERAL GUIDELINES

Employees can be reimbursed for certain travel and entertainment expenses related to legitimate University business. University business expenses are the ordinary and necessary expenses of conducting your job, are not lavish or extravagant, and are not for personal purposes. To be reimbursed, reimbursable, such expenses must be reasonable and appropriate to the circumstances, and in the case of federal grant and/or grant-based sponsored travel, conform to the sponsor requirements as described below under “Sponsored Program Travel” and highlighted in specific sections of this policy. All reimbursements are subject to final review and approval from Accounts Payable.

Students should follow the same policies for University employees, with the exception of those provisions in Collective Bargaining Agreements that apply to particular employees. Students are reimbursed at the same rate as unclassified employees. Travelers should also be aware of the Protection of Minors policy (https://policy.uconn.edu/2016/03/29/protection-of-minors-and-reporting-of-child-abuse-and-neglect-policy/).

Any scanned receipts or documents attached in Concur may be disposed of after final approval of the expense report, but it is recommended that the traveler retain the receipts for 60 days.

ELIGIBLE FOR REIMBURSEMENT

With appropriate justification and documentation, travelers can be reimbursed for coach airfare, standard railroad tickets, conference registrations, mileage, tolls, lodging, meals, car rental, parking (elsewhere than Bradley International Airport), and other relevant business expenses. For domestic out-of-state travel, travelers may receive reimbursement for expenses for one travel day preceding a conference and for one travel day following a conference.

Travelers may receive reimbursement for expenses on travel day(s) as follows:

- Preceding a conference, meeting, etc.
  - Outbound flight segments less than eight (8) hours in duration – one day
  - Outbound flight segments exceeding eight (8) hours in duration – two days
- Following a conference, meeting, etc. – one day

This policy explains in more detail what may be reimbursed and how, and also sets forth exceptions and restrictions that may apply. Travelers and administrators should contact the Office of Travel Services if they have any questions about what may be reimbursed.

A primary goal of these policies is to generate cost savings for the University to the greatest extent possible, while simultaneously maintaining the convenience and practicality of the traveler. If a traveler can document a cost saving measure, which would otherwise be in violation of these policies, the Office of Travel Services Accounts Payable will review the expenditure and, most often, support and reimburse the cost saving measure.

In situations where individuals may share expenses related to travel or entertainment, it is the policy of the University to reimburse the individual who can document having paid the shared expense. The University is not a party to agreements between individuals to loan or share expenses, and individuals who enter such agreements are responsible for settlement between themselves.

In special circumstances, exceptions to these policies may be warranted. The President or Provost, or their authorized designees, may review and grant exceptions, as may the Executive Vice President for Administration and Chief Financial Officer, or the Athletic Director. All exceptions must be documented on a completed Exceptions are subject to final review and signed Exception to Policy form, approval by Accounts Payable. Additionally, individuals who require
accommodations for reasons of health or disability may seek reasonable exceptions to this policy. Individuals who seek such accommodations may seek the assistance of the University’s Office of Diversity and Equity Human Resources.

The University reimburses travel and entertainment expenses pursuant to the rules applicable to accountable plans under Section 1.62-2(c)(1) of the Treasury Regulations and, for certain independent contractors, the rules applicable to working condition fringe benefits under Section 132(a)(3) of the Internal Revenue Code and the Treasury Regulations corresponding thereto. Accordingly, all reimbursable expenditures must have a business purpose and must be supported by documentation. Whenever this policy is silent or ambiguous about the sufficiency of documentation of expenses, the terms of the tax authorities cited above shall control. For further guidance, travelers may consult IRS Publication 463.

**NOT ELIGIBLE FOR REIMBURSEMENT**

Employees are responsible for getting to and from work each workday. Employees will not be reimbursed for mileage associated with their normal commutes, regardless of the location of their home in relation to their official
duty station at the University. Moreover, when an employee travels from their home to an off-site business destination (including an airport or a rail station), only the difference between the mileage to the off-site destination and the mileage of the employee’s normal commute is eligible for reimbursement. In other words, employees must deduct the mileage of their normal commute when they claim mileage for travel from their homes to business destinations.

Travelers will not be reimbursed for personal items, including but not limited to newspapers, magazines, toiletries, laundry services, childcare costs, pet boarding fees, credit card interest or late fees, hotel and airline membership fees, airline upgrades, pillows, blankets, headsets, or parking for personal travel.

Travelers will not be reimbursed for parking fines, traffic violation tickets, towing charges, or other vehicular fines.

Travelers will not be reimbursed for trip cancellation insurance or other private insurance. For this reason, as well as administrative considerations, travelers are strongly encouraged to book their flights through the University’s contracted and preferred agency (currently, Sanditz). For international travel only, medical insurance is provided by the University.

Travelers are required will be responsible for no-show fees (example – airfare, hotel, etc.), unless in rare circumstances the no-show fee relates to use rebates and vouchers earned during University business reasons or an emergency that prevented the traveler from cancelling. The justification must be documented and provided to Accounts Payable, which may require approval from the appropriate Dean, Department Head or Director. These fees are typically not reimbursable in the case of federal grant and/or grant-based sponsored travel for future University business travel.

Expenses paid with credits received from rebates and points, vouchers, etc. are not eligible for reimbursement regardless of how the vouchers/credits were earned.

In addition, travelers will not receive travel reimbursement for participation in events that are not related to their University work or activities.

**REIMBURSEMENT APPROVAL**

To avoid actual or apparent conflicts of interest, and to ensure proper separation of duties, employees may not approve payment or reimbursement for their own expenses, expenses of a close relative, expenses related to an event in which they participated, or expenses of an individual to whom they directly or indirectly report. Employees’ travel and reimbursement requests are subject to approval by supervisors, the Fiscal Officer of the account(s) from which the expenses are paid, and the University Office of Travel Services, Accounts Payable. All three of these constituencies share responsibility in enforcing this policy and confirming that all reimbursements are supported with a business purpose and clear documentation. Additionally, travel expenses funded by sponsored awards administered by the University may be subject to review by Sponsored Program Services. By way of illustration, Deans approve expense reports and reimbursements for Department Heads, and other direct reports. The Provost and President approve expense reports and reimbursements for Deans, Vice Provosts, Vice Presidents, and other direct reports. The Board of Trustees or their designee approves the President’s expense reports and reimbursements will be reviewed by Sponsored Program Services and the Principal Investigator (PI).

To be reimbursed, all travelers must submit receipts. Specific for: (i) expenses greater than $50 that are paid for using the University Travel Card; and (ii) expenses greater than $25 that are paid for by means other than University Travel Card. Further specific requirements for airfare, rental car, meal, lodging, and entertainment reimbursement are provided in the applicable Policies and Procedures section. The reimbursement approval for non-employees, students, and student athletes follows the same reporting line approval of the funding source.
Procedure

To be reimbursed, Travelers are requested to submit a Travel WebFormConcur expense report, along with all supporting documentation to the Office of Travel Services, within fifteen days of returning from a trip. The University is committed to the timely processing of financial transactions as an integral part of operations, and is also observant of the tax rules applicable to employee reimbursements. Therefore, reimbursements submitted later than 60 days after travel is complete will be paid only at the discretion of the appropriate Department Head, Director, or Dean. In no event will reimbursements submitted later than 365 days after travel is complete be reimbursed, even with approval from the appropriate Department Head, Director, or Dean.
Upon returning from travel, travelers or their designated departmental administrators seeking reimbursement of travel expenses must:

1. **Complete the Travel WebForm available at [http://travel.uconn.edu](http://travel.uconn.edu).** When the Travel WebForm has been completed, the traveler’s supervisor will be notified and will be asked to approve the reimbursement. When the supervisor has approved the reimbursement, the traveler and KFS initiator will be notified and directed to the completed form.

2. **Produce documentation of the expenses**, including bills, receipts and/or credit card statements. Consistent with the practice of other Connecticut state agencies, such documentation is not necessary for expenditures of $25.00 or less.

3. **Have a Disbursement Voucher ("DV") prepared in the KFS System**, attaching the completed Travel WebForm and expense documentation. Note that travelers must have another member of their office or department, such as a departmental administrator, prepare the DV for them.

To limit processing multiple claims for mileage reimbursements for very small amounts, travelers should combine mileage from multiple trips in one claim so that the total reimbursement due is at least $25.00.
PART 1: PLANNING BUSINESS TRAVEL

1a. AUTHORIZATION TO TRAVEL

While the University Office of Travel Services does not require written preapproval for travel, University travelers are strongly encouraged to obtain written departmental approval that involves any travel segment (Airfare, Hotel, Car Rental or Rail) before incurring any travel-related expenses, for employees, students and guests. Individuals who incur travel expenses relating to any travel segment (Airfare, Hotel, Car Rental or Rail) without prior approval of their departments bear the risk that their expenses may not be reimbursed upon return. Similarly, individuals who book travel through Sanditz without prior approval may be personally responsible for repayment of such charges. The decision to reimburse a traveler in connection with travel that had not been preapproved, or to seek repayment from a traveler who incurs unauthorized expenses, will be at the sole discretion of the traveler’s supervisor, Department Head, President, Provost, Executive Vice President for Administration and Chief Financial Officer, or Athletic Director (or Dean or their designees).

For any trip that requires (i) use of the State Employee Bradley Airport parking pass; (ii) travel advances; and (iii) all employee international travel, travelers must complete the Travel WebForm in advance of their trip. Even where travelers are not required to complete the Travel WebForm in advance, travelers are still encouraged to do so to assist their respective departments with planning, tracking and budgeting.

Further, the University strongly encourages pre-approval for all travel, including day trips that do not include an overnight stay (e.g., day trip to Boston or New York City) through Concur’s Request module. Registration in Concur’s Request module will enable monitoring in the event of an emergency. See Section 1g below.

Travelers should make every effort to reserve travel as soon as practicable, in order to achieve the most cost-effective travel rates. Typically the ideal timing for booking airfare is 6-8 weeks prior to travel. Travelers that reserve travel within two weeks of a travel date must provide a specific explanation as to why travel was not reserved at an earlier date.

Procedure

The Travel WebForm is available at http://travel.uconn.edu.

Submit a pre-approval request through the Concur system.

1b. TRAVEL ADVANCES AND PAYROLL DEDUCTIONS

Travel advances are available for out-of-state and international trips that cost more than $300. It is possible to request an advance for certain travel expenses. However, such advances will only be issued in certain limited circumstances, and may not be used for expenses that can be charged to the employee’s University Travel Card or that may be paid directly by the University. Advances must be $500 or more, and may not exceed 75% of estimated travel expenses, excluding those expenses that are eligible to be paid directly by University Travel Card or by the University (such as air tickets, conference registration fees, meals, hotel, or rental cars). Advances will not be issued more than 10 days prior to the employee’s departure date. If the amount of an advance exceeds the final reimbursement to which the employee is entitled, the employee will return the excess amount, by check, to Accounts Payable within 15 days from expense report approval.

To obtain an advance, employees must sign a travel advance agreement that permits the University to recover, through a payroll deduction, any amount of an advance that exceeds the final reimbursement to which the employee is entitled.

However, this deduction from payroll is only used when the payment is not received from the employee in a timely
manner within 15 days from expense report approval. Similarly, payroll deductions may be used to recover any personal expenses incurred using University funds (including travel card or procurement card, or other). Students may also obtain travel advances, but student advances are the responsibility of the sponsoring department. In all cases, in the event that University Office of Travel Services Accounts Payable is ultimately unable to recover a travel advance from the student, the unrecovered balance will be charged to the traveler’s department.

Travel advances are limited to 75% of estimated costs, excluding those costs that are eligible to be paid directly by the University (such as air tickets, conference registration fees, hotel, or rental car). Advances will not be issued more than 10 days prior to the departure date.

Failure to submit a reimbursement claim or to repay the balance of an advance that exceeds the allowable reimbursement for a trip in a timely manner may jeopardize an employee’s ability to obtain future advances. Advances will not be issued when an employee has an outstanding advance balance for more than 15 business days or an existing cash advance for which a reimbursement request has been due for more than 15 business days. Once the outstanding balance has been paid or a reimbursement request has been filed with the Office of Travel Services Accounts Payable, the advance request may be processed.

Procedure

To request an advance, a traveler must complete the travel advance agreement on the Travel WebForm, and the KFS initiator must submit a DV for the travel advance with the Travel WebForm attached section of the pre-approval request form in Concur.

Once the traveler has completed the Travel Advance Agreement portion of the Travel WebForm, the departmental employee responsible for financial transaction submissions must submit the Travel Advance request.
1c. OFFICIAL TRAVEL PARTIES

Formal groups, such as intercollegiate athletic teams, student organizations, and academic groups or classes on field experiences, may be designated as “Official Travel Parties” by a Department Head, Director or Dean.

For the purposes of this subsection, a “non-official travel party person” is any UConn employee not included on the Official Travel Party roster, who has approval to accompany the Official Travel Party on their field experience or athletic competition.

“Non-university affiliated individuals” are persons who are not on the Official Travel Party roster and do not have an employment or contractual agreement with the University. Such persons may travel on official business if they receive prior written approval from the President or Provost (or their authorized designees) or the Athletic Director. All costs associated with the non-university affiliated individual are the sole responsibility of the non-university affiliated individual.

Non-Athletics Division personnel identified as a part of an athletic team’s Official Travel Party (such as team physicians and CPIA, NCAA FAR, and University Public Safety personnel) must have a legitimate business purpose for being included and require approval by the President or his or her authorized designee.

When a student or student athlete who is on the Official Travel Party roster requires travel arrangements separate from the Official Travel Party, the appropriate Department Head, Director, Dean or designee must approve the travel request and the additional costs incurred prior to the student’s or student athlete’s departure.

Procedure

Groups must submit an “Official Travel Party” roster to the relevant Department Head, Director, or Dean who will determine the Official Travel Party for each group by semester or season, as appropriate. Departments and Divisions must submit their Official Travel Party roster(s) (including PeopleSoft ID Numbers) to the Office of Travel ServicesAccounts Payable at least one week prior to the first travel event of the semester or season.

Non-official travel party personnel must submit a separate Travel WebForm. These expenses should not be included with the Official Travel Party’s expenses.

Non-university affiliated individuals must receive prior written approval from the President or Provost (or their authorized designees) or the Athletic Director. The justification submitted for approval must include the reason for the individual(s) to travel, the cost incurred by the University for the individual(s) to travel, how that cost was calculated, and how the non-university affiliated individuals will reimburse the University. The repayment from a non-university affiliated individual for charter airfare expenses, incurred on their behalf by the University, will be calculated and based on the Standard Industry Fare Level (SIFL) method, as published by the IRS.

In the event that a student or student athlete requires travel arrangements that are separate from their Official Travel Party, the appropriate Department Head, Director, Dean or designee must approve the request in writing. A written request for approval should include the reason for the separate travel arrangements and comparisons of various modes of alternate transportation. The Department Head, Director, Dean or designee should approve lowest reasonable cost that meets the time constraints of the event or athletic competition. Departments or Divisions must then submit written documentation of cost comparisons and the rationale used to select the method of travel to the Office of TravelServices. The Office of TravelServices and Department or Division should maintain all documentation for subsequent review and audit.
1d. SPOUSAL/PARTNER TRAVEL AND ENTERTAINMENT PARTICIPATION

The travel or entertainment expenses of a spouse, partner, or dependent generally fall within one of three classifications. (Such expenses are not allowed on sponsored awards.)

Bona Fide Business Purpose
If the attendance of a spouse or partner serves a bona fide business purpose for the University, the University may pay the travel or entertainment expenses of the spouse or partner. To meet the high standard of a bona fide business purpose, the presence of the spouse or partner must be compelling or essential (and not just beneficial) to carry out the business interests and functions of the University.

Employment Agreement
Absent a bona fide business purpose, if an individual’s University employment arrangement or contract permits his or her spouse to travel, or provides that his or her spouse may attend University events, then the cost of such travel or event, or any reimbursement therefore, will be considered compensation to the employee and will be included in the taxable wages of the employee.

Accompaniment with No Business Purpose
The travel and entertainment expenses of a spouse, partner, or dependent who has no official role for the University and is simply accompanying an individual on University-related travel are the personal responsibility of the traveler. Such individuals may, however, accompany the traveler with the permission of the appropriate Department Head, Director or Dean. If the University incurs any costs associated with such individuals, the traveler shall reimburse the University in a timely manner.

Procedure
The Office of the President will identify certain spouses or partners who are deemed to be representatives of the University with respect to essential University business such as fundraising or development. These individuals will be treated as having a bona fide business purpose for travel related to such essential University business.

The payment or reimbursement of the travel expenses for other spouses or partners having a bona fide business purpose requires the written approval of the President, Provost or their authorized designees and is subject to review by Accounts Payable.

1e. COMBINED BUSINESS AND PERSONAL TRAVEL

Employees may combine travel for personal and business reasons, but must be mindful of all applicable state and University ethics policies.

Travelers will not receive reimbursement for personal travel expenses. Travelers will only receive reimbursement for travel to and from the business destination.

If weekends, holidays, or necessary standby days fall between business travel days the traveler may be reimbursed for a hotel where a cost savings can be demonstrated. Example — if a traveler attends a two-week conference and there is a cost savings by remaining at the conference location over the weekend versus flying home and back during the weekend.

If a traveler chooses to arrive early or to stay longer for non-business reasons, the University will not pay for expenses incurred during additional personal days or any other personal travel expense. The only exception and
in special cases, travelers will be able to combine their business and personal travel at a cost lower than if a single trip were only for business. In these special cases, the University will reimburse the traveler for the lower-cost business and personal trip; provided that the traveler has clearly documented the cost savings to the University.
Procedure

Travelers who wish to combine personal pursuits with University business on a single trip must indicate the dates and location of the personal time on the Travel Web Form in Concur.

In the unusual case that a combined business and personal trip is at a lower cost than a business-only trip, the traveler must provide supporting documentation and economic justification from the time of booking, including cost comparisons from Sanditz, the University’s contracted and preferred agency on the date of booking, attached to the Disbursement Voucher.

- If the cost of the combined business and personal airfare is higher than the airfare comparison provided from the preferred travel agency, then the airfare will be capped at the comparison provided.
- If the cost of the combined business and personal airfare is lower than the airfare comparison provided from the contracted and preferred travel agency, then the University will reimburse the traveler the lower cost of the actual airfare that included business and personal.

Failure to obtain these cost comparisons from the University’s contracted and preferred agency on the date of booking will result in the University not reimbursing the cost of the airfare.

1f. FELLOWSHIP TRAVEL

Travel by University Fellows, to be reimbursed or otherwise paid by the University, must adhere to the guidelines contained throughout this policy. Such travel may be taxable to the Fellow under IRS guidance.

1g. MONITORING IN EVENT OF EMERGENCY

The University considers the wellbeing of its employees and students to be paramount during travel. As such, the University is providing a travel monitoring and communication tool for all who are undertaking travel as part of their role at the University. This tool enables the University to know the location of employees and students while traveling, and in the case of an emergency, provides the ability to communicate with travelers, ensuring their safety and/or providing safety instructions. Travelers should complete and maintain their profile information, including mobile phone numbers and contact details within the University’s Travel System to ensure immediate and effective communication is available when needed.

Support in the event of an emergency can be extended to travelers in a variety of ways, the most efficient of which is through knowledge of the dates, times, and locations of University travelers as entered in the Travel Request within the University’s Travel System. Travelers are highly encouraged to register a Travel Request in the University’s Travel System prior to their departure. This procedure applies to all University travel, regardless of destination, duration (including in-state and out-of-state day trips), or source of funding. Failure to register in the University’s Travel System prior to departure may delay communication to the traveler in the event of an emergency.

Further, international travelers are encouraged to register international travel destinations with the U.S. Department of State prior to departure. International travelers must adhere to UConn’s Policy for Education Abroad and Related Activities in Sites with U.S. Department of State Travel Warning/Travel Alert and UConn’s Student International Travel Policy when applicable.

1h. SPONSORED PROGRAM TRAVEL

Travel is a direct cost to a sponsored project when such travel will provide direct benefit to the award and is:
• **Allowable**: The cost must be allowable under both the provisions of the Office of Management and Uniform Guidance and under the terms of a specific award.

• **Allocable**: The cost must be allocable; that is, the expense can be associated to a project with a high degree of accuracy.

• **Reasonable**: The cost must be reasonable; that is, the cost reflects what a “prudent person” would pay in a like circumstance.

If federally funded, sponsored awards are subject to certain federal laws and the guidelines set forth in the Uniform Guidance, 2 CFR Part 200—uniform administrative requirements, cost principles, and audit requirements for federal awards. All sponsored project awards may be subject to specific agency restrictions, as well as the remainder of this policy. The terms and conditions of the individual agreement should be reviewed prior to incurring and/or submitting any travel for approval or for reimbursement. The terms of this travel policy apply to all sponsored programs unless the sponsor’s requirements are more restrictive; if they are, then the sponsor rules must be followed. The Principal Investigator is responsible for the financial stewardship of their award and for adhering to sponsor and University requirements for travel, and the spending of sponsored funds in general.

The following list highlights some common sponsored travel restrictions. Some awards may:

• Prohibit foreign travel
• Require pre-authorization by Sponsor for each trip
• Restrict the number of trips that can be taken
• Restrict the number of travelers on an authorized trip
• Set a maximum dollar value per trip
• Allow attendance to a conference to present research, but not for the purpose of “staying current in the field”
• Limit travel to a specific destination or purpose
• Specify maximum meal, mileage or other cost rates.

Sponsored travel must be justified, well-documented, in compliance with the sponsor requirements, and incurred within the period of the award. Travelers on sponsored funds must provide sufficient explanation so that anyone reviewing the transaction can verify that it is allowable, allocable, and reasonable to the project charged. Charges that are split between two or more projects must demonstrate how the trip specifically benefited each project respectively.

Entertainment costs are not allowable to a sponsored project without explicit prior approval from the sponsor and Sponsored Program Services.

**Federal airfare**

The federal Fly America Act mandates that travel sponsored by the federal government must be on U.S. airlines or a foreign air carrier that code shares with a U.S. flag carrier on the flight taken, subject to certain limited exceptions. This includes flights within the U.S. If there is no U.S. carrier to your destination, you must travel on a U.S. carrier as far as possible. By law, additional cost for U.S. carrier flights is not sufficient justification to fly on foreign carriers. Please note that the same rules apply to a foreign visitor’s flights.

One exception to this requirement is transportation provided under a bilateral or multilateral air transport agreement called “Open Skies Agreements.” There are currently four Open Skies Agreements that permit traveling on a European Union, Norwegian, Icelandic, Australian, Swiss, or Japanese carrier under specific circumstances.

Though the federal Open Skies policies allow the use of foreign airlines, the easiest and safest way to comply with Federal air travel regulations is to continue to book flights only on U.S. airlines. The use of a U.S. air carrier is required on Department of Defense (DoD) awards even when there is an Open Skies Agreement in place.
Fly American and Open Skies are covered further in the Air Travel section of this policy.
PART 2: AIR TRAVEL

2a. TRANSPORTATION TO AND FROM AN AIRPORT

Travelers should use the most reasonable and cost effective mode of travel to airports. Except in cases where a traveler provides a written explanation of special circumstances, travelers must use a personal vehicle to travel to and from the airport of departure. For travel to and from the destination airport, the appropriate means of travel to the airport may include a personal vehicle, a rented vehicle, a ride-sharing service (e.g., Uber or Lyft), a taxi, or a shuttle service. Private livery services (defined herein to mean all private vehicles for hire, except for taxi services) are not to be used by employees, students, consultants, or gratis appointments unless the traveler provides a written explanation of a special need for a private vehicle. Acceptable special needs for a private vehicle shall be evaluated by the Travel University Business Services office and may include, but not be limited to cost saving, accommodation for a health or medical concern, the unavailability of other options, or the need to transport an important University guest. Exceptions or additional review may be granted or conducted by the appropriate Department Head, Dean, or Director.

Travelers may be reimbursed for personal vehicle mileage in accordance with this policy. However, travelers will receive reimbursement for the difference in mileage between their trip to the airport from their home or official duty station (where the employee is permanently assigned) and their normal commute to work. In other words, if a traveler lives closer to Bradley International Airport than to his or her official duty station, and if the traveler travels directly from his or her home to the airport, the University will not reimburse the traveler for the trip to the airport.

Travelers will not be reimbursed for airport hotel costs prior to the day of departure or after arrival return.

Procedure

Travelers should request reimbursement for mileage on the Travel WebForm. To calculate reimbursable mileage to and from the airport, travelers should calculate the total round-trip mileage between their home and the airport, and deduct the round-trip mileage of their normal commutes.

2b. AIRPORT PARKING AT BRADLEY INTERNATIONAL AIRPORT

Fourteen-day parking permits are available to employees on University business for Bradley International Airport. The permits allow state employees to park in designated lots. If a traveler does not request a parking permit or fails to secure the permit from the Office of Travel Services Accounts Payable before departure, the traveler will be responsible for his or her own parking expenses and the parking expenses will not be reimbursed.

If the business travel extends beyond the permit’s fourteen-day limit, the employee is responsible for the additional fees, but may be reimbursed for the additional parking expense.

If the state-designated lot is at capacity, employees should park at the lowest-cost economy parking lot. Employees will be reimbursed for parking expenses incurred when the state-designated lot is at capacity.

Students who are on payroll are eligible to receive parking permits for Bradley International Airport provided that the business travel is related to their employment. Students who are not on payroll should park at the lowest-cost economy parking lot available, and may be reimbursed for these expenses at the discretion of their departments.

Individuals who are parking at an airport other than Bradley International Airport should park at the lowest-cost
economy parking lot. Individuals who park in Short-Term Parking across from the airport terminals in order to pick up arriving University travelers may have these expenses reimbursed.
Procedure for Parking at Bradley International Airport

Prior to Travel:

To obtain a parking permit, the traveler must select yes on the Travel WebForm Bradley Parking Pass field in the Concur request. After the Travel WebForm Concur request is submitted, approved, a parking permit will be mailed if the departure is greater than 5 business days away. Travelers that are departing sooner than 5 business days may pick up their parking permits at the front desk of the Office of Travel Services; provided the pre-trip portion of the Travel WebForm has been completed Accounts Payable. It is the traveler’s responsibility to obtain the parking pass before departure.

Travelers should review and follow the instructions and information printed on the permit prior to parking. At the Airport:

At the Airport:

The employee must present the parking permit to the attendant when they exit the state employee designated parking lot. If the state-designated lot is at capacity, travelers should park at the lowest-cost economy parking lot. After travel:

After travel:

To receive reimbursement if the state-designated lot was at capacity or if the traveler incurs any charge for parking for a period greater than fourteen days, the traveler must submit the paid receipt and the original parking permit with a brief explanation in the “Remarks comments” section of the Travel WebForm Concur expense report.

Those picking up arriving University travelers (including, on rare instances, graduate students) may submit paid parking receipts for reimbursement.

2c. COMMERCIAL AIR TRAVEL

Employees should generally purchase the lowest commercial airfare available, but may also make reasonable allowances for practicality and preferences such as safety, scheduling and any need for special accommodations. Airfare purchases will be subject to final review and approval by Accounts Payable. Travelers are strongly urged, but not required, to use the University’s contracted and preferred agency currently, Sanditz to book airline travel. Students may seek reasonable exceptions to this policy. Individuals who seek such accommodations may seek the assistance of the University’s Office of Diversity and Equity.

As an agency of the State of Connecticut, the University has a duty to promote economic development within the state by using Connecticut facilities such as Bradley International Airport. Accordingly, employees are directed to use Bradley International Airport, or another Connecticut-based airport, for commercial air travel whenever it is cost-effective. In determining whether travel is cost-effective, travelers should consider additional costs that would be incurred in traveling to an airport in a different state (e.g., mileage and/or meals). Travelers should also consider the fact that the Connecticut Airport Authority provides free parking to state employees traveling on state business, whereas travelers might otherwise pay for parking at an airport in a different state.

Travelers may not insist on non-stop flights. In determining the lowest and most practical commercial fare, the traveler should consider not only non-stop flights, but also flights with one connection (both departing and/or returning). Travelers should purchase non-refundable tickets unless a refundable ticket is documented to be less expensive within $50 of the non-refundable ticket for the same flight.
First class air travel rates will not be paid for or reimbursed, by the University. The University will allow business class travel, however, on international only on flights with at least one flight segment exceeding eight (8) hours in duration. All business class ticketing must be booked through Sanditz, the University’s contracted and preferred agency. Business class airfare may not be charged to a federal sponsored award, and the cost in excess of the coach fare must be charged to an account other than the federal grant/contract, except when traveling coach would: (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset the transportation savings; or (5) offer accommodations not adequate for the traveler’s medical needs. The traveler is responsible for documenting the foregoing exceptions.
Note that the “Fly America Act,” 49 U.S.C. 40118, requires all University travelers to use United States air carriers for all air travel and cargo transportation services supported by Federal funds. One exception to this requirement is transportation provided under a bilateral or multilateral “Open Skies” air transport agreement, to which the United States government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act. More information is available at http://www.gsa.gov/portal/content/103191.

Travelers should make every effort to reserve airfare as soon as practicable, in order to achieve the most cost-effective fares. Typically the ideal timing for booking airfare is 6-8 weeks prior to travel. Contact the University’s contracted and preferred agency or University Business Services if you have any questions on how to secure the most cost-effective airfares. Travelers that reserve travel within two weeks of a travel date must provide a specific explanation as to why travel was not reserved at an earlier date.

Procedure

Travelers may make commercial air travel arrangements in one of two ways:

- Contracted (Preferred Method)

Travelers may make travel reservations and ticket purchases with Sanditz, the University’s contracted and preferred agency, available through the link available at http://travel.uconn.edu or by calling 1-877-826-6733. At the time of purchasing, the traveler will need to provide Sanditz with his or her employee number, and the KFS account number(s) to fund the airfare. When using the preferred agency, have their request for booking, the itinerary and/or boarding pass are not required when submitting the Travel WebForm for other travel expense reimbursement, approved in Concur.

- Non-Contracted

Travelers may make travel arrangements through an agency or airline of his/her choice and pay the agency or airline directly. However, travelers will not be reimbursed for web or travel agency fees in excess of the contracted rate charged by Sanditz. Additionally, reimbursement requests for airline tickets that are not booked through the preferred agency must be accompanied by documentation or confirmation that the trip actually took place. Acceptable documentation will vary from case to case, but may include, for example, a hotel receipt, restaurant receipt, or receipts for other business expenses, demonstrating that the Traveler reached his or her destination.

Airfare that is booked outside of Sanditz, the University’s contracted and preferred agency is not eligible for business class travel. If a traveler chooses business class travel for a flight booked through channels other than Sanditz, the traveler will be reimbursed at the lowest reasonable coach class airfare.

Travelers using a federal grant to fund their travel must be in compliance with the Fly America Act and Open Skies Agreement. The Office of Vice President for Research, Sponsored Program Services may be contacted for more information regarding compliance with the Fly America Act and Open Skies Agreement.

To be reimbursed for special arrangements that involve extra expenses, travelers must document that the total cost to the University is lower by providing economic justification with the Disbursement Voucher Concur expense report and attaching supporting documentation of their calculations (e.g. copies of airfare quotations from the travel agency when the travel was booked).

By requesting payment or reimbursement for airfare expenses, each traveler certifies that he or she has made best efforts to choose the lowest commercial fare available, giving due consideration for nonmonetary factors such practicality, safety, scheduling and any need for special accommodations. Payment or reimbursement amounts
may be subject to additional review by departments and administrative offices, including the Office of Travel Services Accounts Payable.
2d. BAGGAGE FEES

If there is a charge for checked baggage, the cost for the first two bags checked will be reimbursed. Additional baggage fees will only be reimbursed if the traveler provides an appropriate written business justification for the excess baggage.

Travelers will be reimbursed for baggage handling gratuities at a rate of $5 for day of departure and $5 for day of return. The total of gratuities for baggage handling, maid service, bell hops and other similar gratuities will only be reimbursed in the aggregate at $5 for day of departure and $5 for day of return. If the per diem method for meals is selected for reimbursement, these gratuities cannot be claimed, as they are already included in the incidental-expense reimbursement portion of the per diem.

Procedure

Travelers should attach receipts or documentation, if applicable, for baggage fees, specifically detailing the traveler’s name and proof of payment, to the Disbursement Voucher on the Concur expense report.

2e. UNUSED TICKETS

The University will not reimburse a traveler for an unused ticket purchased by the traveler.

Procedure

If the traveler purchased a ticket using Sanditz, the University’s contracted and preferred agency, who billed the University, then the traveler’s department should contact the agency to determine if the ticket is reusable. If the ticket is reusable, the department will need to track the ticket and use it for future business travel. If the ticket is refundable, the agency will apply the credit to the University’s procurement-card number on file. Tickets purchased by the University remain University property, and may not be used for personal purposes.

Unused tickets may not be charged to sponsored awards unless the tickets are reused, and such reuse inures to the benefit of the same sponsored award.

2f. CHARTER AIR TRAVEL FOR OFFICIAL TRAVEL PARTIES

Under limited circumstances, University staff and students may use a charter airplane when it supports legitimate University business, if approved by the President or his or her authorized designee.

Procedure

Departments and Divisions that want to charter air travel must perform a comparative analysis with commercial air travel and obtain the President’s or his or her designee’s approval prior to requesting a chartered flight. The request for charter air travel must include a justification statement, the Official Travel Party roster, the number of additional people traveling, and their affiliation with the University.

If approved, the University Purchasing Department will conduct a competitive bid process. The selection of a charter airplane must reasonably align with the size of the official travel party, taking into account the travel distance, necessary cargo space or capacity, and the available aircraft for the date and location. In the event that the seating capacity of the airplane significantly exceeds the size of the travel party, the Department or Division
must provide a clear explanation.

The requesting Department or Division must provide all documentation of the rationale for using this mode of travel, the approval obtained, and the procedure followed to secure the charter to the Office of Travel University Business Services.
PART 3: GROUND TRAVEL

3a. GROUND VERSUS AIR TRAVEL

A traveler may use ground transportation (vehicle or rail) for personal reasons, even if air travel is a more time-effective mode of transportation. Under these circumstances, the cost for the ground transportation, meals and lodging, parking, mileage, tolls, taxis, and ferries may be reimbursed as long as these costs do not exceed the cost of airfare, based on the lowest reasonable commercial fare available from a standard commercial air carrier, plus transportation costs to and from the airport.

Procedure

To obtain reimbursement for ground transportation when air travel is more time-effective (taking into consideration additional time requirements of air travel such as transportation to and from airports, parking, and connections), travelers must document the cost comparisons of ground travel versus air travel using itineraries from Sanditz University’s contracted and preferred agency, and include the documentation with the DV requesting reimbursement on Concur’s expense report.

3b. RAIL TRAVEL

The University will pay for or reimburse rail travel in accordance with this policy, even if air travel is a more time-effective mode of transportation. Business class accommodations are available for rail journeys longer than four hours. Travelers will not receive reimbursement for first class travel rates.

Procedure

Rail tickets may be booked through Sanditz University’s contracted and preferred agency directly. Alternatively, Travelerstravelers may book rail travel independently, but prior to reimbursement, such travelers will be required to document the cost of such travel compared to the rail tickets offered by Sanditz University’s contracted and preferred agency, and the University will only reimburse the lesser of the two. Travelers who book rail travel independently should attach all original and applicable receipts, tickets and itineraries to the Disbursement VoucherConcur expense report.

Ticket delivery fees will not be reimbursed if online tickets or pick-up is available.

3c. STATE-OWNED VEHICLES

If the University issues an employee or department a state-owned vehicle, the employee or department should use the state-owned vehicle for in-state business travel whenever possible. Charges for tolls and parking are reimbursable when using a State-owned vehicle. Further Information is available from the UConn Motor Pool:
3d. PERSONALLY OWNED VEHICLES

When a department authorizes an employee to use his or her personal vehicle for University business, the University will reimburse the employee at an established mileage rate, which is periodically updated and located on the Travel University Business Services website. Travelers will be reimbursed for trip related tolls and parking.

Travelers will not receive reimbursement for travel from their homes to their official duty stations, such as commuting expenses, unless provided under the applicable collective bargaining agreement. In those limited cases where commuting expenses are reimbursed, the tax laws require that the reimbursement be treated as taxable income to the employee, and the University will withhold the appropriate taxes.

For the purposes of this policy, the term “official duty station” has the same meaning as his or her “tax home,” as that term is used in IRS authorities related to travel expenses. Generally, an individual’s official duty station is his or her regular office or post of duty. If an individual has more than one office or post of duty at the University, then the official duty station of that individual is generally the location at which the individual spends the most time.

When an employee’s official duty station is not a physical location at the University, or if the employee’s official duty station has changed from its original location, the employee may be eligible for travel reimbursements based on his or her official duty station if he or she first provides documentation, such as an employment letter or signed memorandum from his or her Department. The documentation must be received by the Office of Travel Services Accounts Payable before the reimbursement may be processed.

Travelers will not receive travel reimbursement for participation in events that are not related to their University work or activities.

Consistent with requirements of Connecticut State Agencies, it is the responsibility of the traveler to maintain automobile insurance in the minimum amounts of $50,000/$100,000 (third party liability) and $5,000 (property damage liability), if using his or her personal vehicle for business purposes.

Unless permitted by collective bargaining agreements or exception to policy, travelers will not receive reimbursement for travel on the Storrs Campus or for travel between the Storrs and Depot Campuses, between the Storrs campus and local buildings in which University employees are housed (e.g., 28 Professional Park), or between the Storrs campus and Storrs Center.

Procedure

If an employee uses his or her personal vehicle for business travel, the employee should calculate the mileage sought to be reimbursed by deducting their normal commuting mileage from the total mileage of their trip. The trip mileage should start from home and end at home.

3e. RENTAL VEHICLES

Travelers may rent vehicles from the preferred vendors (currently, Enterprise and National) for domestic travel when needed for the business trip, at the discretion of each traveler’s reporting line and/or funding source.

The size and class of the rented vehicle should be reasonable and appropriate for the number of intended passengers. Travelers should only rent vehicles in the following classes: economy, compact, intermediate, standard, full size, mini-van, cargo van, and pick-up truck. Travelers may not rent vehicles in the following classes without justification and approval from the appropriate Department Head, Director, or Dean and subject to review and approval from Accounts Payable: premium, luxury, small sport utility, or large sport utility.
University-contracted rental rates for domestic travel already include the following insurances: collision, third party liability, and property damage liability insurances. This coverage is required, and is available at an additional charge for international renters and young renters. The University will not pay for or reimburse the traveler for additional insurance. However, additional charges for GPS and roadside assistance may be reimbursed at the discretion of the department and/or funding source. Travelers are encouraged to obtain the authorization of their respective departments and/or funding sources prior to incurring such additional charges.

Travelers are responsible for returning the vehicle with a full tank of fuel to avoid surcharges. Travelers may not be reimbursed for the fuel service option, whereby a renter agrees to pay for a full tank of gas at a set price instead of returning the vehicle with a full tank of gas.

The University will not pay for penalties, fines, fees, or extra cost options not discussed above.

When a rental vehicle is needed for international travel, the University’s preferred agencies (currently, Enterprise and National) should be utilized to obtain the best rates. For international travel, it is recommended that travelers maintain the minimum coverages for insurance through the rental company.

All efforts to secure the preferred vendor pricing for University guests are to be made by the host department. When a guest uses a non-preferred vendor at a higher cost, a justification must be documented. In these cases, the Office of Travel Services Accounts Payable may require approval from the appropriate Department Head, Director, or Dean.

**Procedure**

**Procedure**

Reservations using the University’s preferred rental car vendors (currently Enterprise and National) can be secured by using Sanditz and paid for directly with a University account. To reserve a rental car through Sanditz, travelers must supply the KFS account(s) that will fund the expense, the University’s preferred and contracted agency.

Travelers who do not reserve their vehicle rentals through Sanditz the University’s contracted and preferred agency are still eligible for reimbursement of their vehicle rental expenses; provided that the expenses do not exceed the preferred vendor’s comparable cost. Travelers who rent a vehicle for University business should still use the University-contracted agencies (currently, Enterprise and National), unless a competitor is less expensive. If the traveler chooses a competitor, the traveler must justify the selection with documentation of the cost savings, including a comparison of comparable rentals from the University-contracted agencies (including insurance costs), when submitting the Travel WebForm Concur expense report. When a non-preferred vendor is selected on the basis of cost savings, the traveler should maintain the required minimum insurance coverage ($50,000/$100,000 third party liability and $5,000 property damage liability, or the closest coverage available). Travelers are personally responsible for any costs associated with not carrying the minimum required insurance coverage.

Note that, in all cases, travelers will be required to present a credit card and driver’s license when picking up their vehicles. Direct payment for rental costs from a University account is limited to car class rates and mandatory taxes and fees.

All rental car reimbursement requests must be submitted with an itemized paid receipt. Credit card receipts, by themselves, are not sufficient for reimbursement.
PART 4: LODGING

4a. OUT-OF-STATE LODGING

When overnight accommodations are required to conduct official University business, reimbursement for lodging will be the actual cost of lodging at the lowest reasonable cost available, as determined by the trip's circumstances.

4a. OUT-OF-STATE LODGING

Overnight accommodations of less than 30 consecutive nights.

Such lodging may be reserved by following the procedure section below. Any lodging expense that exceeds the federal per diem lodging rate by more than fifty percent (excluding taxes) requires the approval of the Department Head, Director, or Dean. Lodging Federal per diem lodging rate can be found at www.gsa.gov/perdiem.

Exception for certain conference lodging expenses: rates for lodging provided through a conference may exceed the federal per diem rate by more than fifty percent (excluding taxes), provided the conference rate was obtained when registering without Department Head, Director, or Dean approval. Travelers are encouraged to reserve conference lodging as early as practicable, and before any lodging discount offered to conference participants expires.

Overnight accommodations of 30 consecutive nights or more.

In order to secure the most cost effective long term accommodations, when University business requires lodging for 30 consecutive nights or more, the traveler is strongly encouraged to work with Procurement Services to arrange these long term accommodations. Procurement Services will make efforts to secure long term accommodations with meal preparation facilities, which will allow the traveler the option to purchase groceries and prepare meals, generating meal cost savings.

Procedure

Overnight accommodations of less than 30 consecutive nights.

Procedure

Travelers and travel arrangers are encouraged, but not obligated, to reserve lodging through Sanditz the University's contracted and preferred agency, as a number of discounted rates are available. Direct payment for most lodging expenses (including room & tax) can be made through Sanditz. To utilize the direct payment option, the KFS account number(s) must be provided to Sanditz when the reservation is made. When special conference or event lodging rates are available, special rate information must be provided to Sanditz the University's contracted and preferred agency at the time of booking.

Travelers must justify lodging expenses that exceed the federal per diem lodging rate by more than fifty percent by destination on the Travel Web Form and obtain approval from their Department Head, Director, or Dean.

Travelers are encouraged to ask providers of lodging for discounts provided to governmental employees.

Federal per diem lodging rates are available through the Office of Travel University Business Services Website or from the GSA at http://www.gsa.gov/portal/content/104877.

Overnight accommodations of 30 consecutive nights or more.
- Travelers are strongly encouraged to work with Procurement Services to arrange accommodations.

4b. IN-STATE LODGING

Subject to prior approval from the appropriate Department Head, Director, or Dean, travelers on University business may request reimbursement for in-state lodging when the distance they are required to travel is more than 75 miles, one-way, from both their official duty stations and their personal residence. For example, if the traveler’s destination is less than 75 miles from his or her personal residence, the traveler may not request reimbursement for in-state lodging even if the mileage from the traveler’s official duty station is more than 75 miles away.

Travelers may receive reimbursement for in-state lodging when attending a conference within the State of Connecticut, regardless of distance from official duty station, provided the applicable procedures to attend the conference were followed.

A University guest staying in-state is subject to the maximum lodging rate of fifty percent above the federal per diem rate by destination. Travel arrangers are encouraged to use the University’s preferred agency to obtain the best rates available. In-state lodging may be reserved by following the procedures applicable to out-of-state lodging included in Section 4a.

4c. USE OF NATHAN HALE INN LOCAL HOTELS

The University recognizes that, from time to time, it may be important and in the best interests of the University to provide on campus lodging to certain individuals. The maximum rates for lodging and subsistence meals do not apply to the Nathan Hale Inn. Please note, however, that cancellations within 24 hours prior to arrival (noting that the current check-in time is 3:00 pm) are subject to a one night cancellation fee. UConn encourages the use of contracted preferred hotels in the local area.
University Business Guests, Candidates, Recruits and Affiliates

Lodging and meals at local hotels can be provided to University business guests, such as candidates, recruits and affiliates, through a direct billing.

University Employees

In rare circumstances, a University employee may require local lodging at the Nathan Hale Inn (within 10 miles of Storrs or assigned duty station) in order to carry out his or her duties as a University employee. In these cases, the employee must receive prior approval for the stay from the Office of the President, the Provost, the Executive Vice President for Administration and Chief Financial Officer, or Athletic Director, based on the reporting relationship of the employee. Please note such lodging will generally be taxable to the University employee.

Procedure

The Nathan Hale Inn requires a KFS reservation form for reserving direct payment for lodging and meal expenses. The form must be completed and e-mailed to the front desk at the Nathan Hale Inn and Conference Center (frontdesk@nathanhaleinn.com). The form can be obtained by contacting the Nathan Hale Inn via e-mail or by telephone (860-427-7888).

4d. GROUP LODGING

“Group lodging” is defined, for the purposes of this policy, as the booking of 10 rooms or more for a specified University travel need.

Group lodging having a total cost of $10,000 or more must be arranged through the University Purchasing Department. Business units arranging group travel in excess of $10,000 are also required to solicit competing bids from a minimum of three providers in the proximity of the travel destination. For all other group lodging arrangements, business units are still urged, but not required, to contact the Purchasing Department for assistance.

Procedure

Group Lodging (under $10,000): Travelers should contact Sanditz the University’s contracted and preferred agency directly via phone for assistance with booking needs. If personal funds are not used, then the request must be processed through the Purchasing Department as a purchase order. Even if not required Purchasing expertise should be utilized for group hotel contracts consisting of 10 rooms even if under $10,000.

Group Lodging (over $10,000): Group lodging in excess of $10,000 requires a purchase order to be processed through the Purchasing Department. A minimum of three written quotes must be secured directly from the hotels or from Sanditz the University’s contracted and preferred agency. These quotes must itemize all foreseeable group expenses for the group’s stay and related functions. If the unit does not select the lowest bidder, or if three properties are not available, the unit must provide a written explanation to justify the choice of lodging. The unit must process a requisition and attach the justification and relevant documentation with the contract. The Purchasing Department will issue a purchase order upon full compliance.
PART 5: MEALS

5a. MEALS FOR UNCLASSIFIED EMPLOYEES (WHILE TRAVELING)

Travelers in belonging to one or more of the following categories/groups below may claim reimbursement for the actual cost of their meals incurred while traveling on University business (substantiated with original receipts) or they may claim reimbursement using the meal per diem method; provided, however, that travelers may be required by their respective departments or business units to use a particular method. Travelers requesting reimbursement for meals using the per diem method may not use their University Travel Card to purchase meals.

- AAUP
- UCPEA
- Managerial and Confidential NP Plan
- Managerial and Confidential
- UConn Non-Represented (Dining Services)
- Special Payroll Employees
- Students

The maximum reimbursement for actual meal costs, including tax and tips, over the course of travel may not exceed the meal per diem applicable to the course of travel, based on the meal per diem rates published by the GSA / US Department of State. (Please note that GSA and US Department of State published per diem rates include both meal and incidental components.) In calculating the meal per diem applicable to the course of travel, the first and last day of travel will be 75% of the daily meal per diem.

Additionally, if a meal was provided, the meal per diem applicable to the course of travel is reduced by the per diem applicable to the meal provided (see Section 5d below).

Travelers must use one method of reimbursement for the entire trip. The total reimbursement for actual meal costs over the course of travel may not exceed the amount that would have been reimbursable based on daily per diem rates over the same time period.

The provisions and procedures of this section also apply generally to athletic team travel. However, due to the special nutritional needs of the University’s athletes and the demands of their training and schedules, additional meals or per diems for student athletes, if made in accordance with NCAA rules and limits, are allowable under this policy without the need for an exception or higher level approval.

Procedure

Travelers must indicate departure and return times on the Travel WebForm. Meals for out-of-state travel are reimbursable according to the following time schedule:

<table>
<thead>
<tr>
<th>REIMBURSABLE MEAL</th>
<th>DAY OF DEPARTURE (DEPARTING BEFORE)</th>
<th>DAY OF RETURN (ARRIVING AFTER)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>7:00 A.M.</td>
<td>9:00 A.M.</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:00 A.M.</td>
<td>2:00 P.M.</td>
</tr>
<tr>
<td>Dinner</td>
<td>5:00 P.M.</td>
<td>7:00 P.M.</td>
</tr>
</tbody>
</table>

Reimbursement by per diem of actuals:
Travelers claiming up to the per diem reimbursement (discussed in greater detail below) do not need to provide receipts for their meals to the University Office of Travel Services. Please note, however, that travelers may be required by their respective departments or business units to provide receipts. It is advisable, therefore, for travelers to discuss meal reimbursements with their departments or business units before travelling.

Travelers may receive per diem meal reimbursements, including tax and tips, at the appropriate rates as published by the GSA: http://www.gsa.gov/portal/content/104877. The full daily per diem rate is applicable for a day of travel during which a traveler is away from before 7:00 A.M. until after 7:00 P.M. On the day of departure and day of return, travelers must deduct the allowable per diem for meals before they leave and after they arrive, respectively, according to the departure time and arrival timetable above. Meals are broken down by breakfast, lunch and dinner in the per diem rate table as published on the website. See section 5d and 5e below for limitations.
Gratuities for maid service, baggage handling, etc. are included in the incidental expenses portion of the per diem. Submit actuals on the Concur expense report along with the related receipts. Receipts are required for meals of $50 or greater purchased on a University Travel Card or $25 or greater if purchased by means other than University Travel Card. See Section 5d below for procedures regarding meals that are provided to the traveler.

Submission of meal per diems:

Submit a Concur expense report and chose meal per diem within the report.
5b. MEALS FOR CLASSIFIED EMPLOYEES (WHILE TRAVELING)

By statute, employees, through their legally designated representatives, have the right to bargain with the State concerning travel expenses. Accordingly, some collective bargaining contracts may contain provisions that vary from the reimbursement policies contained herein. For such cases, collective bargaining contracts take precedence. For more information about what travel rules apply under what circumstances, travelers should contact Human Resources. Travel reimbursement rates for employees in P-2, NP-5, NP-3 and NP-2 bargaining units are found within each current bargaining unit contract at: http://lr.uconn.edu/resources/collective-bargaining-agreements/.

Travelers in the above referenced categories may claim reimbursement up to the amount defined in the appropriate bargaining unit contract, less any meals provided and/or any amount funded directly by the collective bargaining unit.

**Procedure**

**Reimbursement by per diem:**

Travelers may receive per diem meal reimbursements as allowed by Union contracts (including tax and tips) dependent on the locality. Detailed listings of the per diem rates are available at: http://www.gsa.gov/portal/content/104877. The full daily per diem rate is applicable for a day of travel during which a traveler is away from before 7:00 A.M. until after 7:00 P.M. On the day of departure and day of return, travelers must deduct the allowable per diem for meals before they leave and after they arrive, respectively, according to the departure time and arrival timetable above. Travelers who claim per diem reimbursement do not need to provide receipts for their meals. See section 5d and 5e below for limitations on per diem. All expenses are only eligible for reimbursement based upon funding. Departments are still allowed to request that travelers hand in receipts in order to limit expenses.

**Procedure**

See Section 5a above for procedures for claiming meal reimbursements.

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5c. MEAL EXPENSES FOR SINGLE-DAY TRAVEL (NO OVERNIGHT)

Unless otherwise provided under Collective Bargaining Agreements, travelers who are required to travel for University business without an overnight stay may be eligible for meal reimbursement if the traveler is away from his or her home and official duty station for more than ten hours and the reimbursement requests are occasional and non-routine. Consistent with IRS guidance, such reimbursements will be treated as taxable income to the employee and will be included in the employee’s W-2 wages. In such situations, employees are entitled to reimbursement for lunch. In addition, employees who depart their homes or official duty stations prior to 7:00 a.m. are entitled to reimbursement for breakfast.

Travelers who return to their homes or official duty stations after 7:00 p.m. are entitled to seeking reimbursement for dinner. All of such actual meal reimbursements are subject to approval by the appropriate Department Head, Director, or Dean.

Receipts are not required. Travelers costs must note times of departure and return, submit receipts for meals of $50 or greater purchased on the University Travel WebForm to substantiate meals eligible for Card or $25 or greater if purchased by means other than University Travel Card. Travelers seeking reimbursement of meal per diem do not need to submit meal receipts.
In these instances, the following actual meal expense or per diem rates apply: cannot exceed 75% of the GSA per diem meal rate in effect for the destination of travel.
5d. CONFERENCE AND OTHER MEALS PROVIDED

All travel related to conferences (also called seminars, workshops, retreats, conventions, etc.) must have itineraries/brochures attached for pre-approval as well as when submitting expense reports relating to conferences. Conferences frequently provide meals to attendees as part of the registration fee. As discussed below, the traveler is generally not entitled to a meal per diem allowance or actuals for meals that are included provided as part of the registration fee. The same is true for any meetings or group travel event in which a meal is provided or where the traveler has been included on a list of attendees for a business expense, or where meals are provided complimentary as part of the transportation or .hotel accommodations. See section 5a above.

Procedure

When completing the Travel Web Form Concur expense report, travelers who attend conferences or other functions must indicate which meals were provided to them, if any. A travelers should note, however, that he or she may be reimbursed for meals that were offered, but not accepted for reasons such as:

- The traveler has a special dietary need or restriction, including religious;
- The traveler had to attend a business meeting during the time that the meal was offered; or
- The meal was not an open event, and the traveler was not invited.

5e. BUSINESS MEALS

From time to time, it is necessary to the interests of the University to host or provide meals to University guests such as job candidates, visiting scholars or donors. Likewise, a meal may be an essential or important part of an event, such as a conference or workshop, which is conducted by the University. In cases where the University provides a meal (or reimburses the expense of the meal, as the case may be) to All meals, other than those provided to an individual(s) who are not travelling on behalf of the University (herein defined broadly as “business meals”), the University will pay or reimburse the, must qualify as a “business meal” under the requirements and procedures of this section, in order to be provided or reimbursed by the University.

As a public agency, the University has an obligation to students, taxpayers and benefactors to use all of its funds as prudently as possible. Therefore, all employees and individuals with authority to request, control or approve University funds, including but not limited to travelers, shall use their best judgment in applying those funds towards business meals only when justified with a business purpose and a clearly identifiable benefit to the University. The act of requesting, using or approving a business meal constitutes an individual’s official determination that, to the best of such individual’s knowledge, the expense was actually incurred, is justified by a business purpose, and serves the best interests of the University.

The University’s policy of paying or reimbursing for business meals is subject to the following general rules:

1. University employees are generally responsible for paying for their own meals when they are not traveling.
2. University funds may not be used for meals at social functions, such as parties or summer outings, attended entirely or primarily by University employees and/or their personal guests.
3. The number of University-affiliated persons (employees and spouses, where appropriate) attending business events (including meals) with University guests should be limited to those essential to the University’s business.
4-5. University funds may not be used to purchase alcoholic beverages.

See also the University’s policy re: “Use of University Funds for Gifts, Social Functions, Sponsorships & Donations.”
Meals between faculty/staff and students, while allowable when there is a business justification, should be infrequent. In addition, units may purchase group business meals when a group meal is essential to the effectiveness and efficiency of the meeting. This is especially the case when multiple units are called together for a substantial meeting, or when stopping the meeting to allow employees to leave for a normal meal would be disruptive and inconvenient for the University.

For the avoidance of doubt, this policy shall extend fully to business meals that are paid for by interdepartmental transactions, such as meals purchased through Dining Services (including Chuck and Augie’s).
While the University Office of Travel Business Services does not require written preapproval for business meals, University staff are strongly encouraged to obtain written departmental approval before incurring any business meal expenses. Individuals who incur business meal expenses without the approval of their departments bear the risk that their expenses will not be reimbursed.

For all business meals, including group meals, organizers should limit attendance to essential guests only. Without proper justification, the University will not reimburse expenses for spouses, partners or non-essential guests. Further, the number of University-affiliated persons (employees and spouses, where appropriate) attending business events (including meals) with University guests should be limited to those essential to the University’s business. Under no circumstances may the cost of the meal for each guest (including taxes and tip) exceed three times the appropriate GSA or US Department of State Per Diem meal amount for the location. It is recommended that the most senior-ranking UConn employee in attendance pay for the business meal.

For the purposes of this policy, business meals shall not include refreshments, such as snacks or nonalcoholic beverages, which are made available to guests outside of the context of a meal. Such refreshments may be provided in appropriate business contexts, provided that the cost of providing refreshments, when combined with any meals served, is less than the applicable GSA or US Department of State meal rate (inclusive of incidental costs, such as set up, delivery, and service charges). For example, refreshments provided before a morning meeting at the Storrs campus cannot exceed the allowed breakfast per diem expense (currently $7 for FY15). Refreshment transactions must also be justified by a business purpose and require the attendee list, and per person breakdown before the costs may be paid or reimbursed.

Note that the provisions in this section shall not be construed as to supersede the provisions of any collective bargaining agreement.

Procedure

As with any business expense, the Concur expense report for business meal reimbursements must document the date, place, and business purpose of the meal, as well as the individuals in attendance and each individual’s affiliation to UConn.

All catering needs requiring a deposit and/or an agreement/contract must be submitted to Procurement Services on a requisition. Catering needs under $2,500.00 may be submitted on a Disbursement Voucher.

Departments with the ability to control or request Foundation funds are encouraged to consider use of these funds as the primary reimbursement method to cover the expense of business meals. If Foundation funds are to be used and the expense is permissible and reimbursable under University policy these expenses can be submitted through Concur on an expense report using the appropriate 6 ledger Foundation account. If the expense is not permissible and reimbursable under the University’s policy (example it includes alcohol) then Concur cannot be used and the expense will have to be submitted directly to the Foundation for reimbursement.

5f. GRATUITIES

Meals
Reimbursement

If Foundation funds are not used, employees may request reimbursement for business meals by attaching the Business Meal Detail Form available at http://travel.uconn.edu/ with the original itemized receipt and proof of payment to the reimbursement request. Note that the Business Meal Detail form requires written approval for the meal from the Department Head, Director, or Dean. This form must also include the date, location, business purpose, names of attendees and their affiliation to the University and the actual cost of the meal per person.

Finally, for reference, the GSA Per Diem tables are available at http://www.gsa.gov/portal/content/104877.

Units that want to contract for actual meal gratuities will be limited to 20% of the pre-tax meal cost.

Incidental expenses

Travelers using the actual expense method will be reimbursed for incidental expenses (gratuities for baggage handling, maid service, etc.) not to exceed the published GSA or US Department of State Incidental Expense per diem amount.

Other Gratuities

Gratuities for catering other travel services for a group meal that will cost more than $2,000 should refer to UConn’s Purchasing Department for guidance.

5f. GRATUITIES FOR MEALS

Travelers who use the per diem method for meal reimbursement may not seek additional reimbursement for meal gratuities, as the per diem rates are calculated to include an allowance for meal gratuities. In all other cases, however, gratuities for meals and business meals limited to taxis and rideshare, are reimbursable at a rate not to exceed 20% of the pre-tax meal cost, except in cases where a vendor stipulates a gratuity and reflects it in the bill as a service charge. In such cases, any additional gratuity is not reimbursable. The employee may be responsible for reimbursing the gratuity to the University when the employee authorized billing to the University beyond 20% of the pre-tax meal or the vendor tax cost of the service charge. Please note that Chuck and Augie’s has a no tipping policy, therefore, gratuities for meals at Chuck and Augie’s will not be reimbursed or paid by the University.
PART 6: OTHER EXPENSES

6a. REGISTRATION FEES

Travelers may use University funds to pre-pay conference registration fees. Alternatively, travelers may be reimbursed for registration fees. Travelers are encouraged to reserve conference as early as practicable and in time to secure any early booking discounts.

Sometimes meals, hotel accommodations, or additional fees for other goods and services may be included in a registration fee. Travelers will not be reimbursed separately for these—that is, travelers will not be reimbursed twice for the same thing. See Sections 5d and 5e for further details on meals provided with conference registration and business meals.

Procedure

Travelers may use the following methods to pay registration fees:

- **Payment with University Procurement or Travel Card (Preferred Method)**
  - To use the procurement or travel card, travelers and administrators should follow the rules and regulations for use of the procurement and travel card (available at http://www.purchasing.uconn.edu/).

- **Personal Payments for Registration Fees**
  - Travelers who pay registration fees themselves must attach all receipts and appropriate documentation to the Disbursement Voucher in KFSConcur expense report.

- **Office of Travel Services Accounts Payable Checks**
  - If no other options are available, the Office of Travel Services Department can process submit a check DV in HuskyBuy to prepay the registration fees. Travelers requesting prepayment of registration fees must do so by competing and submitting the TravelWebForm.

Regardless of how registration fees are paid, travelers must attach applicable receipts and conference agendas to the TravelWebForm Concur expense report in order to be reimbursed. If other fees, meals, hotel accommodations, or other goods and services are included in the registration fee, the documentation should reflect this. If a program or schedule is not available, then the traveler may submit a simple written statement indicating whether and to what expense such additional goods or services were provided as part of the conference.

6b. TELEPHONE, INTERNET, COMPUTER, AND FACSIMILE CHARGES WHILE TRAVELING

Charges for telephone calls made for official University business while traveling are reimbursable, unless the employee has a University issued cell phone or cell phone stipend that includes a voice tier option.

Travelers may receive reimbursement for charges for internet access, use of a fax machine, use of a computer, and other similar business services while traveling on University business. Translation charges are also eligible for reimbursement, provided however, that the traveler must additionally provide a documentation establishing the charges as having actually been paid (e.g., a credit card statement).
**Procedure**

Travelers should submit documentation and receipts for expenses incurred for these services with [the Travel WebForm](#) or [Concur expense report](#). When available, individual call destination and rates must be supplied with only business related calls claimed for reimbursement. For international travel, flat rate of data, text, and voice is charged by many service providers. The full amount is eligible for reimbursement, prorated by any personal travel during the trip.

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**6c. FOREIGN CURRENCY RATES AND PER-DIEM MEAL AND INCIDENTAL REIMBURSEMENT**

When traveling outside the U.S., travelers will receive the foreign per diem rates for the duration of their trip. Of note, foreign per diem rates include a significant daily incidental expense reimbursement for items such as laundry and dry cleaning.

Travelers will be reimbursed for expenses paid in foreign currencies, and for currency exchange fees, based on the exchange rate for the date marked on their receipts.

**Procedure**

Travelers may account for currency conversion in one of two ways:
1. Converting each receipt to U.S. dollars using the exchange rate for the date marked on their receipts.
2. Including the transaction detail that documents the actual U.S. dollar amount charged from a debit or credit account statement.

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**6d. PRESCRIPTIONS AND MEDICAL EXPENSES FOR INTERNATIONAL TRAVEL**

When preparing to travel internationally on University business, travelers are eligible to be reimbursed for any out-of-pocket medical expenses related to the trip such as prescriptions, vaccinations, medical co-pays or additional insurance costs.

**Procedure**

Travelers should submit documentation and receipts for expenses incurred for these services with [the Travel WebForm](#) or [Concur expense report](#).
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PURPOSE

The University of Connecticut (University), here defined as all campuses and programs except for UConn Health, recognizes and supports the need for faculty, staff, and students (undergraduate and graduate) to travel for conferences, events, and other purposes that further the reputation of the University and enhance the productivity of the University community. Likewise, the University may also find it important to entertain guests.

University business includes travel and entertainment related to activities such as program accreditation, student assessment, academic programming, clinical placements, presentations at or participation in conferences, professional development, fundraising, continuing education, travel related to an employee’s official duties, and many other important activities that support the intellectual and operational endeavors of the University.

At the same time, as a State agency, we must respect and safeguard our travel privileges and funds. We must practice fiscal, ethical, and public responsibility. This policy sets forth rules and procedures that balance the University’s business travel and entertainment needs with sound stewardship of public resources.

This policy addresses the most common aspects of University business travel and entertainment. It cannot contemplate every situation that might arise, however. Travelers and administrators with questions should contact their supervisor or University Business Services for guidance before they arrange their travel.

This policy applies to all University employees, students, and guests, including but not limited to recruits and job candidates. The policy shall also apply to the travel and entertainment expenses of contractors, unless the applicable contract provides terms inconsistent with this policy. Where the policy is intended to apply differently to any of the above University business travelers it will be so stated in the appropriate section of the policy. This policy covers all types of University travel for individuals, groups, and team travel. Employees covered under a collective bargaining agreement ("CBA") may be subject to additional and/or different policies and procedures regarding travel and entertainment. For such employees, in the event of a conflict between this policy and the applicable CBA, the CBA shall control.

Draft
GENERAL GUIDELINES

Employees can be reimbursed for certain travel and entertainment expenses related to University business. University business expenses are the ordinary and necessary expenses of conducting your job, are not lavish or extravagant, and are not for personal purposes. To be reimbursable, such expenses must be reasonable and appropriate to the circumstances, and in the case of federal grant and/or grant-based sponsored travel, conform to the sponsor requirements as described below under “Sponsored Program Travel” and highlighted in specific sections of this policy. All reimbursements are subject to final review and approval from Accounts Payable.

Students should follow the same policies for University employees, with the exception of those provisions in Collective Bargaining Agreements that apply to particular employees. Students are reimbursed at the same rate as unclassified employees. Travelers should also be aware of the Protection of Minors policy ([https://policy.uconn.edu/2016/03/29/protection-of-minors-and-reporting-of-child-abuse-and-neglect-policy/](https://policy.uconn.edu/2016/03/29/protection-of-minors-and-reporting-of-child-abuse-and-neglect-policy/)).

Any scanned receipts or documents attached in Concur may be disposed of after final approval of the expense report, but it is recommended that the traveler retain the receipts for 60 days.

ELIGIBLE FOR REIMBURSEMENT

With appropriate justification and documentation, travelers can be reimbursed for airfare, railroad tickets, conference registrations, mileage, tolls, lodging, meals, car rental, parking (other than Bradley International Airport), and other relevant business expenses.

Travelers may receive reimbursement for expenses on travel day(s) as follows:

- Preceding a conference, meeting, etc.
  - Outbound flight segments less than eight (8) hours in duration – one day
  - Outbound flight segments exceeding eight (8) hours in duration – two days
- Following a conference, meeting, etc. – one day

This policy explains in more detail what may be reimbursed and how, and also sets forth exceptions and restrictions that may apply. Travelers and administrators should contact University Business Services if they have any questions about what may be reimbursed.

A primary goal of these policies is to generate cost savings for the University to the greatest extent possible, while simultaneously maintaining the convenience and practicality of the traveler. If a traveler can document a cost saving measure, which would otherwise be in violation of these policies, Accounts Payable will review the expenditure and, most often, support and reimburse the cost saving measure.

In situations where individuals may share expenses related to travel or entertainment, it is the policy of the University to reimburse the individual who can document having paid the shared expense. The University is not a party to agreements between individuals to loan or share expenses, and individuals who enter such agreements are responsible for settlement between themselves.

In special circumstances, exceptions to these policies may be warranted. The President or Provost, or their authorized designees, may review and grant exceptions, as may the Executive Vice President for Administration and Chief Financial Officer, or the Athletic Director. Exceptions are subject to final review and approval by Accounts Payable. Additionally, individuals who require accommodations for reasons of health or disability may seek reasonable exceptions to this policy. Individuals who seek such accommodations may seek the assistance of the Department of
Human Resources.

The University reimburses travel and entertainment expenses pursuant to the rules applicable to accountable plans under Section 1.62-2(c)(1) of the Treasury Regulations and, for certain independent contractors, the rules applicable to working condition fringe benefits under Section 132(a)(3) of the Internal Revenue Code and the Treasury Regulations corresponding thereto. Accordingly, all reimbursable expenditures must have a business purpose and must be supported by documentation. Whenever this policy is silent or ambiguous about the sufficiency of documentation of expenses, the terms of the tax authorities cited above shall control. For further guidance, travelers may consult IRS Publication 463.

**NOT ELIGIBLE FOR REIMBURSEMENT**

Employees are responsible for getting to and from work each workday. Employees will not be reimbursed for mileage associated with their normal commutes, regardless of the location of their home in relation to their official duty station at the University. Moreover, when an employee travels from their home to an off-site business destination (including an airport or a rail station), only the difference between the mileage to the off-site destination and the mileage of the employee’s normal commute is eligible for reimbursement. In other words, employees must deduct the mileage of their normal commute when they claim mileage for travel from their homes to business destinations.

Travelers will not be reimbursed for personal items, including but not limited to newspapers, magazines, toiletries, laundry services, childcare costs, pet boarding fees, credit card interest or late fees, hotel and airline membership fees, airline upgrades, pillows, blankets, headsets, or parking for personal travel.

Travelers will not be reimbursed for parking fines, traffic violation tickets, towing charges, or other vehicular fines.

Travelers will not be reimbursed for trip cancellation insurance or other private insurance. For this reason, as well as administrative considerations, travelers are strongly encouraged to book their flights through the University’s contracted and preferred agency. For international travel only, medical insurance is provided by the University.

Travelers will be responsible for no-show fees (example – airfare, hotel, etc.), unless in rare circumstances the no-show fee relates to a business reason or an emergency that prevented the traveler from cancelling. The justification must be documented and provided to Accounts Payable, which may require approval from the appropriate Dean, Department Head or Director. These fees are typically not reimbursable in the case of federal grant and/or grant-based sponsored travel.

Expenses paid with credits received from rebates, points, vouchers, etc. are not eligible for reimbursement regardless of how the credits were earned.

In addition, travelers will not receive travel reimbursement for participation in events that are not related to their University work or activities.

**REIMBURSEMENT APPROVAL**

To avoid actual or apparent conflicts of interest, and to ensure proper separation of duties, employees may not approve payment or reimbursement for their own expenses, expenses of a close relative, expenses related to an event in which they participated, or expenses of an individual to whom they directly or indirectly report. Employees’ travel and reimbursement requests are subject to approval by supervisors, the Fiscal Officer of the account(s) from which the expenses are paid, and Accounts Payable. All three of these constituencies share responsibility in enforcing this policy and confirming that all reimbursements are supported with a business
purpose and clear documentation. Additionally, travel expenses funded by sponsored awards administered by
the University will be reviewed by Sponsored Program Services and the Principal Investigator (PI).

To be reimbursed, travelers must submit receipts for: (i) expenses greater than $50 that are paid for using the
University Travel Card; and (ii) expenses greater than $25 that are paid for by means other than University
Travel Card. Further specific requirements for airfare, rental car, meal, lodging, and entertainment reimbursement
are provided in the applicable Policies and Procedures section. The reimbursement approval for non-
employees, students, and student athletes follows the same reporting line approval of the funding source.

Procedure

To be reimbursed, travelers are requested to submit a Concur expense report, along with all supporting
documentation, within fifteen days of returning from a trip. The University is committed to the timely processing of
financial transactions as an integral part of operations, and is also observant of the tax rules applicable to employee
reimbursements. Therefore, reimbursements submitted later than 60 days after travel is complete will be paid only
at the discretion of the appropriate Department Head, Director, or Dean. In no event will reimbursements
submitted later than 365 days after travel is complete be reimbursed, even with approval from the appropriate
Department Head, Director, or Dean.
PART 1: PLANNING BUSINESS TRAVEL

1a. AUTHORIZATION TO TRAVEL

The University requires pre-approval for travel that involves any travel segment (Airfare, Hotel, Car Rental or Rail) before incurring any travel-related expenses for employees, students and guests. Individuals who incur travel expenses relating to any travel segment (Airfare, Hotel, Car Rental or Rail) without prior approval of their departments bear the risk that their expenses may not be reimbursed upon return. The decision to reimburse a traveler in connection with travel that had not been pre-approved will be at the sole discretion of the President, Provost, Executive Vice President for Administration and Chief Financial Officer, or Athletic Director (or their designees).

Further, the University strongly encourages pre-approval for all travel, including day trips that do not include an overnight stay (e.g., day trip to Boston or New York City) through Concur’s Request module. Registration in Concur’s Request module will enable monitoring in the event of an emergency. See Section 1g below.

Travelers should make every effort to reserve travel as soon as practicable, in order to achieve the most cost-effective travel rates. Typically the ideal timing for booking airfare is 6-8 weeks prior to travel. Travelers that reserve travel within two weeks of a travel date must provide a specific explanation as to why travel was not reserved at an earlier date.

Procedure

Submit a pre-approval request through the Concur system.

1b. TRAVEL ADVANCES AND PAYROLL DEDUCTIONS

It is possible to request an advance for certain travel expenses. However, such advances will only be issued in certain limited circumstances, and may not be used for expenses that can be charged to the employee’s University Travel Card or that may be paid directly by the University. Advances must be $500 or more, and may not exceed 75% of estimated travel expenses, excluding those expenses that are eligible to be paid directly by University Travel Card or by the University (such as air tickets, conference registration fees, meals, hotel, or rental cars). Advances will not be issued more than 10 days prior to the employee’s departure date. If the amount of an advance exceeds the final reimbursement to which the employee is entitled, the employee will return the excess amount, by check, to Accounts Payable within 15 days from expense report approval.

To obtain an advance, employees must sign a travel advance agreement that permits the University to recover, through a payroll deduction, any amount of an advance that exceeds the final reimbursement to which the employee is entitled. However, this deduction from payroll is only used when the payment is not received from the employee within 15 days from expense report approval. Similarly, payroll deductions may be used to recover any personal expenses incurred using University funds (including travel card or procurement card, or other). Students may also obtain travel advances, but student advances are the responsibility of the sponsoring department. In all cases, in the event that Accounts Payable is ultimately unable to recover a travel advance from the Student, the unrecovered balance will be charged to the traveler’s department.

Failure to submit a reimbursement claim or to repay the balance of an advance that exceeds the allowable reimbursement for a trip in a timely manner may jeopardize an employee’s ability to obtain future advances. Advances will not be issued when an employee has an outstanding advance balance for more than 15 business days or an existing cash advance for which a reimbursement request has been due for more than 15 business days. Once
the outstanding balance has been paid or a reimbursement request has been filed with Accounts Payable, the advance request may be processed.

**Procedure**

To request an advance, a traveler must complete the travel advance section of the pre-approval request form in Concur.

**1c. OFFICIAL TRAVEL PARTIES**

Formal groups, such as intercollegiate athletic teams, student organizations, and academic groups or classes on field experiences, may be designated as “Official Travel Parties” by a Department Head, Director or Dean.

For the purposes of this subsection, a “non-official travel party person” is any UConn employee not included on the Official Travel Party roster, who has approval to accompany the Official Travel Party on their field experience or athletic competition.

“Non-university affiliated individuals” are persons who are not on the Official Travel Party roster and do not have an employment or contractual agreement with the University. Such persons may travel on official business if they receive prior written approval from the President or Provost (or their authorized designees) or the Athletic Director. All costs associated with the non-university affiliated individual are the sole responsibility of the non-university affiliated individual.

Non-Athletics Division personnel identified as a part of an athletic team’s Official Travel Party (such as team physicians and CPIA, NCAA FAR, and University Public Safety personnel) must have a business purpose for being included and require approval by the President or his or her authorized designee.

When a student or student athlete who is on the Official Travel Party roster requires travel arrangements separate from the Official Travel Party, the appropriate Department Head, Director, Dean or designee must approve the travel request and the additional costs incurred prior to the student’s or student athlete’s departure.

**Procedure**

Groups must submit an “Official Travel Party” roster to the relevant Department Head, Director, or Dean who will determine the Official Travel Party for each group by semester or season, as appropriate. Departments and Divisions must submit their Official Travel Party roster(s) (including PeopleSoft ID Numbers) to Accounts Payable at least one week prior to the first travel event of the semester or season.

Non-university affiliated individuals must receive prior written approval from the President or Provost (or their authorized designees) or the Athletic Director. The justification submitted for approval must include the reason for the individual(s) to travel, the cost incurred by the University for the individual(s) to travel, how that cost was calculated, and how the non-university affiliated individuals will reimburse the University. The repayment from a non-university affiliated individual for charter airfare expenses, incurred on their behalf by the University, will be calculated and based on the Standard Industry Fare Level (SIFL) method, as published by the IRS.

In the event that a student or student athlete requires travel arrangements that are separate from their Official Travel Party, the appropriate Department Head, Director, Dean or designee must approve the request in writing. A written request for approval should include the reason for the separate travel arrangements and comparisons of various modes of alternate transportation. The Department Head, Director, Dean or designee should approve lowest reasonable cost that meets the time constraints of the event or athletic competition. Departments or Divisions must then submit written documentation of cost comparisons and the rationale used to select the method of travel to University Business Services. University Business Services and Department or Division should maintain all documentation for subsequent review and audit.
1d. SPOUSAL/PARTNER TRAVEL AND ENTERTAINMENT PARTICIPATION

The travel or entertainment expenses of a spouse, partner, or dependent generally fall within one of three classifications. (Such expenses are not allowed on sponsored awards.)

**Bona Fide Business Purpose**
If the attendance of a spouse or partner serves a bona fide business purpose for the University, the University may pay the travel or entertainment expenses of the spouse or partner. To meet the high standard of a bona fide business purpose, the presence of the spouse or partner must be compelling or essential (and not just beneficial) to carry out the business interests and functions of the University.

**Employment Agreement**
Absent a bona fide business purpose, if an individual’s University employment arrangement or contract permits his or her spouse to travel, or provides that his or her spouse may attend University events, then the cost of such travel or event, or any reimbursement therefore, will be considered compensation to the employee and will be included in the taxable wages of the employee.

**Accompaniment with No Business Purpose**
The travel and entertainment expenses of a spouse, partner, or dependent who has no official role for the University and is simply accompanying an individual on University-related travel are the personal responsibility of the traveler. Such individuals may, however, accompany the traveler with the permission of the appropriate Department Head, Director or Dean. If the University incurs any costs associated with such individuals, the traveler shall reimburse the University in a timely manner.

**Procedure**
The payment or reimbursement of the travel expenses for spouses or partners having a bona fide business purpose requires the written approval of the President, Provost or their authorized designees and is subject to review by Accounts Payable.

1e. COMBINED BUSINESS AND PERSONAL TRAVEL

Employees may combine travel for personal and business reasons, but must be mindful of all applicable state and University ethics policies.

If weekends, holidays, or necessary standby days fall between business travel days the traveler may be reimbursed for a hotel where a cost savings can be demonstrated. Example – if a traveler attends a two-week conference and there is a cost savings by remaining at the conference location over the weekend versus flying home and back during the weekend.

If a traveler chooses to arrive early or to stay longer for non-business reasons, the University will not pay for expenses incurred during additional personal days or any other personal travel expense. The only exception and in special cases, travelers will be able to combine their business and personal travel at a cost lower than if a single trip were only for business. In these special cases, the University will reimburse the traveler for the lower-cost business and personal trip; provided that the traveler has clearly documented the cost savings to the University.
Procedure

Travelers who wish to combine personal pursuits with University business on a single trip must indicate the dates and location of the personal time on the request in Concur.

The traveler must provide supporting documentation and economic justification from the time of booking, including cost comparisons from the University’s contracted and preferred agency on the date of booking.

- If the cost of the combined business and personal airfare is higher than the airfare comparison provided from the preferred travel agency, then the airfare will be capped at the comparison provided.
- If the cost of the combined business and personal airfare is lower than the airfare comparison provided from the contracted and preferred travel agency, then the University will reimburse the traveler the lower cost of the actual airfare that included business and personal.

Failure to obtain these cost comparisons from the University’s contracted and preferred agency on the date of booking will result in the University not reimbursing the cost of the airfare.

1f. FELLOWSHIP TRAVEL

Travel by University Fellows, to be reimbursed or otherwise paid by the University, must adhere to the guidelines contained throughout this policy. Such travel may be taxable to the Fellow under IRS guidance.

1g. MONITORING IN EVENT OF EMERGENCY

The University considers the wellbeing of its employees and students to be paramount during travel. As such, the University is providing a travel monitoring and communication tool for all who are undertaking travel as part of their role at the University. This tool enables the University to know the location of employees and students while traveling, and in the case of an emergency, provides the ability to communicate with travelers, ensuring their safety and/or providing safety instructions. Travelers should complete and maintain their profile information, including mobile phone numbers and contact details within the University’s Travel System to ensure immediate and effective communication is available when needed.

Support in the event of an emergency can be extended to travelers in a variety of ways, the most efficient of which is through knowledge of the dates, times, and locations of University travelers as entered in the Travel Request within the University’s Travel System. Travelers are highly encouraged to register a Travel Request in the University’s Travel System prior to their departure. This procedure applies to all University travel, regardless of destination, duration (including in-state and out-of-state day trips), or source of funding. Failure to register in the University’s Travel System prior to departure may delay communication to the traveler in the event of an emergency.

Further, international travelers are encouraged to register international travel destinations with the U.S. Department of State prior to departure. International travelers must adhere to UConn’s Policy for Education Abroad and Related Activities in Sites with U.S. Department of State Travel Warning/Travel Alert and UConn’s Student International Travel Policy when applicable.

1h. SPONSORED PROGRAM TRAVEL

Travel is a direct cost to a sponsored project when such travel will provide direct benefit to the award and is:

- Allowable: The cost must be allowable under both the provisions of the Office of Management and Uniform Guidance and under the terms of a specific award.
Allocable: The cost must be allocable; that is, the expense can be associated to a project with a high degree of accuracy.

Reasonable: The cost must be reasonable; that is, the cost reflects what a “prudent person” would pay in a like circumstance.

If federally funded, sponsored awards are subject to certain federal laws and the guidelines set forth in the Uniform Guidance, 2 CFR Part 200—uniform administrative requirements, cost principles, and audit requirements for federal awards. All sponsored project awards may be subject to specific agency restrictions, as well as the remainder of this policy. The terms and conditions of the individual agreement should be reviewed prior to incurring and/or submitting any travel for approval or for reimbursement. The terms of this travel policy apply to all sponsored programs unless the sponsor’s requirements are more restrictive; if they are, then the sponsor rules must be followed. The Principal Investigator is responsible for the financial stewardship of their award and for adhering to sponsor and University requirements for travel, and the spending of sponsored funds in general.

The following list highlights some common sponsored travel restrictions. Some awards may:

- Prohibit foreign travel
- Require pre-authorization by Sponsor for each trip
- Restrict the number of trips that can be taken
- Restrict the number of travelers on an authorized trip
- Set a maximum dollar value per trip
- Allow attendance to a conference to present research, but not for the purpose of “staying current in the field”
- Limit travel to a specific destination or purpose
- Specify maximum meal, mileage or other cost rates.

Sponsored travel must be justified, well-documented, in compliance with the sponsor requirements, and incurred within the period of the award. Travelers on sponsored funds must provide sufficient explanation so that anyone reviewing the transaction can verify that it is allowable, allocable, and reasonable to the project charged. Charges that are split between two or more projects must demonstrate how the trip specifically benefited each project respectively.

Entertainment costs are not allowable to a sponsored project without explicit prior approval from the sponsor and Sponsored Program Services.

Federal airfare

The federal Fly America Act mandates that travel sponsored by the federal government must be on U.S. airlines or a foreign air carrier that code shares with a U.S. flag carrier on the flight taken, subject to certain limited exceptions. This includes flights within the U.S. If there is no U.S. carrier to your destination, you must travel on a U.S. carrier as far as possible. By law, additional cost for U.S. carrier flights is not sufficient justification to fly on foreign carriers. Please note that the same rules apply to a foreign visitor’s flights.

One exception to this requirement is transportation provided under a bilateral or multilateral air transport agreement called “Open Skies Agreements.” There are currently four Open Skies Agreements that permit traveling on a European Union, Norwegian, Icelandic, Australian, Swiss, or Japanese carrier under specific circumstances.

Though the federal Open Skies policies allow the use of foreign airlines, the easiest and safest way to comply with Federal air travel regulations is to continue to book flights only on U.S. airlines. The use of a U.S. air carrier is required on Department of Defense (DoD) awards even when there is an Open Skies Agreement in place.

Fly American and Open Skies are covered further in the Air Travel section of this policy.
PART 2: AIR TRAVEL

2a. TRANSPORTATION TO AND FROM AN AIRPORT

Travelers should use the most reasonable and cost effective mode of travel to airports. Except in cases where a traveler provides a written explanation of special circumstances, travelers must use a personal vehicle to travel to and from the airport of departure. For travel to and from the destination airport, the appropriate means of travel to the airport may include a personal vehicle, a rented vehicle, a ride-sharing service (e.g., Uber or Lyft), a taxi, or a shuttle service. Private livery services (defined herein to mean all private vehicles for hire, except for taxi services) are not to be used by employees, students, consultants, or gratis appointments unless the traveler provides a written explanation of a special need for a private vehicle. Acceptable special needs for a private vehicle shall be evaluated by University Business Services and may include, but not be limited to cost saving, accommodation for a health or medical concern, the unavailability of other options, or the need to transport an important University guest. Exceptions or additional review may be granted or conducted by the appropriate Department Head, Dean, or Director.

Travelers may be reimbursed for personal vehicle mileage in accordance with this policy. However, travelers will receive reimbursement for the difference in mileage between their trip to the airport from their home or official duty station (where the employee is permanently assigned) and their normal commute to work. In other words, if a traveler lives closer to Bradley International Airport than to his or her official duty station, and if the traveler travels directly from his or her home to the airport, the University will not reimburse the traveler for the trip to the airport.

Travelers will not be reimbursed for airport hotel costs prior to the day of departure or after return.

2b. AIRPORT PARKING

Fourteen-day parking permits are available to employees on University business for Bradley International Airport. The permits allow state employees to park in designated lots. If a traveler does not request a parking permit or fails to secure the permit from Accounts Payable before departure, the traveler will be responsible for his or her own parking expenses and the parking expenses will not be reimbursed.

If the business travel extends beyond the permit’s fourteen-day limit, the employee is responsible for the additional fees, but may be reimbursed for the additional parking expense.

If the state-designated lot is at capacity, employees should park at the lowest-cost economy parking lot. Employees will be reimbursed for parking expenses incurred when the state-designated lot is at capacity.

Students who are on payroll are eligible to receive parking permits for Bradley International Airport provided that the business travel is related to their employment. Students who are not on payroll should park at the lowest-cost economy parking lot available, and may be reimbursed for these expenses at the discretion of their departments.

Individuals who are parking at an airport other than Bradley International Airport should park at the lowest-cost economy parking lot.

Individuals who park in Short-Term Parking across from the airport terminals in order to pick up arriving University travelers may have these expenses reimbursed.
**Procedure for Parking at Bradley International Airport**

**Prior to Travel:**

To obtain a parking permit, the traveler must select yes on the Bradley Parking Pass field in the Concur request. After the Concur request is approved, a parking permit will be mailed if the departure is greater than 5 business days away. Travelers that are departing sooner than 5 business days may pick up their parking permits at the front desk of Accounts Payable. It is the traveler’s responsibility to obtain the parking pass before departure.

Travelers should review and follow the instructions and information printed on the permit prior to parking.

**At the Airport:**

The employee must present the parking permit to the attendant when they exit the state employee designated parking lot. If the state-designated lot is at capacity, travelers should park at the lowest-cost economy parking lot.

**After travel:**

To receive reimbursement if the state-designated lot was at capacity or if the traveler incurs any charge for parking for a period greater than fourteen days, the traveler must submit the paid receipt and the original parking permit with a brief explanation in the “comments” section of the Concur expense report.

Those picking up arriving University travelers (including, on rare instances, graduate students) may submit paid parking receipts for reimbursement.

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**2c. COMMERCIAL AIR TRAVEL**

Employees should generally purchase the lowest commercial airfare available, but may also make reasonable allowances for practicality and preferences such as safety, scheduling and any need for special accommodations. Airfare purchases will be subject to final review and approval by Accounts Payable. Travelers are strongly urged, but not required, to use the University’s contracted and preferred agency to book airline travel. Additionally, individuals who require accommodations for reasons of health or disability may seek reasonable exceptions to this policy. Individuals who seek such accommodations may seek the assistance of the University’s Office of Diversity and Equity.

As an agency of the State of Connecticut, the University has a duty to promote economic development within the state by using Connecticut facilities such as Bradley International Airport. Accordingly, employees are directed to use Bradley International Airport, or another Connecticut-based airport, for commercial air travel whenever it is cost-effective. In determining whether travel is cost-effective, travelers should consider additional costs that would be incurred in traveling to an airport in a different state (e.g., mileage and/or meals). Travelers should also consider the fact that the Connecticut Airport Authority provides free parking to state employees traveling on state business, whereas travelers might otherwise pay for parking at an airport in a different state.

Travelers may not insist on non-stop flights. In determining the lowest and most practical commercial fare, the traveler should consider not only non-stop flights, but also flights with one connection (both departing and/or returning). Travelers should purchase non-refundable tickets unless a refundable ticket is documented to be within $50 of the non-refundable ticket for the same flight.

First class air travel rates will not be paid for or reimbursed by the University. The University will allow business class travel only on flights with at least one flight segment exceeding eight (8) hours in duration. All business class ticketing must be booked through the University’s contracted and preferred agency. Business class airfare may not be charged to a federal sponsored award, and the cost in excess of the coach fare must be charged to an account.
other than the federal grant/contract, except when traveling coach would: (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset the transportation savings; or (5) offer accommodations not adequate for the traveler’s medical needs. The traveler is responsible for documenting the foregoing exceptions.

Note that the “Fly America Act,” 49 U.S.C. 40118, requires all University travelers to use United States air carriers for all air travel and cargo transportation services supported by Federal funds. One exception to this requirement is transportation provided under a bilateral or multilateral “Open Skies” air transport agreement, to which the United States government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act. More information is available at http://www.gsa.gov/portal/content/103191.

Travelers should make every effort to reserve airfare as soon as practicable, in order to achieve the most cost-effective fares. Typically the ideal timing for booking airfare is 6-8 weeks prior to travel. Contact the University’s contracted and preferred agency or University Business Services if you have any questions on how to secure the most cost-effective airfares. Travelers that reserve travel within two weeks of a travel date must provide a specific explanation as to why travel was not reserved at an earlier date.

Procedure

Travelers may make commercial air travel arrangements in one of two ways:

Contracted (Preferred Method)

Travelers may make travel reservations and ticket purchases with the University’s contracted and preferred agency, available through the link available at http://travel.uconn.edu. At the time of purchasing, the traveler will need to have their request for travel approved in Concur.

Non-Contracted

Travelers may make travel arrangements through an agency or airline of his/her choice and pay the agency or airline directly. However, travelers will not be reimbursed for web or travel agency fees. Additionally, reimbursement requests for airline tickets that are not booked through the preferred agency must be accompanied by documentation or confirmation that the trip actually took place. Acceptable documentation will vary from case to case, but may include, for example, a hotel receipt, restaurant receipt, or receipts for other business expenses demonstrating that the Traveler reached his or her destination.

Airfare that is booked outside of the University’s contracted and preferred agency is not eligible for business class travel. If a traveler chooses business class travel for a flight booked through channels other than the University’s contracted and preferred agency, the traveler will be reimbursed at the lowest reasonable coach class airfare.

Travelers using a federal grant to fund their travel must be in compliance with the Fly America Act and Open Skies Agreement. The Office of Vice President for Research, Sponsored Program Services may be contacted for more information regarding compliance with the Fly America Act and Open Skies Agreement.

To be reimbursed for special arrangements that involve extra expenses, travelers must document that the total cost to the University is lower by providing economic justification with the Concur expense report and attaching supporting documentation of their calculations (e.g. copies of airfare quotations from the travel agency when the travel wasbooked).

By requesting payment or reimbursement for airfare expenses, each traveler certifies that he or she has made best efforts to choose the lowest commercial fare available, giving due consideration for nonmonetary factors such practicality, safety, scheduling and any need for special accommodations. Payment or reimbursement amounts
may be subject to additional review by departments and administrative offices, including Accounts Payable.

2d. BAGGAGE FEES

If there is a charge for checked baggage, the cost for the first two bags checked will be reimbursed. Additional baggage fees will only be reimbursed if the traveler provides an appropriate written business justification for the excess baggage.

Procedure
Travelers should attach receipts or documentation, if applicable, for baggage fees, specifically detailing the traveler’s name on the Concur expense report.

2e. UNUSED TICKETS

The University will not reimburse a traveler for an unused ticket purchased by the traveler.

Procedure
If the traveler purchased a ticket using the University’s contracted and preferred agency, who billed the University, then the traveler’s department should contact the agency to determine if the ticket is reusable. If the ticket is reusable, the department will need to track the ticket and use it for future business travel. If the ticket is refundable, the agency will apply the credit to the University’s procurement-card number on file. Tickets purchased by the University remain University property, and may not be used for personal purposes.

Unused tickets may not be charged to sponsored awards unless the tickets are reused, and such reuse inures to the benefit of the same sponsored award.

2f. CHARTER AIR TRAVEL FOR OFFICIAL TRAVEL PARTIES

Under limited circumstances, University staff and students may use a charter airplane when it supports University business, if approved by the President or his or her authorized designee.

Procedure
Departments and Divisions that want to charter air travel must perform a comparative analysis with commercial air travel and obtain the President’s or his or her designee’s approval prior to requesting a chartered flight. The request for charter air travel must include a justification statement, the Official Travel Party roster, the number of additional people traveling, and their affiliation with the University.

If approved, the University Purchasing Department will conduct a competitive bid process. The selection of a charter airplane must reasonably align with the size of the official travel party, taking into account the travel distance, necessary cargo space or capacity, and the available aircraft for the date and location. In the event that the seating capacity of the airplane significantly exceeds the size of the travel party, the Department or Division must provide a clear explanation.

The requesting Department or Division must provide all documentation of the rationale for using this mode of travel, the approval obtained, and the procedure followed to secure the charter to University Business Services.
PART 3: GROUND TRAVEL

3a. GROUND VERSUS AIR TRAVEL

A traveler may use ground transportation (vehicle or rail) for personal reasons, even if air travel is a more time-effective mode of transportation. Under these circumstances, the cost for the ground transportation, meals and lodging, parking, mileage, tolls, taxis, and ferries may be reimbursed as long as these costs do not exceed the cost of airfare, based on the lowest reasonable commercial fare available from a standard commercial air carrier, plus transportation costs to and from the airport.

Procedure

To obtain reimbursement for ground transportation when air travel is more time-effective (taking into consideration additional time requirements of air travel such transportation to and from airports, parking, and connections), travelers must document the cost comparisons of ground travel versus air travel using itineraries from University’s contracted and preferred agency, and include the documentation on Concur’s expense report.

3b. RAIL TRAVEL

The University will pay for or reimburse rail travel in accordance with this policy, even if air travel is a more time-effective mode of transportation. Business class accommodations are available for rail journeys longer than four hours. Travelers will not receive reimbursement for first class travel rates.

Procedure

Rail tickets may be booked through the University’s contracted and preferred agency. Alternatively, travelers may book rail travel independently, but prior to reimbursement, such travelers will be required to document the cost of such travel compared to the rail tickets offered by University’s contracted and preferred agency, and the University will only reimburse the lesser of the two. Travelers who book rail travel independently should attach all original and applicable receipts, tickets and itineraries to the Concur expense report.

Ticket delivery fees will not be reimbursed if online tickets or pick-up is available.

3c. STATE-OWNED VEHICLES

If the University issues an employee or department a state-owned vehicle, the employee or department should use the state-owned vehicle for in-state business travel whenever possible. Charges for tolls and parking are reimbursable when using a State-owned vehicle. Further Information is available from the UConn Motor Pool: http://logistics/uconn/edu/motor-pool/. Also, the Connecticut Department of Administrative Services provides a “Policy for Motor Vehicles Used for State Business”: http://das.ct.gov/Fleet/GL115rev2012.pdf.
3d. PERSONALLY OWNED VEHICLES

When a department authorizes an employee to use his or her personal vehicle for University business, the University will reimburse the employee at an established mileage rate, which is periodically updated and located on the University Business Services website. Travelers will be reimbursed for trip related tolls and parking.

Travelers will not receive reimbursement for travel from their homes to their official duty stations, such as commuting expenses, unless provided under the applicable collective bargaining agreement. In those limited cases where commuting expenses are reimbursed, the tax laws require that the reimbursement be treated as taxable income to the employee, and the University will withhold the appropriate taxes.

For the purposes of this policy, the term “official duty station” has the same meaning as his or her “tax home,” as that term is used in IRS authorities related to travel expenses. Generally, an individual’s official duty station is his or her regular office or post of duty. If an individual has more than one office or post of duty at the University, then the official duty station of that individual is generally the location at which the individual spends the most time.

When an employee’s official duty station is not a physical location at the University, or if the employee’s official duty station has changed from its original location, the employee may be eligible for travel reimbursements based on his or her official duty station if he or she first provides documentation, such as an employment letter or signed memorandum from his or her Department. The documentation must be received by Accounts Payable before the reimbursement may be processed.

Travelers will not receive travel reimbursement for participation in events that are not related to their University work or activities.

Consistent with requirements of Connecticut State Agencies, it is the responsibility of the traveler to maintain automobile insurance in the minimum amounts of $50,000/$100,000 (third party liability) and $5,000 (property damage liability), if using his or her personal vehicle for business purposes.

Unless permitted by collective bargaining agreements or exception to policy, travelers will not receive reimbursement for travel on the Storrs Campus, between the Storrs and Depot Campuses, between the Storrs campus and local buildings in which University employees are housed (e.g., 28 Professional Park), or between the Storrs campus and Storrs Center.

Procedure

If an employee uses his or her personal vehicle for business travel, the employee should calculate the mileage sought to be reimbursed by deducting their normal commuting mileage from the total mileage of their trip. The trip mileage should start from home and end at home.

3e. RENTAL VEHICLES

Travelers may rent vehicles from the preferred vendors (currently, Enterprise and National) for domestic travel when needed for the business trip, at the discretion of each traveler’s reporting line and/or funding source.

The size and class of the rented vehicle should be reasonable and appropriate for the number of intended passengers. Travelers should only rent vehicles in the following classes: economy, compact, intermediate, standard, full size, mini-van, cargo van, and pick-up truck. Travelers may not rent vehicles in the following classes without justification and approval from the appropriate Department Head, Director, or Dean and subject to review and approval from Accounts Payable: premium, luxury, small sport utility, or large sport utility.
University-contracted rental rates for domestic travel already include the following insurances: collision, third party liability, and property damage liability insurances. This coverage is required, and is available at an additional charge for international renters and young renters. The University will not pay for or reimburse the traveler for additional insurance. However, additional charges for GPS and roadside assistance may be reimbursed at the discretion of the department. Travelers are encouraged to obtain the authorization of their respective departments prior to incurring such additional charges.

Travelers are responsible for returning the vehicle with a full tank of fuel to avoid surcharges. Travelers may not be reimbursed for the fuel service option, whereby a renter agrees to pay for a full tank of gas at a set price instead of returning the vehicle with a full tank of gas.

The University will not pay for penalties, fines, fees, or extra cost options not discussed above.

When a rental vehicle is needed for international travel, the University’s preferred agencies (currently, Enterprise and National) should be utilized to obtain the best rates. For international travel, it is recommended that travelers maintain the minimum coverages for insurance through the rental company.

All efforts to secure the preferred vendor pricing for University guests are to be made by the host department. When a guest uses a non-preferred vendor at a higher cost, a justification must be documented. In these cases, Accounts Payable may require approval from the appropriate Department Head, Director, or Dean.

Procedure

Reservations using the University’s preferred rental car vendors (currently Enterprise and National) can be secured by using the University’s preferred and contracted agency.

Travelers who do not reserve their vehicle rentals through the University’s contracted and preferred agency are still eligible for reimbursement of their vehicle rental expenses; provided that the expenses do not exceed the preferred vendor’s comparable cost. Travelers who rent a vehicle for University business should still use the University-contracted agencies (currently, Enterprise and National), unless a competitor is less expensive. If the traveler chooses a competitor, the traveler must justify the selection with documentation of the cost savings, including a comparison of comparable rentals from the University-contracted agencies (including insurance costs), when submitting the Concur expense report. When a non-preferred vendor is selected on the basis of cost savings, the traveler should maintain the required minimum insurance coverage ($50,000/$100,000 third party liability and $5,000 property damage liability, or the closest coverage available). Travelers are personally responsible for any costs associated with not carrying the minimum required insurance coverage.

Note that, in all cases, travelers will be required to present a credit card and driver's license when picking up their vehicles.

All rental car reimbursement requests must be submitted with an itemized paid receipt. Credit card receipts, by themselves, are not sufficient for reimbursement.
PART 4: LODGING

When overnight accommodations are required to conduct University business, reimbursement for lodging will be the actual cost of lodging at the lowest reasonable cost available, as determined by the trip’s circumstances.

4a. OUT-OF-STATE LODGING

Overnight accommodations of less than 30 consecutive nights.

Such lodging may be reserved by following the procedure section below. Any lodging expense that exceeds the federal per diem lodging rate by more than fifty percent (excluding taxes) requires the approval of the Department Head, Director, or Dean. Federal per diem lodging rate can be found at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).

Exception for certain conference lodging expenses: rates for lodging provided through a conference may exceed the federal per diem rate by more than fifty percent (excluding taxes), without Department Head, Director, or Dean approval. Travelers are encouraged to reserve conference lodging as early as practicable, and before any lodging discount offered to conference participants expires.

Overnight accommodations of 30 consecutive nights or more.

In order to secure the most cost effective long term accommodations, when University business requires lodging for 30 consecutive nights or more, the traveler is strongly encouraged to work with Procurement Services to arrange these long term accommodations. Procurement Services will make efforts to secure long term accommodations with meal preparation facilities, which will allow the traveler the option to purchase groceries and prepare meals, generating meal cost savings.

Procedure

Overnight accommodations of less than 30 consecutive nights.

Travelers and travel arrangers are encouraged, but not obligated, to reserve lodging through the University’s contracted and preferred agency, as a number of discounted rates are available. When special conference or event lodging rates are available, special rate information must be provided to the University’s contracted and preferred agency at the time of booking.

Travelers must justify lodging expenses that exceed the federal per diem lodging rate by more than fifty percent by destination and obtain approval from their Department Head, Director, or Dean.

Travelers are encouraged to ask providers of lodging for discounts provided to governmental employees.

Federal per diem lodging rates are available through University Business Services Website or from the GSA at [http://www.gsa.gov/portal/content/104877](http://www.gsa.gov/portal/content/104877).

Overnight accommodations of 30 consecutive nights or more.

Travelers are strongly encouraged to work with Procurement Services to arrange accommodations.
4b. IN-STATE LODGING

Subject to prior approval from the appropriate Department Head, Director, or Dean, travelers on University business may reserve in-state lodging when the distance they are required to travel is more than 75 miles, one-way, from both their official duty station and their personal residence. For example, if the traveler’s destination is less than 75 miles from his or her personal residence, the traveler may not reserve in-state lodging even if the mileage from the traveler’s official duty station is more than 75 miles away.

Travelers may reserve in-state lodging when attending a conference within the State of Connecticut, regardless of distance from official duty station, provided the applicable procedures to attend the conference were followed.

In-state lodging may be reserved by following the procedures applicable to out-of-state lodging included in Section 4a.

4c. USE OF LOCAL HOTELS

The University recognizes that, from time to time, it may be important and in the best interests of the University to provide on campus or local lodging to certain individuals. UConn encourages the use of contracted preferred hotels in the local area.

University Business Guests, Candidates, Recruits and Affiliates

Lodging at local hotels can be provided to University business guests, such as candidates, recruits and affiliates.

University Employees

In rare circumstances, a University employee may require local lodging (within 10 miles of Storrs or assigned duty station) in order to carry out his or her duties as a University employee. In these cases, the employee must receive prior approval for the stay from the Office of the President, the Provost, the Executive Vice President for Administration and Chief Financial Officer, or Athletic Director, based on the reporting relationship of the employee. Please note such lodging will generally be taxable to the University employee.

4d. GROUP LODGING

“Group lodging” is defined, for the purposes of this policy, as the booking of 10 rooms or more for a specified University travel need.

Group lodging having a total cost of $10,000 or more must be arranged through the University Purchasing Department. Business units arranging group travel in excess of $10,000 are also required to solicit competing bids from a minimum of three providers in the proximity of the travel destination. For all other group lodging arrangements, business units are still urged, but not required, to contact the Purchasing Department for assistance.
**Procedure**

**Group Lodging (under $10,000):** Travelers should contact the University’s contracted and preferred agency directly via phone for assistance with booking needs. If personal funds are not used, then the request must be processed through the Purchasing Department as a purchase order. Even if not required Purchasing expertise should be utilized for group hotel contracts consisting of 10 rooms even if under $10,000.

**Group Lodging (over $10,000):** Group lodging in excess of $10,000 requires a purchase order to be processed through the Purchasing Department. A minimum of three written quotes must be secured directly from the hotels or from the University’s contracted and preferred agency. These quotes must itemize all foreseeable group expenses for the group’s stay and related functions. If the unit does not select the lowest bidder, or if three properties are not available, the unit must provide a written explanation to justify the choice of lodging. The unit must process a requisition and attach the justification and relevant documentation with the contract. The Purchasing Department will issue a purchase order upon full compliance.
PART 5: MEALS

5a. MEALS FOR UNCLASSIFIED EMPLOYEES (WHILE TRAVELING)

Travelers belonging to one or more of the groups below may claim reimbursement for the actual cost of their meals incurred while traveling on University business (substantiated with original receipts) or they may claim reimbursement using the meal per diem method; provided, however, that travelers may be required by their respective departments or business units to use a particular method. Travelers requesting reimbursement for meals using the per diem method may not use their University Travel Card to purchase meals.

- AAUP
- UCPEA
- Managerial and Confidential NP Plan
- Managerial and Confidential
- UConn Non-Represented (Dining Services)
- Special Payroll Employees
- Students

The maximum reimbursement for actual meal costs, including tax and tips, over the course of travel may not exceed the meal per diem applicable to the course of travel, based on the meal per diem rates published by the GSA / U.S. Department of State (Please note that GSA and U.S. Department of State published per diem rates include both meal and incidental components.) In calculating the meal per diem applicable to the course of travel, the first and last day of travel will be 75% of the daily meal per diem.

Additionally, if a meal was provided, the meal per diem applicable to the course of travel is reduced by the per diem applicable to the meal provided (see Section 5d below).

Travelers must use one method of reimbursement for the entire trip. The total reimbursement for actual meal costs over the course of travel may not exceed the amount that would have been reimbursable based on daily per diem rates over the same time period.

The provisions and procedures of this section also apply generally to athletic team travel. However, due to the special nutritional needs of the University’s athletes and the demands of their training and schedules, additional meals or per diems for student athletes, if made in accordance with NCAA rules and limits, are allowable under this policy without the need for an exception or higher level approval.

Procedure

Reimbursement of actuals:

Submit actuals on the Concur expense report along with the related receipts. Receipts are required for meals of $50 or greater purchased on a University Travel Card or $25 or greater if purchased by means other than University Travel Card. See Section 5d below for procedures regarding meals that are provided to the traveler.

Submission of meal per diems:

Submit a Concur expense report and chose meal per diem within the report.
5b. MEALS FOR CLASSIFIED EMPLOYEES (WHILE TRAVELING)

By statute, employees, through their legally designated representatives, have the right to bargain with the State concerning travel expenses. Accordingly, some collective bargaining contracts may contain provisions that vary from the reimbursement policies contained herein. For such cases, collective bargaining contracts take precedence. For more information about what travel rules apply under what circumstances, travelers should contact Human Resources. Travel reimbursement rates for employees in P-2, NP-5, NP-3 and NP-2 bargaining units are found within each current bargaining unit contract at:  

http://lr.uconn.edu/resources/collective-bargaining-agreements/.

Travelers in the above referenced categories may claim reimbursement up to the amount defined in the appropriate bargaining unit contract, less any meals provided and/or any amount funded directly by the collective bargaining unit.

All expenses are only eligible for reimbursement based upon funding. Departments are still allowed to request that travelers hand in receipts in order to limit expenses.

Procedure

See Section 5a above for procedures for claiming meal reimbursements.

5c. MEAL EXPENSES FOR SINGLE-DAY TRAVEL (NO OVERNIGHT)

Unless otherwise provided under Collective Bargaining Agreements, travelers who are required to travel for University business without an overnight stay may be eligible for meal reimbursement if the traveler is away from his or her home and official duty station for more than ten hours and the reimbursement requests are occasional and non-routine. Consistent with IRS guidance, such reimbursements will be treated as taxable income to the employee and will be included in the employee’s W-2 wages.

Travelers seeking reimbursement of actual meal costs must submit receipts for meals of $50 or greater purchased on a University Travel Card or $25 or greater if purchased by means other than University Travel Card. Travelers seeking reimbursement of meal per diem do not need to submit meal receipts.

In these instances, the actual meal expense or per diem cannot exceed 75% of the GSA per diem rate in effect for the destination of travel.
5d. CONFERENCE AND OTHER MEALS PROVIDED

All travel related to conferences (also called seminars, workshops, retreats, conventions, etc.) must have itineraries/brochures attached for pre-approval as well as when submitting expense reports relating to conferences. Conferences frequently provide meals to attendees as part of the registration fee. As discussed below, the traveler is generally not entitled to a meal per diem allowance or actuals for meals that are provided as part of the registration fee. The same is true for any meetings or group travel event in which a meal is provided or where the traveler has been included on a list of attendees for a business expense, or where meals are provided complimentary as part of the transportation or hotel accommodation. See section 5a above.

Procedure

When completing the Concur expense report, travelers who attend conferences or other functions must indicate which meals were provided to them, if any. A traveler should note, however, that he or she may be reimbursed for meals that were offered, but not accepted for reasons such as:

- The traveler has a special dietary need or restriction, including religious;
- The traveler had to attend a business meeting during the time that the meal was offered; or
- The meal was not an open event, and the traveler was not invited.

5e. BUSINESS MEALS

From time to time, it is necessary to the interests of the University to host or provide meals to University guests such as job candidates, visiting scholars or donors. Likewise, a meal may be an essential or important part of an event, such as a conference or workshop, which is conducted by the University. All meals, other than those provided to an individual travelling on University business, must qualify as a “business meal” under the requirements and procedures of this section, in order to be provided or reimbursed by the University.

As a public agency, the University has an obligation to students, taxpayers and benefactors to use all of its funds as prudently as possible. Therefore, all employees and individuals with authority to request, control or approve University funds, including but not limited to travelers, shall use their best judgment in applying those funds towards business meals only when justified with a business purpose and a clearly identifiable benefit to the University. The act of requesting, using or approving a business meal constitutes an individual’s official determination that, to the best of such individual’s knowledge, the expense was actually incurred, is justified by a business purpose, and serves the best interests of the University.

The University’s policy of paying or reimbursing for business meals is subject to the following general rules:

1. University employees are generally responsible for paying for their own meals when they are not traveling.
2. University funds may not be used for meals at social functions, such as parties or summer outings, attended entirely or primarily by University employees and/or their personal guests.
3. The number of University-affiliated persons (employees and spouses, where appropriate) attending business events (including meals) with University guests should be limited to those essential to the University’s business.
4. University funds may not be used to purchase alcoholic beverages.
5. In most cases, business meals may not be charged to sponsored awards (the responsible OVPR, SPS Grant Manager may provide more information or grant exceptions where appropriate). See section 1h.

See also the University’s policy re: “Use of University Funds for Gifts, Social Functions, Sponsorships & Donations.” Meals between faculty/staff and students, while allowable when there is a business purpose, should be infrequent. In addition, Departments may purchase group business meals when a group meal is essential to the effectiveness and efficiency of the meeting. This is especially the case when multiple Departments are called together for a
substantial meeting, or when stopping the meeting to allow employees to leave for a normal meal would be disruptive and inconvenient for the University.

For the avoidance of doubt, this policy shall extend fully to business meals that are paid for by interdepartmental transactions, such as meals purchased through Dining Services.

While University Business Services does not require written pre-approval for business meals, University staff are strongly encouraged to obtain written departmental approval before incurring any business meal expenses. Individuals who incur business meal expenses without the approval of their departments bear the risk that their expenses will not be reimbursed.

For all business meals, including group meals, organizers should limit attendance to essential guests only. Without proper justification, the University will not reimburse expenses for spouses, partners or non-essential guests. Further, the number of University-affiliated persons (employees and spouses, where appropriate) attending business events (including meals) with University guests should be limited to those essential to the University’s business. Under no circumstances may the cost of the meal for each guest (including taxes and tip) exceed three times the appropriate GSA or U.S. Department of State Per Diem meal amount for the location. It is recommended that the most senior-ranking UConn employee in attendance pay for the business meal.

For purposes of this policy, business meals shall not include refreshments, such as snacks or nonalcoholic beverages, which are made available to guests outside of the context of a meal. Such refreshments may be provided in appropriate business contexts, provided that the cost of providing refreshments, when combined with any meals served, is less than the applicable GSA or U.S. Department of State meal rate (inclusive of incidental costs, such as set up, delivery, and service charges). For example, refreshments provided before a morning meeting at the Storrs campus cannot exceed the allowed breakfast per diem expense. Refreshment transactions must also be justified by a business purpose and require the attendee list, and per person breakdown before the costs may be paid or reimbursed.

Note that the provisions in this section shall not be construed as to supersede the provisions of any collective bargaining agreement.

**Procedure**

As with any business expense, the Concur expense report for business meal reimbursements must document the date, place, and business purpose of the meal, as well as the individuals in attendance and each individual’s affiliation to UConn.

All catering needs requiring a deposit and/or an agreement/contract must be submitted to Procurement Services on a requisition. Catering needs under $2,500.00 may be submitted on a Disbursement Voucher.

Departments with the ability to control or request Foundation funds are encouraged to consider use of these funds as the primary reimbursement method to cover the expense of business meals. If Foundation funds are to be used and the expense is permissible and reimbursable under University policy these expenses can be submitted through Concur on an expense report using the appropriate 6 ledger Foundation account. If the expense is not permissible and reimbursable under the University’s policy (example it includes alcohol) then Concur cannot be used and the expense will have to be submitted directly to the Foundation for reimbursement.
5f. GRATUITIES

**Meals**

Reimbursement for actual meal gratuities will be limited to 20% of the pre-tax meal cost.

**Incidental expenses**

Travelers using the actual expense method will be reimbursed for incidental expenses (gratuities for baggage handling, maid service, etc.) not to exceed the published GSA or U.S. Department of State Incidental Expense per diem amount.

**Other Gratuities**

Gratuities for other travel services, including but not limited to taxis and rideshare, are reimbursable at a rate not to exceed 20% of the pre-tax cost of the service.
PART 6: OTHER EXPENSES

6a. REGISTRATION FEES

Travelers may use University funds to pre-pay conference registration fees. Alternatively, travelers may be reimbursed for registration fees. Travelers are encouraged to reserve conference as early as practicable and in time to secure any early booking discounts.

Sometimes meals, hotel accommodations, or additional fees for other goods and services may be included in a registration fee. Travelers will not be reimbursed separately for these—that is, travelers will not be reimbursed twice for the same thing. See Sections 5d and 5e for further details on meals provided with conference registration and business meals.

Procedure

Travelers may use the following methods to pay registration fees:

Payment with University Procurement or Travel Card (Preferred Method)

To use the procurement or travel card, travelers and administrators should follow the rules and regulations for use of the procurement and travel card (available at http://www.purchasing.uconn.edu/).

Personal Payments for Registration Fees

Travelers who pay registration fees themselves must attach all receipts and appropriate documentation to the Concur expense report.

Accounts Payable Checks

If no other options are available, the Department can submit a DV in HuskyBuy to prepay the registration fees.

Regardless of how registration fees are paid, travelers must attach applicable receipts and conference agendas to the Concur expense report in order to be reimbursed. If other fees, meals, hotel accommodations, or other goods and services are included in the registration fee, the documentation should reflect this. If a program or schedule is not available, then the traveler may submit a simple written statement indicating whether and to what expense such additional goods or services were provided as part of the conference.

6b. TELEPHONE, INTERNET, COMPUTER, AND FACSIMILE CHARGES WHILE TRAVELING

Charges for telephone calls made for University business while traveling are reimbursable, unless the employee has a University issued cell phone or cell phone stipend that includes a voice tier option.

Travelers may receive reimbursement for charges for internet access, use of a fax machine, use of a computer, and other similar business services while traveling on University business. Translation charges are also eligible for reimbursement, provided however, that the traveler must additionally provide a documentation establishing the charges as having actually been paid (e.g., a credit card statement).
Procedure

Travelers should submit documentation and receipts for expenses incurred for these services with Concur expense report. When available, individual call destination and rates must be supplied with only business related calls claimed for reimbursement. For international travel, flat rate of data, text, and voice is charged by many service providers. The full amount is eligible for reimbursement, prorated by any personal travel during the trip.

6c. FOREIGN CURRENCY RATES

Travelers will be reimbursed for expenses paid in foreign currencies, and for currency exchange fees, based on the exchange rate for the date marked on their receipts.

Procedure

Concur will translate certain foreign currencies as part of the expense report.

For currencies not converted by Concur, travelers may account for currency conversion in one of two ways:
1. Converting each receipt to U.S. dollars using the exchange rate for the date marked on their receipts.
2. Including the transaction detail that documents the actual U.S. dollar amount charged from a debit or credit account statement.

6d. PRESCRIPTIONS AND MEDICAL EXPENSES FOR INTERNATIONAL TRAVEL

When preparing to travel internationally on University business, travelers are eligible to be reimbursed for any out-of-pocket medical expenses related to the trip such as prescriptions, vaccinations, medical co-pays or additional insurance costs.

Procedure

Travelers should submit documentation and receipts for expenses incurred for these services with the Concur expense report.
Faculty and Staff Training – Mandatory Compliance Training at UConn Health has been reconfigured into area-specific modules dedicated to general compliance and ethics and healthcare compliance topics, such as Stark and Anti-kickback laws. The training has been redesigned to provide UConn Health faculty and staff a more beneficial training experience.

Investigations – Since January 1, 2019, OUC has received 121 reports through the REPORTLINE. This is a 50% increase in reports from 2018. Our top 5 types of concerns are: Employee Relations, Diversity & Equity, Misuse of Time and Resources, Policy & Process Integrity and Privacy.

Education and Awareness - In celebration of National Compliance and Ethics Week, OUC and Healthcare Compliance shared a series of compliance focused communications at UConn Health during the first week of November. Using a variety of channels, we shared important compliance information and resources, “daily compliance challenges”, and featured various UConn Health compliance partners.

OUC partnered with OIE to create a special edition educational video on Reporting Discrimination, Harassment, and Related Interpersonal Violence. The video was shared at UConn and UConn Health.

Compliance Monitoring - OUC has created a universal monitoring tool specific to compliance with required training. This tool can be utilized by units who oversee or manage mandatory training requirements. The intent is to review elements of required trainings, including the areas of content development and delivery, internal process and procedures, communication and awareness, and monitoring for compliance assurance. This tool was modeled to address expectations for training compliance included in the Department of Justice (DOJ) Evaluation of Corporate Compliance Program Guidance Document (2019).

University Compliance Network - OUC held its second UConn Compliance Network Event in November. The event hosted 30 members representing various compliance areas on across the institution. The University’s Ombuds, Jim Wohl was the guest speaker. OUC is planning additional Compliance Network events for both UConn and UConn Health during the Spring 2020 semester.
Environmental Health and Safety - A recent CT DEEP RCRA (Hazardous Waste) inspection on the Storrs campus resulted in no regulatory action for the University. Over the course of a 6-day inspection, only 5 deficiencies were noted which were corrected either at the time or within a few weeks of the inspection. Given UConn’s responsiveness in correcting the few noted deficiencies, no citation was issued. This is a remarkable outcome given the comprehensive and multi-day inspection of hundreds of laboratory, academic, and operational facility spaces where hazardous waste is generated and stored. Also, it is in stark contrast to the last comprehensive inspection in 2006 in which over 60 deficiencies were noted resulting in a Notice of Violation of six infractions of CT hazardous waste regulations, substantial outside attorney involvement, and several months of response actions to attain compliance.

Policy Management Initiative - After conducting a review of policy management practices at UConn and UConn Health, as well as researching practices at other institutions of higher education and institutions with academic medical centers, OUC is leading a collaborative process for implementing a new institutional policy program. The primary objective of this framework is to establish a consistent policymaking process across all campuses.
## Status of Assignments

<table>
<thead>
<tr>
<th>Audit Project</th>
<th>UConn (UC) or UConn Health (UH)</th>
<th>Planning</th>
<th>Fieldwork</th>
<th>Pre-draft/Draft Reporting</th>
<th>Final Draft/Final Report Issued</th>
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<tbody>
<tr>
<td>Cogeneration Power Plant Cybersecurity</td>
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<td>Selected Contract Review - CSI</td>
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<td>Student Clinical Placements</td>
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<td>On Call Contract Program</td>
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<td>John Dempsey Hospital Operating Room</td>
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<td>Dental Faculty Practice Financial Compensation Plan</td>
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<th>Field Work</th>
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<th>Project Final</th>
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Aging of Overdue Management Actions by Functional Area
Based on Original Due Date
UConn Health

# of Overdue Management Actions

> 1 year late
6-12 months late
3-6 months late
0-3 months late

Functional Area

UC Human Resources
UC Public Safety
UCH CFO
UCH Controller
UCH Environmental Health and Safety
UCH HealthONE
UCH Human Resources
UCH Information Technology Services
UCH JDH Administration
UCH JDH and UMG Revenue Cycle Management (CFO)
UCH School of Dental Medicine
UCH School of Medicine
UCH Student Services Center
UConn Medical Group
UCH JDH Pharmacy
Open Management Actions by Finding Category
UConn

<table>
<thead>
<tr>
<th>Finding Category</th>
<th># of Open Management Actions</th>
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<tbody>
<tr>
<td>Business Process Improvement</td>
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<tr>
<td>Business Purpose</td>
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<tr>
<td>Documentation</td>
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<td>Governance</td>
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<td>Management Oversight</td>
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<td>Monitoring</td>
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<td>Physical Security of Assets</td>
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<td>Policy</td>
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<tr>
<td>Regulatory Compliance</td>
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<tr>
<td>Security</td>
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<td>Training</td>
<td>10</td>
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<tr>
<td>Use of Resources</td>
<td>3</td>
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</tbody>
</table>
Open Management Actions by Finding Category
UConn Health

Business Process Improvement - 36 actions
Business Purpose - 1 action
Documentation - 1 action
Governance - 1 action
Management Oversight - 17 actions
Monitoring - 12 actions
Physical Security of Assets - 6 actions
Policy - 2 actions
Regulatory Compliance - 16 actions
Security - 10 actions
Segregation of Duties - 14 actions
Technology - 3 actions
Training - 11 actions
Use of Resources - 5 actions
Open Overdue Management Actions by Risk Level
UConn and UConn Health

<table>
<thead>
<tr>
<th>Risk Level</th>
<th># of Overdue Management Actions</th>
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<tbody>
<tr>
<td>Low</td>
<td>103</td>
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<tr>
<td>Medium</td>
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<tr>
<td>High</td>
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High Risk Overdue Management Actions by Functional Area
UConn and UConn Health

# of Open Overdue High Risk Management Actions

Functional Area

UC Controller
UC Information Technology Services
UC Public Safety
UCH JDH and UMG Revenue Cycle Management (CFO)
Audit Finding Rating Definitions

Low

Meaningful reportable issue for client consideration that in the Auditor’s judgment should be communicated in writing. The finding results in minimal exposure to UConn or UConn Health and has little or no impact on the UConn’s or UConn Health’s compliance with laws and regulations. The issues related to this control weakness will typically not lead to a material error.

Medium

Significant exposure to the area under review within the scope of the audit. The finding results in the potential violation of laws and regulations and should be addressed as a priority to ensure compliance with UConn’s or UConn Health’s policies and procedures. The significance of the potential errors related to this control weakness makes it important to correct.

High

Significant exposure to UConn or UConn Health that could include systemic UConn or UConn Health wide exposure. The finding could result in a significant violation of laws and regulations and should be viewed as a highest priority which UConn or UConn Health must address immediately.
University of Connecticut
&
University of Connecticut Health Center

Joint Audit & Compliance Committee Meeting
<table>
<thead>
<tr>
<th>MEETING DATE</th>
<th>LOCATION</th>
<th>TIME</th>
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</thead>
<tbody>
<tr>
<td>Thursday March 5, 2020</td>
<td>Wilbur Cross Building North Reading Room 233 Glenbrook Road (Storrs, Connecticut)</td>
<td>10:00 a.m.</td>
</tr>
<tr>
<td>Wednesday June 3, 2020</td>
<td>Wilbur Cross Building North Reading Room 233 Glenbrook Road (Storrs, Connecticut)</td>
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<td>Thursday September 10, 2020</td>
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<td>Wednesday December 16, 2020</td>
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<td>10:00 a.m.</td>
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University of Connecticut
&
University of Connecticut Health Center

Joint Audit & Compliance Committee Meeting
New Resource Alert!

Discrimination, Harassment and Related Interpersonal Violence: Reporting Obligations & Next Steps

This brief video is intended to provide you with information about UConn’s responsible employee reporting obligations around issues of discrimination, harassment and related interpersonal violence. It also provides information about what happens after a report is made. Click below to view this informative video or check out the accompanying resource.

View it Now Helpful Resources

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Office of University Compliance | Individual Responsibility • Institutional Success
Are you aware that UConn has an Age Act Committee?

This committee is responsible for ensuring compliance with the Age Discrimination Act of 1975, pursuant to the University of Connecticut Age Act Committee: Policy and Procedures.

What You Need to Know

Any University employee may raise concerns with the Committee regarding a student’s access to or participation in a University program, service or activity based on the student’s age.

When such a concern is submitted to the Committee, the Committee gathers facts, deliberates and issues a decision regarding the student’s access to or participation in the University program.

Find More Information

For more information about the scope of the Age Act Committee’s work, please click below to review Age Act Committee, Policy and Procedures.

Know Whom to Contact

If you have any questions or concerns, please contact either of the Age Act Committee’s chairpersons:

**Jennifer Lease Butts, Ph.D.**
Assistant Vice Provost for Enrichment Programs and Director, Honors Program
jennifer.lease@uconn.edu

**Vern Granger**
Director of Undergraduate Admissions
vern.grander@uconn.edu
2019 Compliance and Ethics Week

Join us in celebrating Compliance and Ethics Week during the week of November 4th. Not sure how to celebrate at UConn Health this year? Click below to watch an informative video from our Chief Compliance Officer, Kimberly Fearney.

View Video from the Chief Compliance Officer

Daily Compliance Challenge

Also, check out today's daily compliance challenge. Once you have completed the challenge, email compliance.officer@uchc.edu and let us know what you learned for an opportunity to be entered into our 2019 Compliance Week prize drawing.

Today's Challenge (November 4, 2019):

Complete Your Annual Compliance & Ethics Training Today.

Click Here to Start  Email Us Here  View All Challenges

Featured Compliance Partner

MAGGIE SILVER
DEPUTY CHIEF OF POLICE
PUBLIC SAFETY DIVISION

Compliance Focus

Maggie Silver oversees public safety at UConn Health. Among her multiple areas of responsibility, she provides education and guidance related to compliance with the Clery Act.

The Clery Act is a federal mandate requiring all institutions of higher education (IHEs) to disclose information about crime and security procedures.

Click Here for More Information

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Office of Healthcare Compliance
health.uconn.edu/healthcare-compliance/

Office of University Compliance
compliance.uconn.edu