

UNIVERSITY OF RHODE ISLAND  

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FINANCIAL & ADMINISTRATIVE  
PROCEDURES

TRAVEL

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## I. APPROVED TRAVEL AGENCY

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### A. STATE-APPROVED TRAVEL AGENCY

The State of Rhode Island has approved a travel agency that will be responsible to make *all travel arrangements including airfare, car rental, and ground transportation for all individuals traveling on state related dollars (state, federal, restricted, etc.)* The approved travel agency is:

[Short's Travel Management](#)  
866-498-7436

Under the terms of the contract this agency will offer travelers the lowest applicable airfare, and ground transportation rates based upon the criteria of the travel as indicated by the traveler.

### B. AGENCY ARRANGEMENTS

An approved travel authorization request (TAR) number and four digit department code will be required to confirm travel arrangements made with the approved travel agency. The traveler will be responsible to work with the approved travel agency to make the arrangements for the travel. The approved TAR should then be forwarded to either the General Accounting Office, 103 Administration Building (for Kingston Campus) or GSO Accounting (for Bay Campus).

### PAYMENTS TO TRAVEL AGENCY

The travel agency will charge all authorized travel to the University's travel card, including airfare and car rental. It is the requirement of the traveler to obtain receipts for all travel and attach them to the travel expense voucher (TEV) even if the travel was prepaid using the travel card. This includes and is not limited to the airfare, ground transportation, and car rental. Failure to attach the original invoices will result in a denied reimbursement.

### C. OTHER TRAVEL ARRANGEMENTS

In some circumstances, the traveler may be able to get their travel arrangements using another method other than through the approved state travel agency. The traveler *must* show that the state travel agency could not meet the lower price. When the travel agency imposes its administrative fees, the traveler shall consider this portion part of the comparable quote. The University will *only* reimburse the traveler when proof of a less expensive travel arrangement has been made. The traveler *must* attach a copy of the approved travel agency's proposal of the travel (cost) with an explanation on how the traveler made arrangements using a less expensive way of travel for the same itinerary. The traveler shall incur the cost of this travel and only when reviewed by General Accounting that the proof is adequate will reimbursement be made to the traveler through their TEV.

## **D. EXCEPTIONS**

Those employees traveling domestic on research funding (Fund 500 and 110) are not required to use the state travel agency and may be reimbursed for reasonable travel expenses as long as the TAR was approved prior to travel and the department made reasonable efforts to obtain the lowest fares. All international travel must be booked through the approved travel agency to assure we are in compliance with the Fly America Act.

## **II. AIR TRAVEL, DOMESTIC AND FOREIGN**

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### **A. STATE-APPROVED TRAVEL AGENCY**

The State of Rhode Island has approved a travel agency that will be responsible for all travel arrangements including airfare, car rental, and ground transportation for all employees traveling on state related dollars (state, federal, restricted, etc.). See [I. APPROVED TRAVEL AGENCY](#)

### **B. COMMERCIAL AIR TRAVEL**

Assuming reasonable accommodations for personal convenience and safety, URI *travelers must book the lowest-priced fare available* for both domestic and foreign travel, regardless of funding source. When the travel agency imposes its administrative fees, the traveler shall consider this portion part of the comparable quote. Cost in excess of the lowest-priced fare will not be paid by URI. If a traveler chooses an upgrade over the lowest-priced fare, it is the responsibility of that individual to pay the difference between the lowest-priced fare available and the upgrade amount.

1. Lower airfare is often possible if the traveler departs a day early, stays an extra day, or stays over Saturday night. URI will reimburse the additional lodging, meals, and other costs related to the overnight stay providing these costs do not exceed the amount saved on airfare. The cost savings must be documented.
2. When possible, reservations should be made as far in advance as needed to take advantage of advance purchase discounts. This is often one month in advance.
3. URI will not reimburse for the value of frequent flyer miles used for URI travel.
4. If the traveler uses an indirect route or interrupts travel via direct route for personal convenience or vacation, any additional expenses above the lowest-priced fare available for a direct route will be borne by the traveler. The traveler should include a statement from the travel agency that indicates the cost of the business portion of the trip.
5. If first-class or business-class travel is used for all or part of a trip because this results in lower travel costs for the entire trip, the cost savings must be documented.
6. Airline tickets are often non-refundable. The traveler is responsible for analyzing the cost and risks associated with this type of ticket. The traveler should weigh the risk of not using the ticket against the benefit of the reduced cost of the ticket.

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7. If a trip is cancelled for reasons beyond the control of the traveler (e.g., conference cancelled, etc.), the business manager, PI or department director will determine who will pay for costs expended to date.
8. **Baggage Policy:** Checked baggage policies vary by airline, frequent fliers status booking class, bag size, and weight. Fees may apply if 1) you plan to check a bag, 2) you plan to carry sports equipment or an odd-shaped item, or 3) your bag exceeds airline weight limits.

The State of Rhode Island has modified the travel policy for baggage fees. Following the State policy, URI will pay the fee (if any) for the first bag only. An exception will be made if an employee has to carry other items for their trip, has a medical problem that will require more than one bag per employee to be checked, or the 1<sup>st</sup> bag exceeds the weight limit. Please seek prior-approval with your dept head for an exception before making travel arrangements.

### **C. PRIVATE AND RENTAL PLANE**

URI travel by employees, as pilots or passengers, via their personal aircraft or a rented/leased aircraft is prohibited because URI is not adequately insured for these risks. These travel costs will not be reimbursed.

### **D. SPONSORED PROJECTS FOREIGN TRAVEL**

Employees shall use American airplanes where travel is performed by commercial air transportation between the United States and a foreign country or between foreign countries. The Comptroller General of the U.S. issued a decision on September 25, 1991 that travel under a ticket issued by a US flag air carrier which leases space on a foreign air carrier under a code-share arrangement is allowable if the tickets are purchased from the U.S. flag carrier. This applies to travel funded by Federal Grants and Contracts.

Research contracts and grants may require that foreign travel be approved or authorized in writing in advance by the sponsoring agency. In addition, some contracts and grants provide that travel to certain areas be cleared through other channels, such as the State Department. For these and similar reasons, the Office of Grant and Contract Accounting shall be consulted when foreign travel is contemplated in connection with sponsored research work. See OMB Circular A-21, Cost Principles for Educational Institutions, for rules pertaining to costs allocable to federally sponsored agreements.

### **E. AIRPORT BUSES, PARKING, SHUTTLES, AND TAXIS**

Travelers must use the most cost-efficient means of travel to and from airports, with due consideration for reasonable personal convenience and safety as well as URI business concerns. Public transportation and carpooling are encouraged.

Travelers may use the "Park and Fly" parking lots at or near airports after consideration of the cost and convenience of alternative transportation. Cost savings of "Park and Fly" over alternative transportation must be documented for travel exceeding 10 days.

Travelers must use complimentary shuttle service to and from the airport if provided by hotels or conferences. Lacking such service, travelers must use regularly-scheduled buses or taxis between airports and hotels. Auto rentals should be considered only in the absence of less expensive modes of transportation providing reasonable convenience. Documentation of reasons why lowest-cost mode of transportation was not used is required when

requesting payment for more expensive method with recognition given to the value of an employee's time. See [IV. RENTAL AUTOMOBILE EXPENSES](#)

#### **F. REQUIREMENT FOR RECEIPTS**

URI requires receipts for all travel costs including prepaid expenses. See [VI. PER DIEM RATES, STATE, DOMESTIC AND FOREIGN](#) Receipts for lodging, airfare, car rental, ground transportation, etc., must be obtained **even if the charges were paid by the University's travel card.**

### **III. LODGING**

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#### **A. HOTEL ACCOMMODATIONS**

1. Allowable lodging cost is generally based on the least expensive available rate for single occupancy in moderately-priced, safe accommodations given reasonable personal convenience.
2. An employee may stay at a place where lodging costs exceed the cost of a room at another hotel in the area if this practice (a) in the case of a meeting or conference and staying at the meeting site, enables the employee to gain professional benefits due to interaction with other attendees, or (b) results in a lower overall trip cost to URI as a result of reduced transportation or other costs.
3. The cost of lodging for overnight travel within 55 miles of the traveler's place of business is not an allowable cost unless the circumstances necessitating such overnight travel are fully documented as to the compelling business purpose and approved in writing by the department head responsible for authorizing the travel. Potential criteria for approval may include extremely late night or early morning job responsibilities or excessive travel time due to extreme traffic or weather conditions.
4. When possible, reservations should be made as far in advance as needed to take advantage of advance purchase discounts or a special conference rate. This is often one month in advance.
5. Travelers are encouraged to use their memberships in AAA, AARP, or other groups to obtain discounts which exceed those otherwise available.
6. The traveler should consider using a personal telephone card to charge calls since this can be considerably cheaper than having the hotel bill the traveler for calls made from a hotel room. Only necessary business telephone calls, fax transmission and internet connections will be reimbursed when supported by actual receipts.

#### **B. CANCELLATION OF ACCOMMODATIONS**

1. The traveler is responsible for the cancellation of room reservations if a trip is canceled.
2. URI is not responsible for any charges or penalties resulting from the traveler's failure to give proper notice of cancellation.
3. Travelers should remember that cancellation deadlines are based on local time at the destination hotel.
4. Travelers should request and record the cancellation number in case of a billing dispute.
5. URI will pay for costs resulting from cancellations due to circumstances beyond the control of the traveler.

### **C. RECEIPTS FOR LODGING**

1. Travelers must submit all original, itemized receipts to support lodging expenses claimed.
2. A credit card charge slip, photocopy, or fax copies are not considered acceptable substitutes for original receipts.
3. The hotel receipt should indicate the name and location of the hotel and the dates of occupancy.
4. If original travel receipts are not available, the traveler may submit other evidence (i.e., photocopies or faxed copies of itemized lodging receipt) so long as the claim is accompanied by a signed statement indicating the traveler has lost the original receipts and have not and will not submit the same expenses for reimbursement at another time or from another source.
5. Personal expenses on lodging receipt will be disallowed on travel expense voucher as necessary.

### **D. PERSONAL EXPENSES**

Personal expenses incurred while traveling will not be reimbursed. See [IX. NON-REIMBURSABLE TRAVEL EXPENSES](#)

### **E. LODGING PER-DIEMS WHEN STAYING WITH FRIENDS OR FAMILY**

The intent of the family/friend lodging per diem is to reimburse travelers using non-commercial facilities (e.g. staying with friends or family members) and should result in an economic benefit for the university. The daily per diem is \$25. No receipts are required. It is intended that the non-commercial lodging rate apply for any overnight stay away from home that does not take place in a commercial lodging facility, and which is provided for the employee.

The cost of lodging for overnight travel within 55 miles of the traveler's place of business is not an allowable cost unless the circumstances necessitating such overnight travel are fully documented as to the compelling business purpose and approved in writing by the department head responsible for authorizing the travel. Potential criteria for approval may include extremely late night or early morning job responsibilities or excessive travel time due to extreme traffic or weather conditions.

## **IV. RENTAL AUTOMOBILE EXPENSES**

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### **A. URI AUTOMOBILE RENTAL CONTRACTS**

Travelers will avail themselves of shuttle buses and all other means of public transportation to the extent practical. The use of an automobile rental will be allowed when economically feasible and/or necessary to accomplish the travel mission. A [car rental justification](#) must be submitted with the TAR explaining the need for a rental car. The traveler should use prudent judgment when selecting a car.

## **B. OBLIGATION OF THE TRAVELER**

The following are obligations of the traveler when renting a vehicle to conduct University business:

- Possess a proper license to operate the vehicle being rented
- Wear seat belts; unless expressly excused in writing for medical reasons by a physician
- Obey all laws
- Transporting hitchhikers is prohibited
- Consuming drugs or alcohol before or while operating vehicle is prohibited
- Complete a report of any vehicle damage and advise agency immediately

## **C. INSURANCE COVERAGE**

Should it be necessary to rent an automobile, the traveler is required to obtain the necessary insurance coverage as to limit the University from liability. Car rental collision or personal injury insurance is not reimbursable.

## **D. PAYMENT**

Rental cars *must* be reserved using the approved travel agency See [I. APPROVED TRAVEL AGENCY](#) When completing the TAR, indicate that a rental car will be needed and submit a [rental car justification](#).

## **E. OPERATING EXPENSES**

1. Reimbursable expenses include rental fees, gasoline charges, parking, tolls and other operating costs such as flat tires, wiper blades, etc. Actual receipts must be obtained for all charges even if paid in full using the Travel Card.
2. Non-reimbursable expenses include parking tickets, fines and penalties, towing charges, accidents, theft, and purchased insurance.

## **V. PERSONAL AUTOMOBILE EXPENSES**

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### **A. USAGE GUIDELINES FOR PERSONAL VEHICLES**

1. When campus owned or leased vehicles are not available, employees may use their personal car for business purposes if it is less expensive than renting a car, taking a taxi or bus, using alternate transportation, or to save time.
  2. Personal vehicles used for URI business should be adequately insured for public liability insurance protection. Travelers are responsible for insuring their own vehicles. Travelers will not be reimbursed by URI for collision losses that occur during business use of a personal vehicle. In the event of an accident, the owner's personal insurance provides coverage and the owner is personally responsible for any deductible payable. **URI does not provide any coverage for comprehensive or collision for personal vehicles used on business.**
  3. Carpooling is encouraged.
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4. Use of URI-owned or leased vehicles is encouraged when appropriate.
5. A traveler who elects to drive to a location with available air service will be reimbursed the lesser of: (a) the amount using the rules for reimbursement as indicated below, or (b) the sum of the lowest available airfare plus the cost of transportation to and from the airport. Additional costs of lodging and meals during the period of travel in excess of reasonable equivalent air transport will not be reimbursed.
6. Travel from an employee's residence to campus is considered a commuting expense and is not reimbursable.

## **B. REIMBURSEMENT**

1. Travelers will be reimbursed for business use of personal vehicles at the federal government mileage rate in effect at the time of travel. Rates are updated at the beginning of every calendar year and are issued by the State of Rhode Island Office of the Controller. The URI [Controller's website](#) has the current rates. URI reimburses for actual mileage using the most direct route. If the employee is leaving from home or campus on a normal workday, he/she may claim mileage from home or campus, whichever is less. For travel on other than a normal workday, the employee may claim mileage from home. Adequate records must be maintained to document mileage claimed.
2. Tolls, ferries, and parking expenses incurred while on business travel are reimbursable in addition to the mileage allowance. Personal use, parking tickets, traffic fines and penalties, towing charges, accidents and theft losses are not reimbursable. Please make sure all receipts are retained for reimbursement. Reimbursement will not be made without adequate receipts.
3. The standard mileage allowance is in lieu of all actual operating expenses such as fuel, oil, towing charges, repairs, tires, insurance, accident deductibles, etc.

## **VI. PER DIEM RATES, STATE, DOMESTIC AND FOREIGN**

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### **A. STATE MEAL ALLOWANCE**

**Only over night travel will be eligible for meal reimbursements on State funded travel.**

The reimbursement will be based on a flat rate.

The flat rate is based on departure and arrival times.

If the traveler's scheduled departure time is **before noon**, they will receive **\$30.00** for the first day of travel.

If the traveler's scheduled departure time is **after noon**, they will receive **\$15.00** for the first day of travel.

All other days of travel will be at the rate of **\$30.00**.

If the traveler's arrival time is scheduled **before noon**, they will receive **\$15.00** for the final day of travel.

If the traveler's arrival time is scheduled **after noon**, they will receive **\$30.00** for the final day of travel.

**THERE WILL BE NO MISCELLANEOUS EXPENSE PER DIEM**

### **B. FEDERAL MEALS AND INCIDENTAL EXPENSE PER DIEM RATES**

Meals are reimbursed in an amount not to exceed the standard (i.e. per diem) meal allowance unless an exception has been granted. This allowance is based on the federal meals and incidental expense (M & IE) per diem rates in effect for the locality of travel on the date of travel. Locality of travel is the place where the

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traveler stops for sleep. Use of these rates eliminates the need for substantiating actual meal costs. Per diem rates vary by city. The federal continental U. S. rates are usually updated annually, most often in October. Foreign meal per diems are issued on a monthly basis. This does not include a \$3.00 per day allowance for miscellaneous items for non-state domestic travel.

### **C. WHERE TO FIND CURRENT PER DIEM RATES**

The General Services Administration of the U. S. Government establishes the meals and incidental expense (M & IE) per diem rates. The rates may be obtained on the World Wide Web through the following addresses:

- [US General Services Administration link \(domestic\)](#)
- [US Department of State link \(foreign\)](#)
- [Controller's Website](#)

### **D. WHEN PER DIEM RATES MUST BE ADJUSTED**

1. Reimbursement should not be requested when traveling on federal funds for meals provided as part of the registration/conference fee, or provided free of charge by a hotel. No reimbursement will be made for alcoholic beverages.
2. Reimbursement should not be requested when traveling on federal funds for meals or per diem when a colleague, vendor, or other third party pays for a meal or meals. If payers are University employees, they must specify the individuals and meals on their travel expense vouchers, and total per individual cannot exceed per diem rates.
3. When there is a 2 or more hour layover on airline travel or travel by car, the meal per diem may be adjusted to the city rate for the city that the traveler is in at the time of the layover.

## **VII. TRAVEL ADVANCES**

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### **A. SUMMARY OF ADMINISTRATIVE PROCEDURE**

This procedure pertains to all advances for the purpose of travel; the procedure establishes advance amounts and requires timely accounting by employees, subject to payroll withholding if necessary for collection.

### **B. CURRENT POLICY**

Since the airfare and rental cars are paid using the URI Travel Card, advances are not needed. Registration for conferences should be prepaid with your employee's P-Card or the traveler can prepay using their personal funds and seek reimbursement with an original receipt on their TEV. Effective 1/1/09, we can no longer use our ghost card as payment for hotel charges. The hotel charges may be prepaid using the employee's P-Card or the traveler's personal funds and seek reimbursement with an original detailed hotel receipt on their TEV. In the case where this may be a hardship on the traveler, an advance may be requested by the traveler for the estimated amount of the hotel using the TAR. Please indicate the contact person and phone number for whoever will be picking up the advance. If the traveler has an outstanding advance or open TEV, advance requests will not be allowed.

### **C. REGULATIONS**

1. Substantiation - The employee must supply the employer with detailed travel expense voucher (TEV) within 10 business days of returning from the travel.
2. Unspent Advance Must Be Returned - Employees are required to return to the employer any amount advanced that is in excess of the substantiated expenses at the time the TEV is supplied.
3. Substantiation - All travel expenses must be substantiated with appropriate supporting documentation (original receipts) on an itemized TEV in accordance with URI's travel policy.
4. Responsibilities of Employees Requesting Advances - Employees failing to return unused URI cash advances and/or proper substantiation within 10 business days will be subject to payroll deduction of the amount unreturned/unsubstantiated after adequate written reminders have been given to the employee. Employees with outstanding advances are not eligible to receive additional advances for other business purposes.

### **D. ADVANCES TO NON-EMPLOYEES**

Cash advances will not be made to persons who are not currently affiliated with URI. Students, when functioning in an official capacity and student organizations on each campus are considered affiliated with URI. Consultants are not considered affiliated with URI. Alternatively, a status employee of URI may choose to sign for an advance on behalf of the student or non-employee; however, the employee so doing is fully responsible for the full amount of the advance and subject to the collection procedures cited above. Business travel expenses such as airline tickets must be made through the URI approved travel agency via URI TAR and will be paid using the University's travel card. Cash advances will not be given for airline travel.

### **E. CONFERENCE FEES/REGISTRATIONS**

**delete this below**

The preferred method of paying a conference or registration fee is by the department or employee P-card. An approved TAR must be in place before paying a conference or registration fee. Indicate on the TAR that the fee(s) will be paid on a P-Card and indicate the fund used (i.e.: fund 100, 401, 500 etc). If you do not have a P-Card, process the fees on an invoice voucher for prepayment. Attach 2 copies of the conference/registration form and forward to the General Accounting Office along with the approved TAR at least 15 days prior to the due date. No guarantee can be made if the invoice voucher is received after 15 days.

### **F. EXCEPTIONS**

In some circumstances a cash advance may be issued for international travel to cover the cost of the traveler's per diem including hotel.

No cash advances will be made to travelers for airline, train or car rental unless special permission has been granted by the State of Rhode Island Controller's Office, the Vice President of Administration and Finance and the URI Controller. The State Controller has approved cash advances to graduate students and assistants traveling on sponsored grant and contract funding, private funding or research overhead funding. A request must be made to the URI Controller.

## VIII. NON-EMPLOYEE TRAVEL

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Non-employees of URI including but not limited to principal investigators, job applicants and guest speakers incurring URI business-related travel expenses are subject to the same travel guidelines that are applicable to URI employees. These non-employees are not required to use the state travel agency but will only be reimbursed for reasonable travel expenses.

Reimbursement of travel for subcontractors, consultants and self employed contractors can be reimbursed as long as the costs are included within the scope of the contract within the purchase order. URI should not be required to make arrangements for their travel.

## IX. NON-REIMBURSABLE TRAVEL EXPENSES

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The following items are generally **not** reimbursable. *Note: This list is not all-inclusive.*

1. Alcoholic beverages
2. Portion of per diem for conference meals paid as part of registration fee for federal funded travel only
3. Movie rentals, theater tickets, newspapers, magazines, prescriptions, over-the-counter drugs, etc.
4. Trip/Flight insurance
5. Parking tickets and fines for traffic violations
6. Personal expenses
7. Personal portion of airfare while on URI business
8. Personal use portion of a car rented for URI business
9. Repairs or towing of personal vehicles used for URI business
10. Expenses incurred by spouses, partners and families
11. Costs of golf outing, awards, luncheon, dinner, tours which is separate from the conference/registration fee
12. Personal aircraft usage
13. Extra baggage charges for personal items, such as golf clubs, skis, etc
14. Childcare or pet care costs
15. Loss or theft of cash advance money or airline tickets
16. Locksmith charges
17. Lost baggage, luggage, and briefcases
18. Souvenirs and personal gifts

19. Health club fees

## X. TRAVEL AUTHORIZATION REQUEST

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### A. SUMMARY OF ADMINISTRATIVE PROCEDURE

An employee traveling on University business that has been authorized by his/her department director, and Provost or Vice President to travel out of state for business purposes shall use the approved travel agency to procure all transportation for the business trip. Each traveler must complete the Travel Authorization Request (TAR) prior to the travel. No out-of-state travel will be reimbursed unless an approved TAR is on file. This form is available from the Business Manager in your office.

The TAR is a document that provides pre-approval of a trip and a request for a travel advance in one form. In addition, if travel is pre-approved, reimbursement requests need not go through the same approval process if final costs are within the estimated amounts. This should allow reimbursement to the traveler to occur as rapidly as possible.

### B. DETAILED PROCEDURES

- A. The traveler will complete and check boxes on the TAR as they begin to plan their trip. Forms are available at all Business Manager locations. As the traveler estimates transportation, meals, lodging and incidental expenses, there are locations provided to summarize the costs. The traveler is able to do preliminarily work with the approved travel agency if necessary to estimate the costs of transportation. When complete, both the traveler and the approver will have a more complete picture of the total costs associated with the trip. Once the form is complete, it should first be approved by the appropriate Dean, Director, Department Head, and Vice President (and Grant and Contract Accounting, if the travel is related to a Sponsored Research Project). **The TAR should then be forwarded to the Accounting Department for processing.** When the travelers sign the TAR they are also certifying that they understand the travel policy and will adhere to the travel policy. Make sure that you read the entire travel policy; questions can be emailed or forwarded to any of the Travel Pre-audit Clerks, the Accounting Manager or the Controller.

Failure to comply with the travel policy may result in non-reimbursement of travel expenditures.

- B. After all necessary approvals have been received; the traveler can make any necessary travel arrangements. Conference registrations can be paid two ways, first using the employee's P-Card or sending two (2) copies of the registration form to Accounting on an invoice voucher so Accounting can prepay the registration fee. If the conference registration is to be prepaid using the employee's P-Card, indicate this on the TAR and attach a copy of the paid registration with the TEV.

If requesting a travel advance in accordance with the travel advance policy, complete the Advance section and check the advance box on the form. The Travel Clerk will process the request for the travel advance. Please be sure to provide the Travel Clerk with at least 10 business days notice to issue the travel advance.

### **C. CANCELING A TAR**

An encumbered TAR can be cancelled, as long as there has not been any expenses incurred, by submitting a copy of the TAR to the General Accounting Office indicating that the trip has been cancelled. An email to the travel clerk is also acceptable.

### **D. AMENDING A TAR**

If chartfield strings for reimbursement on a TEV do not match the original TAR, then the TAR must be amended. If new signature authorizations are not required, the department should fax a copy of the original TAR with the amended chartfield strings to the Accounting Office. However, if signatures also need to be changed, then a copy of the original TAR must be walked through to each individual for new signatures prior to submission.

## **XI. TRAVEL EXPENSE VOUCHER**

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### **A. ADMINISTRATIVE PROCEDURES**

The URI Travel Expense Voucher (TEV) should be completed by the traveler within 10 days of completing the trip. This form is available in an Excel format and can be obtained either through the [Controller's website](#) or from one of the Travel Pre-Audit Clerks or the Accounting Manager at the Kingston campus or the Manager of Accounting at GSO.

Once completed, the TEV needs to be reviewed and approved by the authorized individual, sent to the office of Grant and Contracts if the travel is on Sponsored Projects or directly to General Accounting for reimbursement. All original receipts must be attached in order for the TEV to be reimbursed. Any travel expenses that are not properly documented will not be reimbursed.

### **B. AUTHORIZATION OF ACCOUNTING OFFICE TO MAKE CHANGES**

The URI Controller's office is responsible to audit and process travel claims in accordance with URI and applicable State and Federal regulations. Items on TEV's not presented in accordance with regulations or not properly supported by receipts where required will be disallowed.

### **C. PREPAID EXPENSES AND TEV'S**

All expenses from the travel should be itemized on the TEV including those expenses that have been prepaid by the University's travel card and prepaid using the Employee's P-card. When it is a prepaid item, please reference the type of payment, the dollar amount, and indicate "prepaid" in the amount column. All other amounts entered should be for out-of-pocket reimbursable expenses. On the bottom of the TEV, right hand side is a space where you can enter in any advances and/or prepaid expenses. The net amount will be what the University owes the traveler, or what the traveler owes the University.

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**D. RECEIPTS**

All original receipts and related documentation submitted with the TEV must be taped, one side only, to an 8½" by 11" sheet of paper.

**E. SIGNATURES**

The traveler's signature (employee and non-employee) is not required on TEV reimbursements as long as the TARA has all the required signatures.

**F. DIRECT DEPOSIT OF TRAVEL REIMBURSEMENTS**

We recommend that travelers sign up for direct deposit of their travel reimbursement. This facilitates the reimbursement process and travelers are notified by a remit advice that is mailed to the traveler's home address of when funds are available in their designated account. [Direct Deposit form](#).