

UNIVERSITY OF RHODE ISLAND

---

FINANCIAL & ADMINISTRATIVE PROCEDURES

# TRAVEL

# Table of Contents

I. APPROVED TRAVEL AGENCY .....	1
II. AIR TRAVEL, DOMESTIC AND FOREIGN .....	2
III. LODGING .....	4
IV. RENTAL AUTOMOBILE EXPENSES.....	6
V. PERSONAL AUTOMOBILE EXPENSES.....	9
VI. PER DIEM RATES, STATE, DOMESTIC AND FOREIGN .....	10
VII. TRAVEL ADVANCES .....	11
VIII. NON-EMPLOYEE TRAVEL .....	13
IX. NON-REIMBURSABLE TRAVEL EXPENSES .....	13
X. TRAVEL AUTHORIZATION REQUEST.....	14
XI. TRAVEL EXPENSE VOUCHER.....	15

*Form:* MILEAGE REIMBURSEMENT VOUCHER

*Form:* TRAVEL EXPENSE VOUCHER

*Form:* TRAVEL AGENCY FORM

University of Rhode Island  
Financial and Administrative Procedures

Procedure: A-22-URI  
Issued By: Controller's Office  
Issued Date: October 1, 2003  
Updated: July 1, 2004

## **I. APPROVED TRAVEL AGENCY**

---

### **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, ground transportation, hotel for all individuals traveling on state related dollars (state, federal, restricted, etc.)* The approved travel agency is:

CWT Donovan Travel  
[www.donovantravel.com](http://www.donovantravel.com)  
401-885-3500 (main)  
401-769-1720 (reservations)  
1-800-274-7883

Under the terms of the contract (July 2003-July 2008), this agency will offer travelers the lowest applicable airfare, ground transportation and hotel rates based upon the criteria of the travel as indicated by the traveler.

### **B. AGENCY ARRANGEMENTS**

An approved travel authorization request (TAR) 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 preliminary arrangements for the travel. Once the preliminary arrangements have been made, the final confirmation will be made based on an approved TAR issued through either the General Accounting office – Carlotti Office Building, Kingston Campus, or GSO Bay Campus Accounting Office.

### **C. PAYMENTS TO TRAVEL AGENCY**

The travel agency will charge all authorized travel to the University's travel card, including airfare, train, car rental and hotel. 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, car rental and hotel.

### **D. 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*

University of Rhode Island  
Financial and Administrative Procedures

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.

**E. EXCEPTIONS**

The approved travel agency can assist in making hotel arrangements in foreign (international) countries; however, the hotel charge will not be charged to the University's travel card due to security reasons. The traveler must charge or use own funds while traveling outside the United States. In this instance, a cash advance may be provided to the traveler in accordance with the cash advance policy (*See Procedures: VII. Travel Advance*).

Some hotel arrangements can be made by the traveler at a better rate than the approved travel agency can provide. When traveling domestically to a seminar, convention or conference, the traveler should provide the hotel information and the rate to the approved travel agency. If the travel agent is unable to match or obtain a better rate at the same hotel, the traveler *must* get in writing from the agency that the rate could not be met. The University will *only* reimburse the traveler when proof that a less expensive hotel arrangement has been made. The traveler should then make arrangements personally. A cash advance or prepayment may be made by the University in this situation in accordance with the cash advance policy (*See Procedures: VII. Travel Advance*).

---

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

**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, ground transportation and lodging for all individuals traveling on state related dollars (state, federal, restricted, etc.). (*See Procedures: 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

University of Rhode Island  
Financial and Administrative Procedures

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.
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.

**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.

University of Rhode Island  
Financial and Administrative Procedures

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 Procedure: IV. Rental Automobile Expenses.*)

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

URI requires receipts for all travel costs except for per diem meals. Meals are only reimbursed on a per diem basis. (*See Procedure: 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**

---

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

1. Travelers are **required** to make reservations through **the approved travel agency**, if available (*See Procedure: I. Approved Travel Agency*). If conferences provide special lodging rates, the approved travel agency may be able to provide an even lower rate. Only the lowest rate will be allowable.
2. Allowable lodging cost is generally based on the least expensive available rate for single occupancy in moderately-priced, safe accommodations given reasonable personal convenience.

University of Rhode Island  
Financial and Administrative Procedures

3. 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.
4. 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.
5. 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.
6. Travelers are encouraged to use their memberships in AAA, AARP, or other groups to obtain discounts which exceed those otherwise available.
7. 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 **even if the hotel was paid using the URI Travel Card**.
2. A credit card charge slip, photocopies, or faxed copies are not considered acceptable substitutes for original receipts.

University of Rhode Island  
Financial and Administrative Procedures

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 Procedure IX. Non-Reimbursable Travel Expenses*).

### **IV. RENTAL AUTOMOBILE EXPENSES**

---

#### **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 Procedure I. Approved Travel Agency*). When completing the TAR, indicate that a rental car will be needed and submit a rental car justification (sample memo follows this procedure). The rental cars will be paid using the University's travel card.

### **C. 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.

University of Rhode Island  
Financial and Administrative Procedures

---

---

UNIVERSITY OF RHODE ISLAND  
Car Rental Justification Form

T \_\_\_\_\_

To: University Controller

From:

Subject: Car Rental

Date:

I am requesting the use of a car rental while in:

---

It is not feasible economically to use shuttle buses or public transportation because:

---

---

---

\_\_\_\_\_  
Traveler

\_\_\_\_\_  
Authorized Signature

This memo must be attached to a completed TAR when a rental car is needed.

---

---

## V. PERSONAL AUTOMOBILE EXPENSES

---

### 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.
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 in 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. The 2004 rate is 37.5 cents per mile. The 2005 rate is 40.5 cents a mile. Rates are updated at the beginning of every calendar year and are issued by the State of Rhode Island Office of the Controller. 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.

University of Rhode Island  
Financial and Administrative Procedures

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**

---

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

Meal allowances for state personnel who are engaged in state approved travel are as follows:

Breakfast.....	\$4.00
Lunch.....	\$6.00
Dinner.....	\$14.00

This includes a total of \$24.00 per day. This does not include a \$5.00 per day allowance for miscellaneous items. Travelers will not be required to submit receipts for the above meals or miscellaneous items.

### **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 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): <http://policyworks.gov/>
- US Department of State link (foreign): <http://www.state.gov/m/a/als/prdm/>
- By accessing the Controller's Website <http://controller.wdg.uri.edu/> and selecting [Grant and Contract Accounting Office/Federal Regulations and Circulars](#)

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

1. Breakfast is not allowed on the initial day the traveler leaves Rhode Island unless the common carrier departure is scheduled to occur prior to 6:00 AM.
2. Dinner is not reimbursable to the traveler if the common carrier arrival back to Rhode Island is scheduled to occur prior to 6:00 PM.
3. Reimbursement should not be requested 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.
4. Reimbursement should not be requested 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.
5. 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**

---

### **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**

The University does not allow cash advances for travel since most of the travel expenses are paid through the travel agency and corporate travel card. Travelers will be expected to use personal funds for food and other “out of pocket” expenses, subject to later reimbursement. In certain circumstances employees traveling to foreign countries may be allowed cash advances. These circumstances must be approved prior to travel only by the Vice President for Administration or the University Controller.

### **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.

University of Rhode Island  
Financial and Administrative Procedures

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 and hotels 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**

The University of Rhode Island general accounting office prepays conference fees and registrations fees based on an approved TAR. When traveling for this business purpose, include three (3) copies of the registration form on an invoice voucher with your TAR and indicate that the fees needs to be prepaid. The accounting office must have this form at least 15 business days prior to due date of the registration. No guarantee can be made if this form is not sent in to the accounting office after the 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 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

---

Non-employees of URI including but not limited to principal investigators, job applicants, guest speakers, and students (both graduate and undergraduate) incurring URI business-related travel expenses are subject to the same travel guidelines that are applicable to URI employees.

## IX. NON-REIMBURSABLE TRAVEL EXPENSES

---

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
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

---

### A. SUMMARY OF ADMINISTRATIVE PROCEDURE

An employee or non-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 and lodging 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 in an Excel format and can be obtained either through the website, <http://controller.wdg.uri.edu/general/generalacct.html>, or from one of the Travel Pre-Audit Clerks or the Accounting Manager at the Kingston campus or the Manager of Accounting at GSO.

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

1. 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 and also can be provided by any of the Travel Pre-Audit Clerks and Accounting Managers. As the traveler estimates transportation, meals, lodging and incidental expenses, there are locations provided to summarize the costs. The traveler is able to 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 approval. Confirmation of the approved TAR will be sent by the Accounting Department to the approved travel agency; this authorizes the approved travel agency to work with the traveler and book the trip.**

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.

University of Rhode Island  
Financial and Administrative Procedures

2. After all necessary approvals have been received, the traveler can make any necessary travel arrangements. Conference registrations should be paid directly by the Accounting department. Three (3) copies of the registration form should be forwarded on an Invoice Voucher (A-12) so Accounting can prepay the registration fee. Reference the TAR on the invoice voucher.

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**

A TAR can be cancelled with a \$0.00 TEV submitted explaining the reason why the trip did not take place. The encumbrance will not be liquidated until this TEV is received by Accounting.

### **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**

---

### **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 website, <http://controller.wdg.uri.edu/general/generalacct.html>, 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 Grants 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.

University of Rhode Island  
Financial and Administrative Procedures

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

The University's Controller's office is responsible to audit and process travel claims in accordance with URI and applicable State and Federal regulations. Items in 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. When it is a prepaid item, please reference the type of payment and indicate "Prepaid" in the Amount column; no dollar amount needs to be reported. All other amounts entered should be for out-of-pocket reimbursable expenses. On the bottom of the TEV is a space where you can enter in any advances. The net amount will be what the University owes the traveler, or what the traveler owes the University.

**D. RECEIPTS**

All original receipts and related documentation submitted with the TEV must be taped to an 8 ½" by 11" sheet of paper.