



BOISE STATE UNIVERSITY

University Policy 6180

Travel

Effective Date

July 1978

Last Revision Date

October 15, 2024

Responsible Party

Chief Financial and Operating Officer and Vice President for Finance and Operations, (208) 426-1200

Scope and Audience

This policy applies to all individuals who travel and use funds administered by the University.

Additional Authority

- 2 CFR § 200.475
 - 41 C.F.R. §§ 301-10.131 et seq. (Fly America Act regulations)
 - Idaho Code § 67-2004 Idaho Code § 67-2006
 - University Policy 7570 (Accommodating Disabilities in the Work Environment)
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1. Policy Purpose

To provide fiscal guidance for those traveling on University business and to ensure the best use of University resources.

2. Policy Statement

Boise State University expects travelers to spend University funds sensibly, follow the travel policy, and obtain reimbursement for all expenses in a timely manner to meet compliance requirements. Business travel expenses will be paid by the University if reasonable, necessary and if the expenses meet policy and compliance requirements.

3. Definitions

3.1 Allowable Expense

A necessary, reasonable, and appropriate expense incurred for the primary benefit of Official University Business and therefore permitted to be reimbursed or directly charged based on the permission of the University or by the terms of sponsored agreements.

3.2 Commuter Miles

The non-reimbursable miles traveled between a person's home and Official Station, no matter the time of day or day of the week.

3.3 Disability

An individual is disabled if they 1.) have a physical or mental impairment that substantially limits one (1) or more major life activities; 2.) have a record of such an impairment; or 3.) are regarded as having such an impairment.

3.4 Guest

A visitor of the university who receives an honorarium of less than \$600.

3.5 Incidental Expense

Fees and tips given to porters, baggage carriers, bellhops, hotel maids, taxi or shuttle drivers, and others for personal services performed. An allowance for Incidental Expenses is included within the daily subsistence rates (see per diem rates) for the area of travel. These are not reimbursed separately and should not be requested.

3.6 No-Cost Travel

Employee travel paid for by an employee or a third party.

3.7 Official Station

The primary work area or office assigned to the employee that may be subject to a telecommuting agreement. For employees working under an approved telecommuting arrangement that is 100% remote, the Official Station will be considered the “Alternate Work Location.” For employees working under an approved telecommuting arrangement where the employee works a portion of a week from an Alternate Work Location, the employee’s Official Station is their University Work Location (see University Policy 7600 - Telecommuting).

3.8 Official University Business or Business Purpose

An activity that directly carries out the university’s mission of instruction, research, and service or that provides support to the University’s instruction, research, and service activities.

3.9 Per Diem Expenses

Reimbursement for meals, meal gratuities, and incidental expenses.

3.10 Personal Expenses

Expenses for personal items such as clothing, toiletries, and entertainment.

3.11 Travel Costs

Travel Costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on Official University Business (see 2 CFR 200.475(a)).

3.12 University Sponsored Travel

Pre-authorized travel that is funded (in part or whole), supported, and/or coordinated by Boise State University. Student travel may be university-sponsored whether or not the travel was pre-authorized (see section 4.16).

3.13 Vicinity Travel

Travel within a one-hundred (100) driving mile radius of an employee’s Official Station. Safety exceptions to the radius requirement may be granted on a case-by-case basis.

4. Responsibilities and Procedures

4.1 Travel Guidelines

4.1.1. Reimbursement

- a. Travel-related expenses must be submitted with required documentation within sixty (60) calendar days of incurring the expense or returning from the trip.
- b. Reimbursement requests for expenses older than sixty (60) calendar days will be taxable to the traveler.
- c. Reimbursement requests for expenses older than one hundred twenty (120) days will be denied (see University Policy 6290 - Accountable Plan).
- d. Payment of travel expenses by the University is limited to costs authorized in this policy. Departments and employees may negotiate a lower travel reimbursement than allowed by this policy. In this situation, the traveler will pay the remaining expenses as Personal Expenses.
- e. Reimbursement for travel expenses will not be made until the trip is complete.
- f. Travel using sponsored funds may be subject to additional restrictions as defined by the sponsor.

4.1.2 Resource and Environmental Considerations

- a. The transportation chosen should be the least costly while considering the travel time for the employee as well as the itinerary and business requirements of the trip.
- b. Individuals should also consider the environmental impact of all available travel options as Boise State is committed to a low carbon footprint.

4.2 Travel Authorization

- a. All employee travel, including no-cost travel, must be preapproved using the online Travel Authorization (TA) module prior to commencing travel and incurring expenses.

- b. The following are exceptions to the use of the online Travel Authorization form:
- Vicinity Travel does not require a Travel Authorization unless it is recurring. Recurring Vicinity Travel may be covered on one (1) Travel Authorization form that covers a period of no more than one (1) year.
 - Travel expenses for independent contractors, as defined by University Policy 6150 (Independent Contractors), which must be paid by the contractor.
 - Airfare and lodging for job candidates and other non-employees (excluding Independent Contractors) may be paid via the University Purchasing Card (P-Card) without preauthorization. Reimbursement or per diem payment requires submission of a [Non-Employee Travel Reimbursement form](#). Departments should consult with Tax Reporting before paying international visitors.
- c. Forms for travel authorization discussed in this section are available on the [Employee Travel and Expense Reimbursement Services website](#) or the [University Forms and Documents website](#).

4.3 Approval Authority

The following individuals are authorized to approve travel authorizations and expenses:

- a. The person responsible for the Department ID or funding source from which travel expenses will be charged. When the employee is the person responsible for the funding source to be charged for the travel expenses, their travel and expense reimbursements must be approved by a higher authority, e.g., the dean or vice president.
- b. The traveler's supervisor or department head.

4.4 Travel Advances

Travel advances can be issued to University employees as warranted when traveling to a foreign country. Such requests are reviewed on a case-by-case basis. Travel advances can be issued for up to one hundred percent (100%) of the estimated travel cost. Generally, no advance will be issued if another advance is outstanding. Additionally:

- a. Travel advance requests should be submitted no later than fifteen (15) business days prior to the start of a trip.

- b. Advances must be repaid or reconciled within fifteen (15) working days after return from a trip. Failure to account for cash advances may result in the full amount of the advance being deducted from the employee's future reimbursements and/or paychecks.

4.5 University Purchasing Card (P-Card) or University Corporate Travel Card

- a. The University P-Card or Corporate Travel Card is the preferred method of payment for employee business expenses including airfare, registration, lodging, and other approved travel expenses. P-Cards and Corporate Travel Cards may not be used for meals and incidental expenses while traveling (see the [University P-Cardholder Guide](#) for allowable travel expenses and University Policy 6140 for P-Card and Corporate Travel Card policies).
- b. When the P-Card cannot be used to make payment for travel-related expenses, a personal card may be used. Expenses will not be reimbursed until travel is complete.

4.6 Personal Travel in Conjunction with Business Travel

- a. When personal travel is scheduled in conjunction with business travel, only the business-related portion of the expenses may be paid with the P-Card or Corporate Travel Card. All Personal Expenses must be paid with personal funds. Airfare and other expenses such as parking and car rental where the personal portion of the expense cannot be easily separated, must be paid with personal funds, and the business portion calculated and reimbursed upon the completion of the trip.
 - The business days of the hotel expense may be paid with a P-card or Corporate Travel Card if the hotel can accommodate the separate billing process. Room and tax may be charged to the card. Internet and parking expenses for business days may be charged to the card if there is a valid business purpose.
 - All other business-related expenses, such as registration and ground transportation if the expense is one hundred percent (100%) business related, may be paid with a P-card or Corporate Travel Card
- b. When travel authorization is requested, a complete itinerary of the business portion of the trip is required, along with a statement of the beginning and end time of the personal portion of the trip.

- c. The traveler must document a cost comparison between business and personal costs for the transportation portion of the trip. This cost comparison is required at the time the cost is incurred and must be submitted with the reimbursement requests.

4.7 Air Travel

- a. Travelers are expected to book the lowest available economy class airfare consistent with business needs. Coach or economy class upgrades or seating charges are allowable if approved by the manager, regardless of funding source. International premium economy class upgrades may be approved by the President/Vice President when using Local or Sponsored Funds, provided the travel time of the flight segment is greater than eight (8) hours, and the upgrade is allowed by the sponsor (if using sponsored funds).
- b. In accordance with the Fly America Act of 1974, U.S. flag air carriers or shippers must be used when traveling or shipping items, and the costs are charged to a federally funded sponsored project.
- c. Exceptions apply, including Open Skies, which allows for the use of air carriers from countries that have transportation agreements with the U.S. government – consult with the Office of Sponsored Programs (OSP) for details.

4.8 Foreign Travel

- a. All foreign travel for Official University Business must be reported to Risk Management and Insurance (RMI). Notification should be made at least thirty (30) days in advance of travel to allow sufficient time to secure foreign travel insurance and address any other applicable requirement (see the [Risk Management and Insurance website](#)).
- b. Travelers will be requested to provide input on what property or assets they plan to travel with and bring back to the university on the Travel Authorization Form. Depending on the travel location, the Office of Information Technology and the Office of Research Compliance may call for additional requirements.
- c. The foreign travel per diem allowance (FTPDA) is based on the most current publications of U.S. Department of State maximum travel per diem allowances for foreign areas.
 - The daily FTPDA will be one hundred percent (100%) of the listed Meals and Incidental Expenses (M & IE) rate.

- The FTPDA is intended to cover the costs of meals at adequate, suitable, and moderately priced facilities as well as mandatory service charges, taxes, laundry, and dry cleaning.

4.9 Lodging

- a. Travelers are expected to book reasonably priced lodging consistent with business requirements.
- b. Travelers should book lodging through traditional vendors (i.e., motels/hotels). Any use of alternative lodging must have departmental approval prior to booking and must follow the guidance on the [Office of General Counsel's \(OGC\) website](#), the [Employee Travel and Expense Reimbursement Service's website](#), and [this Policy](#). Travelers may choose to stay with family or friends while in travel status, but in that case, lodging costs are not allowable.
- c. Sponsored Projects are subject to the terms and conditions of the specific award and applicable program guidelines. OSP should be consulted with questions on acceptable lodging arrangements for Sponsored Projects.

4.9.1 Room Sharing

- a. Individual rooms should generally be reserved for each non-student traveler unless a legally recognized family relationship exists between two (2) or more travelers.
- b. Employees and volunteers are prohibited from sharing a single-room motel/hotel room or a bedroom with a student (unless the employee or volunteer and the student have a legally recognized family relationship) or a group of students (including students from other institutions).
- c. Exceptions to the guidelines under this section will only be made in extraordinary circumstances in which no other lodging is available, and the University has created a written plan for a safe working environment for off-campus or off-site activities. For research and creative activities, the plan for a safe and inclusive working environment must align with National Science Foundation's (NSF) requirements or more stringent requirements of other sponsors.

- d. Under no circumstance may an adult traveler (employee, volunteer, or student) share a motel/hotel room or bedroom with a minor child who does not have a legally recognized family relationship to the traveler (see also University Policy 12060 - Protection of Minors).

4.10 Ground Transportation

Travelers should use the lowest-cost ground transportation consistent with business needs and taking into consideration safety and time. For example, many hotels offer free airport shuttles, which should be used when available.

- a. Within Idaho, University vehicles are the preferred mode of travel (see University Policy 7005 - Background Investigations and University Policy 7000 - University Vehicles regarding operation of University-owned vehicles).
- b. Vehicle Rentals may be authorized when it is an economical and practical means of transportation. Travelers must use the University's contracted rental car provider when available (see the [Department of Purchasing website for State contract information](#)).
- c. Private Transportation may be authorized when such use is more advantageous to the University, as determined by the manager or travel approver.
 - Privately Owned Vehicles (POV) must be used legally and safely.
 - The traveler must use their personal automobile insurance with at least minimum liability coverage while driving on Official University Business (see the [Risk Management and Insurance website](#) for more information).
 - If a traveler uses a POV, the cost of transportation is reimbursable at the University's [allowable rate](#). Note: Charges for repairs, tires, gasoline, or other operating expenses will not be separately reimbursed as they are considered covered by the University's allowable mileage rate.
- d. Travelers and their department heads/supervisors should consider ground transportation options and officially recognized private rideshare/sharing economy options, with consideration of safety, time, and cost in that order.

4.11 Chartered Transportation

The decision to use a private aircraft, bus, van, driver, or other service should be made by the traveler and manager or travel approver based on cost and business needs. Prior to entering an agreement for chartered transportation, the traveler must contact Risk Management and Insurance for information regarding insurance and licensing requirements.

4.12 Meal Expenses

Receipts are not required for meal expenses except for athletic team travel. Meal expenses are reimbursed via per diem.

- a. Per diem rates for in-state travel are set by the State of Idaho. Per diem rates for out-of-state destinations are consistent with the amounts set by the U.S. General Service Administration (GSA), up to the maximum allowed for all official travel that includes an overnight stay (see the [Travel and Expense Reimbursement Services website](#) for rates and additional information).
- b. Per diem reimbursement is not allowed for Vicinity Travel.
- c. Business meals will not be reimbursed if they have been paid for by other means, such as per diem or meals included in prepaid conference fees.

4.13 Other Allowable Travel Expenses

- a. Taxi, bus fares, train/metro, or rideshares to and from depots, airports, hotels, and meetings
- b. Parking fees
- c. Charges for transportation, handling, and storage of University equipment
- d. Registration fees, conference fees, and workshop fees required as admittance or attendance fees for official participation in conferences, conventions, or other meetings
- e. Laundry expenses for official domestic business trips of five (5) days or longer away from the employee's Official Station. Laundry expenses will not be reimbursed for foreign travel as it is calculated as a portion of the foreign Per Diem Expenses rate.
- f. Fees for one (1) checked personal bag.

- g. Travelers with a Disability may require reasonable accommodations under the ADA (see University Policy 7570 - Accommodating Disabilities in the Work Environment and the [Human Resources and Workforce Strategy website for guidelines and necessary forms](#)).
- h. Other items not specifically described in this section that are necessary to the performance of official University travel may be allowable provided there is an approved business purpose.

4.14 Third-Party Reimbursements, Rebates, and Promotions

- a. When a third party pays for or intends to reimburse a Boise State employee for travel expenses, the employee may only submit a reimbursement request for Allowable Expenses not covered by the third party.
- b. If the third party reimburses an employee for expenses after the employee has been reimbursed by the university, the employee must repay Boise State University the lesser of 1.) the total amount paid by the third party or 2.) the total amount reimbursed to the employee by the University. It is the traveler's responsibility to initiate reimbursement and to ensure that any funds received are remitted to the University.
- c. University employees may not use personal funds to pay travel expenses on behalf of faculty, staff, students, Guests, or colleagues unless extenuating circumstances exist and there is no other means of payment. In such a case, expenses will not be reimbursed until the trip is complete and the trip expense report is submitted. Travelers should consult with Travel and Expense Reimbursement Services before committing personal funds.

4.15 Personal Expenses (not eligible for payment with P-card, University Corporate Travel Card, or reimbursement)

- a. Expenses of a personal nature incurred solely for the convenience or sentiment of the traveler.
- b. Expenses for Commuter Miles or for other non-official purposes.
- c. Expenses incurred while on personal leave, even if scheduled in conjunction with University Sponsored Travel.
- d. Per Diem Expenses and lodging while on Vicinity Travel.

- e. Airfare obtained with frequent flier miles or credits or program equivalent, travel vouchers, credits, gift cards, and other non-monetary methods.

4.16 Student Travel

- a. Students who intend to participate in University Sponsored Travel must complete the [Student Travel and Field Trip Expectations and Consent Agreement](#). These forms must be held and maintained within the department from which the student is arranging travel, or the department that is sponsoring the travel.
- b. Travel advances are allowed for student travel for up to one hundred percent (100%) of the estimated travel cost. The following provisions apply to student travel in addition to this policy's other provisions:
 - University Sponsored Travel, whether group or individual, must comply with Travel Services procedures and any additional requirements imposed by the department sponsoring the travel.
 - Educationally beneficial Vicinity Travel may be scheduled by the department chair or unit head at their discretion.
 - Students who are not employed by the University, but who are traveling abroad under the auspices of Boise State University, must contact the Center for Global Education prior to travel to ensure the mandatory Student Travel Accident insurance is purchased and to ensure all safety and medical issues relating to foreign travel are properly addressed. This includes but is not limited to student travel related to graduate studies, field work, research, or other educational purposes.
- c. To comply with the Jeanne Clery Act, the University is required to collect and publish statistics on crimes occurring on and off campus property. All campus units that organize student travel must complete the [Clery Act Student Travel Form](#).

5. Forms

Clery Act Student Travel Form

<https://www.boisestate.edu/publicsafety-security/policies-and-forms/>

6. Related Information

University Policy 7600 (Telecommuting)

Office of Risk Management and Insurance website

<https://www.boisestate.edu/rmi/>

P-Cardholder Guide

<https://www.boisestate.edu/vpfa-ufs-training/purchasing-goods-and-services/p-card/>

State Contracts and Price Agreements

<https://www.boisestate.edu/vpfa-p2p/contracts-and-price-agreements/>

Travel and Expense Reimbursement Services website

<https://www.boisestate.edu/vpfa-travel/>

Minor Amendment

October 24, 2024

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