

Faculty Travel, Meal and Entertainment Costs
College of Arts and Sciences, Dean's Office
2008-2009 Policy

The College budgets – and your departmental budgets – are not large, but we can all help to make our resources go further. As part of our “budget awareness”, I ask all chairs and directors to remind faculty of the guidelines for university funding of travel, meal and entertainment costs and to be mindful of them yourselves as well. Please check for compliance before you sign off on a reimbursement request, and if there are circumstances requiring exception, include an explanatory statement with your approval. We check *all* reimbursement forms as they come through our office, but I have asked that the reviewer in our office to pay particular attention to the following:

1. A Travel Authorization form is required **PRIOR** to making any travel reservation arrangements. The electronic form for air travel can be found at:
https://auxe.wmich.edu/travel_authorization
The ground travel form can be found at:
<http://www.obf.wmich.edu/accounting-services/docs/TravAuth.pdf>
Both forms must have Chair approval. Chairs/Directors should submit the form directly to Liz Roe in the Dean's Budget Office.
2. Airfare must go through ResX (AAA Business Travel Service) and be charged directly to the department's fund and cost center, whether for university employees (faculty, chairs or directors, or staff) traveling elsewhere or for visitors or candidates being brought to campus.
3. For reimbursement of travel expenses to attend a conference, a conference program must be included with the request for reimbursement. Hotel charges and meal charges will only be paid or reimbursed for the duration of the conference plus appropriate travel time.
4. For meals while traveling on university business, please use the university *per diem* meal charges except for meals included in a conference (such as a special lunch or dinner that is part of the program). Note that this will only be reimbursed for the duration of the conference plus travel time. (University *per diem* rates: Breakfast - \$8; Lunch - \$12; Dinner - \$25. These rates include tips.)
5. Ground transportation expenses should be appropriate for the location and the nature of the trip. (For example, a rental car is not appropriate for a trip to Washington DC to visit granting agencies; ample public transportation and taxicabs are available and the agencies tend to be located near Metro stops.)
6. Personal telephone calls should not be billed to the university. If they are on the hotel bill, they should be deducted before the bill is submitted for reimbursement.
7. Other personal expenses will be reimbursed only if they are clearly needed for the purpose of travel (e.g., laundry or dry-cleaning for an extended stay, internet access).
8. Other high or unusual expenses must be explained or justified.
9. The purpose of the trip must be noted on the travel reimbursement form. (i.e. faculty recruitment)
10. Alcohol purchases should not be charged to Fund 11.