

DEPARTMENT OF SPANISH AND PORTUGUESE

Travel Policy and Procedures

Policy

The Department is able to reimburse travel for professional activities by the faculty (Full, Associate, Assistant Professors), Senior Lecturers, and Staff. The convention travel support policy provides the modalities for receiving funding for one or more convention trips.

1. The annual amount available for each regular faculty, Senior Lecturer, and A&P staff member is \$1,200 (from July to June), pro-rated for joint appointments; if unused, the funds do not carry forward to the new budget year. Regular faculty may use up to \$300 of the annual allotment for other research expenses.
2. The following categories of documented convention activity are eligible for full support
 - a. Reading a paper, being an active panel member
 - b. Organizing and chairing a session

For faculty members attending a convention as officers of the professional organization (and not being sponsored by the organization), the support from the annual convention travel allotment is limited to \$600.

Chairing a session without any further involvement in its organization or work is not an eligible activity.

3. All legitimate expenses of conference travel are applicable to the maximum available (transportation from door to door by the most economical means, registration, hotel, per diem).
4. For international travel, each faculty member is responsible for applying in a timely manner to all applicable internal sources before committing their departmental travel allotment. The main subvention programs are:
 - a. A&H Grant-in-Aid program provides a maximum award of \$2,500 once every fiscal year (July 1 to June 30). Additional requests for support may be available to match the Departmental support up to the maximum total request of \$2,500. Applications should be submitted six weeks before the date when the funds are to be used.
 - b. A&H program for participating in an existing scholar exchange program; continuous deadline
 - c. Office of International Affairs program for international research collaboration and establishment of exchange programs (see OIA website for specifics on available grants).
5. Funds to cover additional convention trips can be requested. A budget of \$2,500 has been set aside for this purpose. Applicable charges are as for the standard reimbursement funds. The individual awards are limited to \$500 for all regular faculty. The request should be for participation in a national or established regional conference and the faculty member should document significant research results for the last three years.
6. Travel plans and budgets must be submitted for approval to the Chair before the event through the Fiscal Associate.

Procedures

1. No later than **three weeks** before the travel, complete and submit the **Travel Request Form** and supporting documentation. The form is available from the Resources section of the Department's website. See the University Travel Policy Overview section below for specifics. The Fiscal Associate will submit the travel to the Chair for approval. **If this step is not completed, a Tnumber will not be issued and no travel reimbursement will be processed.** Tnumbers cannot be issued after the fact.
2. During your travel, keep track of expenses and all **original** receipts (except for meals). Alcohol is not reimbursable under any circumstance.
3. Upon return, prepare an expense account outlining your expenditures and amount to be reimbursed. You may use the **Travel Reimbursement Form** available from the Resources section of the Department's website. Requests for reimbursement must be submitted within 90 days of completion of the trip to obtain reimbursement of travel expenses.
4. The Department will maintain a record of each faculty member's expenditures for the year. Unless specifically exempted, faculty are personally responsible for any expenses beyond their annual limit.

University Travel Policy Overview

Travelers should incur the lowest reasonable travel expenses and exercise care to avoid impropriety and/or the appearance of impropriety. Personal funds used to facilitate travel arrangements will not be reimbursed until after the trip occurs.

Travel Incentives

In accordance with the State of Ohio Ethics Commission rulings, travelers may accrue frequent flyer miles, hotel points, rental car enticements or other travel industry inducements from university related business travel. These incentives must be redeemed for university related business travel only. It is the traveler's responsibility to track accrual/usage for auditing purposes.

Personal Time

Travel will only be paid when expenses are incurred at locations specific to the business purpose. Travel expenses to and from alternate vacation destinations while on business travel are not eligible for payment. In cases where vacation time is added to a business trip, any cost variance in expenses such as airfare, car rental and/or lodging must be clearly identified and documented. If you choose to travel with your family, only expenses for the OSU employee are eligible for reimbursement.

Airfare

All airfare must be at the lowest published rate. First class tickets will not be prepaid or reimbursed. Airfare may be purchased and reimbursed after the trip is completed or may be pre-paid by the University. An original, itemized receipt, eTicket, Internet receipt/statement or equivalent documentation is required unless the airfare purchase is pre-paid through the travel system. Receipt must show the method of payment and indicate that payment was made.

Personal Car

Mileage will be reimbursed for personal vehicles as a primary mode of transportation if the cost does not exceed the least expensive airfare. Additional expenses, including but not limited to hotel expenses and Per Diem, should be considered when comparing the cost of a trip by auto to airfare.

Reimbursement for usage of a personal automobile is based on the IRS mileage rate or the actual cost of gasoline. IRS mileage rate available at <http://controller.osu.edu/travel/travel-perdiem.shtm> include all vehicle related expenses (i.e. gasoline, wear and tear and personal auto insurance).

Rental Car

Use of an automobile as a primary mode of transportation is authorized only if driving is more economical than any other type of transportation or if the destination is not otherwise accessible. Documentation (e.g. airfare quote) is required to demonstrate cost comparison when considering driving over flying. University travelers should incur the lowest reasonable rental car expenses that meet business needs.

University contracted agencies include the required DW / CDW / LDW and Liability insurance at no additional cost. Travelers should verify the insurance has not been charged to the invoice. Corporate discount numbers must be provided when the reservation is made to access discount/insurance package (<http://controller.osu.edu/travel/travel-home.shtm>). Original, itemized receipts and fully executed rental agreement signed by traveler indicating DW / CDW / LDW and Liability insurance (must include the cost, dates and travel locations) are required for reimbursement.

Conference Registration Fees

Registration fees may be pre-paid or reimbursed after the trip is completed. If the conference registration was not prepaid, the conference registration form and the original, itemized receipts are required. If the conference does not provide a receipt, documentation showing that the amount was paid is required for reimbursement (e.g. cancelled check, credit card statement).

Per Diem

Meal allowances are paid after the trip is completed and are based upon the federal meal and incidental rates that vary by city location (<http://controller.osu.edu/travel/travel-perdiem.shtm>). These rates include incidental expenses (e.g. service tips, housekeeping, baggage carriers, porters, etc). Full meal allowances while on travel status will not be paid if a meal is served on the plane, included in a conference registration fee, built into the hotel room rate, or replaced by a legitimate business meal.

Travelers may be paid at 100% of the Per Diem allowance for the applicable city location. In general, the Per Diem allowance for the first and last days of travel is up to 75% of the full Per Diem rate. The Per Diem allowance for the first and last days of travel can be adjusted using the applicable meal percentage (25% - breakfast; 25% - lunch; 50% - dinner).

Lodging

The University will permit payment of lodging expenses at reasonable, single occupancy or standard business room rates. The cost of overnight lodging (room rate and tax only) will be paid if the authorized travel is 45 miles or more from the traveler's home or primary work site. Payment will be limited to the conference rate when the hotel/motel is the conference/convention site. Original, itemized receipts or equivalent documentation are required for reimbursement.

Miscellaneous Business Expenses

Miscellaneous business expenses considered necessary for business travel (e.g. baggage fees, parking, tolls, etc.) may be reimbursed. Original, itemized receipts or equivalent documentation is required for each individual business travel expense in excess of \$50. For each individual travel expense of \$50 or less, a detailed description and associated business travel purpose must be documented.