

TOPIC/ACTION	POLICY REFERENCE
<p>1. Application for Leave Form Removal of the requirement to document business travel on HR's Application for Leave form --- updated to policy 11/9/10.</p>	<p>Before (Policy Section II, B, pg 1) --- "An individual is considered in travel status when traveling on official university business whether or not expenses are to be paid by the university. An approved Application for Leave form or similar document must be on file."</p> <p>After (Policy Section II, B, pg 1) --- "An individual is considered in travel status when traveling on official university business whether or not expenses are to be paid by the university. For daily commuting to and from home/work location(s), an individual is not considered in travel status and therefore not eligible for travel payments. "</p>
<p>2. Travel Authorization Text reworded to accommodate alternative options for Travel approval in lieu of T# when no advance payments are needed.</p>	<p>Before (Policy Section II, B, pg 1) --- "Travel must be approved by a designated approval authority and a "T" number must be processed prior to the trip for authorized business travel unless the only miscellaneous expenses to be reimbursed are parking, mileage, ferry and/or bus passes."</p> <p>After (Policy Section II, B, pg 1) --- "Approval for university business travel and its estimated costs, must be documented prior to the trip and available for audit and review." <u>AND</u> (Procedure Section III, A, pg 5) "Travel must be approved by a designated approval authority and a "T" number must be issued prior to the trip in order to process an advanced payment using university procurement methods (i.e. PCard, PO or travel system payments)."</p>
<p>3. Travel Incentives Clarification to travel incentives text in accordance with Ohio Ethics Commission ruling.</p>	<p>Before (Policy Section VI, B, pg 4) --- "Accrual of hotel points, rental car company enticements and other inducements in connection with university related travel are prohibited."</p> <p>After (Policy Section VI, A, pg 3) --- "In accordance with the State of Ohio Ethics Commission rulings, university 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."</p>
<p>4. Travel estimates (20% rule) In lieu of documenting by exception, a designated approval authority should review additional expenses and may re-approve at new travel expense total.</p>	<p>Before (Procedure Section IV, D, pg 8) --- "Reimbursements that exceed the travel request estimate by 20% or more must follow the exception approval process."</p> <p>After (Procedure Section IV, D (pg 6) --- "Reimbursements that exceed the travel estimate by 20% or more must be approved by the designated approval authority."</p>
<p>5. Travel Restrictions Removal of specific travel restrictions listing (except 1st class airfare) to accommodate approver's discretion of reasonable and necessary.</p>	<p>Before (Policy Section IX, pg 5) ---</p> <ul style="list-style-type: none"> • Airline club memberships • Airline upgrades • Business class for flights less than 5 consecutive hours • Child care, babysitting, house sitting, pet sitting/kennel • Commuting between home and primary work • Et al... <p>After (Policy Section II, D, pg 2) --- "The college/ vice presidential area is responsible for exercising its discretion in determining that travel expenses are reasonable and appropriate and may deny payment or reimbursement of travel expenses when deemed necessary."</p>

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<p>6. Rental Car Size Restriction Removal of rental car size restriction to accommodate approver’s discretion of reasonable and necessary.</p>	<p>Before (Procedure Section V, Rental Car Table, pg 8) --- “Rental is limited to the least expensive vehicle that meets business needs (explanation documentation required when renting higher end or larger vehicle).”</p> <p>After (Procedure Section V, Rental Car Table, pg 10) --- “University travelers should incur the lowest reasonable rental car expenses that meet business needs.”</p>
<p>7. Mileage Calculation Removal of specific direction on calculating mileage reimbursement – approver’s discretion.</p>	<p>Before (Procedure Section V, Personal Vehicle Table, pg 11) --- “Mileage should be calculated by deducting any normal work-day commute from overall total.”</p> <p>After --- revised policy no longer requires normal work day commute miles to be deducted from mileage reimbursement.</p>
<p>8. Meal Allowances Clarification to Meals text to improve reimbursement processing for per diem and business meals.</p>	<p>Before (Procedure Section V, Meals Table, pg 13)--- Time table for calculating per diem allowance based on departure and return day and Meals in lieu of per diem (receipt required),</p> <p>After (Procedure Section V, Meals Table, pg 10) ---</p> <ul style="list-style-type: none"> • No time table for calculating per diem allowance (first/last day)...use general guideline of 75% determine appropriate meal allowance for first/last days of travel...full per diem or partial with description of purchase
<p>9. Misc. Business Expenses Increase business expense allowance without a receipt from \$25 to \$50 for each individual expense.</p>	<p>Before (Procedure Section V, Misc. Expense Table, pg 14) --- “Business Expenses, Parking, Tolls, Business calls, et al... original, itemized receipts or equivalent documentation are required for expense totaling \$25 or more.”</p> <p>After (Procedure Section V, Misc. Business Expense Table, pg 11) --- “Miscellaneous business expenses (excluding those travel expenses specifically noted in Section V in the policy) considered necessary for business travel (e.g. baggage fees, parking, tolls, internet connectivity, Visas, immunizations, etc.) may be reimbursed with the following requirements:</p> <ul style="list-style-type: none"> • Original, itemized receipts or equivalent documentation for each individual business travel expense in excess of \$50. • Detailed description and associated business travel purpose must be documented for each individual travel expense \$50 or less.”