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Owner:	Mark Peiffer
Area:	Finance
References:	
Applicability:	Des Moines University

Travel – Local Regulations

I. POLICY

To provide equitable, consistent guidelines for the reimbursement of employees for their travel; to establish procedures for reimbursement; and to ensure that reimbursement guidelines and procedures are consistent with IRS allowances.

II. SCOPE

This policy applies to all employees who travel within the Des Moines metropolitan area for the University on University business.

III. PROCEDURES

A. Travel Arrangements

Employees are required to obtain authorization from the Budget Officer before arrangements can be processed. Senior Budget Officer's approval is required for Budget Officer's request. Clinical employees (including faculty) and non-exempt employees must complete a Leave Request form.

B. Expense Guidelines

Non-Exempt Employees

- a. Subject to provisions of current agreement between University and AFSCME, local 1547. Where the agreement does not specify, non-exempt employees would be subject to the same policies and procedures listed for exempt employees.

Exempt Employees

- a. Meals

Local travel is considered the same as a normal working day on the campus of the University. Therefore, meals incurred by employees are not reimbursable.

- b. Mileage

Mileage for the use of personally-owned vehicles will be reimbursed at the current IRS rate with

appropriate documentation including beginning and ending odometer reading. **The current IRS rate, effective January 1, 2020, is 57.5 cents** per mile unless rates for certain grants or contracts are less. This rate covers all auto expenses such as depreciation, fuel, and insurance.

If your job requires you to travel frequently, please request mileage reimbursement on a monthly basis.

Mileage should be calculated from the University business location if the travel occurs on a regular business day. If travel occurs on Saturday, Sunday, or a holiday, mileage should be calculated from personal residence.

All individuals utilizing personal vehicles are required to carry auto insurance with the following minimum limits of liability: \$100,000/300,000 bodily injury as well as \$50,000 property damage, or \$300,000 combined single limits. While the University does have liability coverage which protects it in the event of an accident for the excess over the traveler's coverage, the University's coverage does not protect the traveler who may be personally liable or at fault.

Traveling to a local all day conference is not reimbursable. If you travel to a conference and return to work, mileage will be reimbursed.

c. Parking

Reasonable parking fees are reimbursable with receipts. Valet parking is not reimbursable. Parking and/or traffic violations are not reimbursable.

d. Lodging

Hotel/Motel expenses incurred for local travel are not reimbursable.

C. Travel Expense Voucher Preparation and Reimbursement

1. All travel expenditures incurred by employees for the University are reimbursed through the use of the electronic [Travel Expense Voucher](#). Expense vouchers should be submitted through Pulse within two (2) weeks of return or incurred expenses. Copies of receipts must be attached to the electronic form.
2. Travel Expense Voucher forms must be filled out completely. Required receipts must be attached to the electronic form.
3. Upon completion, the electronic form, along with all attachments included in the Attachments section of the form should be submitted to the department's Budget Officer (for Budget Officer's travel, turn in to Senior Budget Officer). After approval, the expense voucher is submitted to the Accounting Department for processing and reimbursement. In order to expedite the reimbursement, the employee should ensure that the report is properly completed, required documentation is attached, proper authorization is obtained, appropriate account number is assigned, and any unusual items are properly explained and documented.
4. Authorized and completed expense voucher will be reimbursed via direct deposit reimbursement, normally within one week after received. If the employee elects to receive paper check reimbursements, the check will be mailed to the home address. Incomplete or unauthorized forms will be returned to the payee for correction.

5. For University p-card cardholders with travel & entertainment, charges will be verified with p-card activity. Attach electronic copies of all p-card receipts to the travel expense voucher. Original receipts are maintained in the cardholder's p-card file.

Approved By:

Angela Franklin, Ph.D., President

General Disclaimer

The information available in PolicyStat is not to be treated or implied as a contract but rather as a unilateral statement of University policies. The University reserves the right to revoke, modify or suspend any of its policies or procedures at any time without notice.

Attachments

No Attachments

Approval Signatures

Approver	Date
Angela Franklin	01/2020
Mark Peiffer	01/2020
Jarren Hummel	01/2020

Applicability

Des Moines University