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

Travel – Non-DMU Personnel

I. POLICY

To provide equitable, consistent guidelines for the reimbursement of Non-DMU Personnel for their expenses; 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 Non-DMU Personnel who travel for University business.

III. PROCEDURES

IV. Itemized Receipts

1. Itemized receipts are required for reimbursements to meet the IRS rules regarding documentation for business expenses. Therefore, itemized receipts must be submitted before reimbursements can be issued.

A. Air Travel

1. The University will reimburse Non-DMU Personnel for airline travel at the coach rate.
2. University personnel may refer the individual to the University's designated travel agency, Allied Travel Service, Inc. The agency is located at 5460 Merle Hay Road, Suite H, Johnston, IA 50131-1239. The telephone number is (515) 270-7070, and the fax number is (515) 270-9585. Airfare charges booked through Allied will be directly charged to the individual (to submit for reimbursement) and not to the University's account.

B. Checked Baggage

1. Non-DMU Personnel traveling on University business will be reimbursed for the first two (2) bags checked on each departing and return flight.
2. In order to receive reimbursement, travelers must request and submit receipts when charged for baggage.

C. Lodging

1. Lodging reimbursement is limited to the actual/reasonable cost for a modest, standard single room. Accommodations may be booked by University departments to utilize direct billing arrangements and to secure negotiated room rates.

D. Meals

1. A per diem is paid to individuals traveling on University business to cover meals and incidental expenses (i.e. tips). No receipts for meals and incidentals are required and should not be submitted. Per Diem rates are set by the federal agency, General Services Administration, and reviewed annually. Click on the following link below for reimbursement rates. Upon clicking on the link, a map of the United States will appear. Click on the state traveled to for a list of cities with per diem rates exceeding the standard \$55. Cities not appearing on the list may be located within a county for which rates are listed. To determine what county a city is located in, visit the link to the National Association of Counties (NACO) website. If neither the city nor the county is listed, reimbursement will be at the standard \$55. The first and last day of travel are reimbursed at 75% of the per diem rate.

[General Services Administration Per Diem Rates](#)

2. If any meal(s) are provided, you are required to adjust the per diem rate based on meals provided (see table listed below). Dependent upon your per diem rate and meal(s) provided, you will need to reduce your reimbursement request accordingly.

Meals & Incidental Expense Breakdown

M & IE Totals	\$55	\$56	\$61	\$66	\$71	\$76
Continental Breakfast/ Breakfast	\$13	\$13	\$14	\$16	\$17	\$18
Lunch	\$14	\$15	\$16	\$17	\$18	\$19
Dinner	\$23	\$23	\$26	\$28	\$31	\$34
Incidentals	\$5	\$5	\$5	\$5	\$5	\$5

E. Car Rentals

1. Car rentals are generally not reimbursable expenses and should only be used if other means of transportation are not available, more costly, or impractical. Car rentals must be approved in advance by the Assistant Controller.

F. Personal Vehicles

1. Any individual traveling on University business may choose to use his/her personal automobile if other means of transportation are more costly, not available, or impractical. 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.
2. Mileage will be reimbursed for the actual miles driven during travel and calculated using the current IRS reimbursement rate. Accounting will review to ensure that calculations are based on the current rate since these rates are subject to change. Budget Officers are responsible for confirming the reasonableness of the miles stated before approving reimbursement.

3. Parking expenses will be reimbursed with submission of receipts. Valet parking is not a reimbursable expense unless no other parking is available at the site.
4. Tolls will be reimbursed with submission of receipts.

G. Taxi

1. Taxi or local common carrier fares will be reimbursed with submission of receipts.

H. Expenses Not Reimbursable

1. The following charges or similar items will not be reimbursed and are the responsibility of the individual: personal/travel/baggage insurance, laundry, entertainment, valet, safe, tips, traffic/parking violations.

I. Travel Expense Voucher Preparation and Reimbursement

1. All travel expenditures incurred by Non-DMU Personnel for the University are reimbursed through the use of the [Travel Expense Voucher](#). The expense voucher should be completed and submitted within two (2) weeks of return or incurrence of expenses. Receipts must be attached for all expenses to be reimbursed.
2. Upon completion, the expense voucher, along with all attachments and required receipts, should be mailed to the appropriate University department for approval. After approval, the expense voucher is submitted to the Accounting Department for processing and reimbursement. In order to expedite the reimbursement, the University department approving the expenses for reimbursement should ensure that the voucher 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.
3. Authorized and completed expense vouchers will be reimbursed by a University check, normally within one week after received. The check will be mailed to the recipient's home address.

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	03/2020
Mark Peiffer	03/2020
Jarren Hummel	03/2020

Applicability

Des Moines University

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