

Kettering University



Travel Policy **User Manual** Revised January 1, 2009

Kettering University
Travel Policy
User Manual
Revised July 1, 2008

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Kettering University

Travel Policy

PURPOSE

Kettering's Travel Policy recognizes the fact that travel is a necessary part of the University's success and is geared to make travel as convenient and as administratively simple as is possible. The Travel Policy satisfies the Internal Revenue Service's Accountable Plan guidelines and internal accounting controls. Kettering wants those who travel as part of their job to do their job - not to be burdened by paperwork.

The following pages outline basic policies intended to support Kettering faculty and staff in meeting their travel obligations.

APPROVAL FOR TRAVEL

Before making formal travel arrangements complete your department's travel request form and have it signed by your supervisor or department head. Keep the completed request form on file in the employee's department for emergency purposes. If possible, include hotels, telephone numbers, and confirmation numbers on this form.

Faculty / Staff Candidates – Human Resources normally pays for the travel associated with employee interviews; however, if the candidate changes a ticket, the interviewing department is responsible for paying for a second ticket.

TRAVEL CONTACT FORM

Once formal travel arrangements have been made, complete a [Travel Contact form](#)* and have it signed by your supervisor. This form provides evidence that the traveler is on University business and may be critical in the event of an insurance claim, Workers' Compensation claim or other litigation. Current departmental travel forms may be used if revised to include the information required on the Travel Contact form.

It is the supervisor's responsibility to keep the Travel Contact form on file in the employee's department for emergency purposes, for a period of no less than one year from date of travel. Failure to comply may result in suspension of all travel for the department. The Business Office conducts periodic audits to ensure compliance with this policy.

* available on the Business Office Intranet on Blackboard at MYFILES - Institution Content - Business Office – Forms

Kettering University

Travel Policy

TRAVEL ADVANCES

Travel advances are to cover out-of-pocket expenses when an employee, as part of his or her job or on behalf of Kettering, is required to travel outside the local area.

Submit requests for advances using a [Kettering Funds or Materials Request form \(KU-4\)](#)* to the Student Accounts office at least 5 business days prior to the regular check draw. You may submit the request well in advance of the actual travel date and the check will be available on the draw date prior to the date of departure.

In order to receive advances, you must sign a [Kettering University Voluntary Wage Assignments form](#). This agreement will remain in effect throughout your employment with Kettering University.

Petty cash travel advance - When requesting a travel advance of \$300 or less, you may submit a Funds or Materials Request form (KU-4) for petty cash to the Cashier's Office (hours of operation posted on Kettering's web site under Business Office - Departments - Student Accounts / Cashier).

Return excess (unspent) funds along with the employee travel report as soon as possible but within 30 days of travel. The traveler will be reimbursed for any authorized expenses incurred above the amount of the advance.

EMPLOYEE TRAVEL REPORTS

Report the expenses incurred on an [Employee Travel Report \(KU-23\)](#)* to be reimbursed. Please fill the report out accurately, include original receipts, have it signed by the employee's supervisor, and turn it in no later than 30 days after the expense or completion of travel.

Expenses to be reported include, but are not limited to airline tickets, car rentals, conference registration, gas, hotels, meals, mileage, taxicabs, tolls, etc.

The **Per Diem** rate is \$129 / day and includes three meals, lodging, and tips. It is not valid for first day of travel if travel begins after mid morning (only 2 meals), or for the last day of travel (no lodging).

Conferences - Submit a Kettering University Funds or Materials Request form (KU-4) for conference registration fees, etc., to the Accounts Payable office prior to the conference. If registration fees are not prepaid, include the amount in the Employee's Travel Report and attach the original receipt.

* available on the Business Office Intranet on Blackboard at MYFILES - Institution Content - Business Office – Forms

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Travel Policy

ACCOUNTABLE PLAN

Kettering University has a very flexible travel policy that was developed by a team and provides managers with significant discretion. Managers are responsible for their travel budgets and any Employee Travel Reports they sign. Our business expense reimbursement plan (Travel Policy) meets the definition of an "Accountable Plan" for Federal Tax purposes. Because of this, employees do not have to report business expenses when they prepare their personal tax returns. To protect our Accountable Plan, managers must exercise sound judgment when approving expense reports.

Under our Accountable Plan, every travel report must:

- State the Business Purpose - where and why
- Detail any entertainment expense - who, what, where, when and why
- Include receipts for gas, auto rental, and lodging
- Limit meals to \$45/day (prior approval is required to exceed this amount)
- Include meal receipts whenever \$25 or more
- Include airline ticket receipts and itineraries
- Be submitted within 30 days of return

Exceptions:

- Extra ticketed events at conferences other than meals are not reimbursable
- Any expense for a spouse / child / friend traveling with you is not reimbursable
- Meal expenses should include any tips, which should not exceed the customary 15% rule
- Alcohol, snacks, and personal items are not reimbursable
- Employees are expected to eat meals paid for as part of a conference fee unless approved, in advance, by the appropriate manager

Reminders:

- Exchange unused airline tickets toward the purchase of another ticket in the same name within 90 days of the original departure date
- Notify designated travel agency and the Student Accounts office of cancelled trips prior to the departure date or the unused e-tickets remain as an outstanding personal advance and may be reported as taxable income
- Return excess (unspent) funds along with the employee travel report as soon as possible
- Rent only intermediate / standard size vehicles in Kettering's name. Do **NOT** purchase additional insurance when traveling in the U.S. but **DO** purchase insurance for international vehicle rentals. List Kettering University on rental car contract first and the employee second
- Managers should review our travel policy with new employees before they travel

The IRS requires that employees report prepaid expenses (for example, airline tickets) and / or cash advances within 30 days of travel and return any excess advance not used. Failure to do so will constitute the advance or prepayment to be treated as an advance of wages and it will be taxed accordingly.

If you have any questions, contact Kathy Goodrich in Student Accounts at x9794. If you do not follow Kettering's travel policy, your Travel Report or portions thereof may be rejected.

Kettering University

Travel Policy

DESIGNATED TRAVEL AGENCY

Reserve all airline, car and hotel travel arrangements through Kettering's designated travel agency, Superior Travel Services, Inc. To get started, simply print and complete a one-time [Superior Travel Service Corporate Traveler Profile](#), located on the Business Office Intranet on Blackboard at MYFILES - Institution Content - Business Office - Forms, and fax it to Kathy Goodrich in the Student Accounts office at 762-9603. Upon receipt of your Corporate Traveler Profile, you will be authorized to make your travel arrangements through Superior Travel. You can then make travel arrangements by calling any one of their three offices (*Grand Blanc: 810-695-6170, Fenton: 810-629-4270, or Davison: 810-658-3711*).

To obtain the lowest rates book tickets at least 30 days in advance and not later than 2 weeks prior to travel. Superior Travel has been instructed to obtain the most economical flight for the traveler based upon the limitations given by the traveler.

The traveler may make their own hotel and car rental reservations or use Superior Travel's services. They maintain a corporate account; therefore, booking through Superior Travel could result in substantial savings on hotels and car rentals.

Please note: In most instances, the traveler is responsible for payment of hotel accommodations and car rentals regardless how booked – they are not paid for in advance unless Superior Travel is able to book hotel and car rental as a “package destination.”

AIRLINE TRAVEL

Reserve all airline travel through Superior Travel, our designated travel agent. If you decide to not use Superior Travel and can find a cheaper fare elsewhere, you may request an advance and turn in a receipt for reimbursement from Kettering upon the conclusion of travel.

Superior Travel will obtain the most economical flights for the traveler based upon the limitations given by the traveler for a processing fee (\$30 / domestic flights and \$40 / international flights). We recommend you purchase a more expensive refundable ticket if there is a possibility of cancellation, to avoid the \$50 - \$150 processing fee for reissuing tickets.

Whenever possible, purchase tickets 30 days in advance of the flight to receive the economy rate and consider a Saturday night stay over in order to obtain the lowest air fare. Use the lowest fare available at the time of booking flights and do not select a carrier based on the availability of Frequent Flyer Miles.

A “quoted” fare is only valid when it is quoted - especially during a price war. Fares can, and do, change at any time. Reserve your flight(s) at the time of initial inquiry if the price quoted is acceptable.

On some airlines, you can arrange seating assignments up to 90 days in advance of the flight. The airport controls 30 - 40% of seating capacity. When a ticket is reissued, previously assigned seats are automatically canceled and new seats are assigned based on availability. The airlines cannot guarantee the same seat assignment(s).

Check-in time is normally 60 - 90 minutes prior to departure for domestic flights, and 2 - 3 hours prior to departure for international flights.

Superior Travel will e-mail e-tickets directly to you. *Please immediately verify them for accuracy.*

International Travelers - It is your responsibility to check for schedule changes with the airline your flight has been booked through.

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BUSINESS TRAVEL INSURANCE

Domestic Travel - Kettering University provides broad insurance coverage for all Kettering employees who travel while on University business.

Kettering University carries Michigan Workers' Compensation insurance for our Michigan employees. Any employee who will be paid by the University and will be working in a state other than Michigan for a minimum of 30 days must notify the Purchasing department so that we can obtain appropriate Workers' Compensation insurance coverage.

International Travel – You must obtain approval from your supervisor and vice president for all international travel (any work-related travel outside of the United States excluding Canada) prior to making travel arrangements.

The following links may help you determine specific requirements for your travel outside the United States relating to visas, work permits, medical mandates, etc. Country-specific embassy and consulate contact information is provided to assist you with questions regarding your international travel.

<http://www.zvs.com/site/Visa/>
http://www.pueblo.gsa.gov/cic_text/travel/foreign/foreignentryreqs.html
<http://www.cdc.gov>

Please note that travel to some countries is excluded. Our insurance coverage will be voided if the U.S. Department of the State has issued travel warnings (you can check travel warnings on the US Department of State's web site at <http://travel.state.gov/>).

Submit the following to the Purchasing department so that we can secure appropriate insurance coverage:

- 1) a copy of the itinerary at least 14 working days prior to any work-related travel outside the United States and Canada, and
- 2) a completed International Travel form*

EMPLOYMENT TERMINATION

Employees must clear any outstanding cash advances or airline ticket advances with the Student Accounts office prior to leaving employment with Kettering University. The University retains the right to withhold an employee's last paycheck until all University property is returned and debts are paid in full.

VEHICLE USAGE – See Vehicle Usage Policy & Fleet Safety Program

PROBLEMS / QUESTIONS / COMMENTS

Advances, Rental Vehicles.....	Kathy Goodrich, x9794	kgoodric@kettering.edu
Business Travel Insurance	Kathleen Remender, x9815	kremende@kettering.edu
Fleet Safety Program.....	Kathleen Remender, x9815	kremende@kettering.edu
On-line Travel Report	Pat Jarbeau, x9562	pjarbeau@kettering.edu
Pre-travel questions.....	Kathy Goodrich, x9794	kgoodric@kettering.edu
Travel Report.....	Kathy Goodrich, x9794	kgoodric@kettering.edu
Vehicle Usage Policy.....	Kathleen Remender, x9815	kremende@kettering.edu

* available on the Business Office Intranet on Blackboard at MYFILES - Institution Content - Business Office – Forms

Kettering University

Vehicle Usage Policy

Personal Vehicle - Please see our **Fleet Safety Program** for driving eligibility. Only personal vehicle use outside Genesee County is considered a reimbursable expense (at .55 per mile driven). Mileage must be claimed for reimbursement of personal vehicle usage. Travel within Genesee County may be reimbursed on an exception basis if approved in advance by the employee's supervisor.

When considering personal vs. rental usage, calculate the cost of both to determine which is more economical. Kettering will pay the cheaper rate. If the destination is more than 200 miles per day, a rental vehicle may be cheaper.

Kettering Fleet Vehicle - Use fleet vehicles for business travel within the state of Michigan, the border states (Illinois, Indiana, New York, Ohio, Western Pennsylvania and Wisconsin), Ontario and within a 300-mile radius of Kettering. Occasions may arise when it is beneficial for the University to allow vehicles to travel outside the 300-mile radius, determined on an individual basis by contacting the Transportation office at x7808.

Fleet vehicle usage is restricted to **KETTERING BUSINESS ONLY** and vehicles may only be checked out for dates of travel. Employees are encouraged to carpool whenever possible rather than checking out multiple vehicles for a single event. Please see our **Fleet Safety Program** for driving eligibility. Submit a [Transportation Vehicle Request](#) to request a fleet vehicle. If you've questions regarding the request or procedure, contact Transportation at x7808.

Any person requesting or driving a fleet vehicle must have a valid driver's license and their license number and license expiration date must be on file with the Transportation office. Only Kettering employees or other authorized individuals are permitted to drive University vehicles. Unauthorized drivers and guest passengers, including spouse or relatives, are afforded **NO** protection under the University's insurance policy.

You must immediately report any accident that occurs while you're driving a Kettering vehicle on business to a local law enforcement agency and to either Kathleen Remender in the Purchasing department (at 800-955-4464 x9815) or Nadine Thor in the Human Resources department (at 800-955-4464 x7904). If after hours, please call Campus Safety (at 800-955-4464 x9501). If a police report is needed, it is your responsibility to provide a copy to the Purchasing department. See the envelope in the glove box for additional information (instructions, necessary forms, and proof of insurance letter from our insurance company).

If another vehicle is involved, be sure to obtain the names and addresses of witnesses. If witnesses are reluctant to provide this information, record the license plate number of two or more cars that have stopped. Be sure to obtain the name and address of the insurance company with whom the other driver is insured.

The Transportation office (1-200 CC) is open from 7:00 to 11:30 a.m. and 3:00 to 4:30 p.m., Monday through Friday. As the number of fleet vehicles is limited, please adhere as closely as possible to scheduled departure (time / date) and return (time / date). Vehicles scheduled for departure will be held for thirty minutes beyond the scheduled pickup time recorded on the request form. To hold your vehicle past the requested departure time, contact the Transportation office at x7808. Vehicles not picked up within that time frame may be rescheduled.

Kettering University

Vehicle Usage Policy

Fleet Vehicle Priorities – The Transportation office fulfills fleet transportation requests based upon the following priorities:

1. Recruiting Purposes - Admissions and Corporate Relations
2. Fifth Year Trips
3. Kettering Business Purposes - In-plant programs, corporate visits, Development / public relations matters, student field trips with faculty, Seminars / workshops, and faculty research
4. Professional Societies

Submit a Transportation Vehicle Request at the earliest possible date. In those cases where a vehicle shortage exists and there are conflicts with trips of equal status, the request with the earliest date will have priority.

Rental vehicles - Please see our [Fleet Safety Program](#) for eligibility. This option may be used when it is the most practical and economical means of transportation. When renting locally, it is the responsibility of the traveler to make vehicle rental reservations, whether through Superior Travel at any one of their three offices (Grand Blanc: 810-695-6170, Fenton: 810-629-4270, or Davison: 810-658-3711) or through individual rental agencies. When renting a vehicle through an individual agency the traveler must use a major credit card with a minimum \$300 credit line. For the traveler's convenience, Superior Travel will reserve a vehicle at the same time you book airline reservations. Using the Kettering account number guarantees unlimited mileage. Kettering account numbers, rental phone numbers, and web sites are as follows:

Alamo	138566	1-800-GO-ALAMO	or	alamo.com
Avis	B588600	1-800-230-4898	or	avis.com
Budget	T372600	1-800-404-8033	or	budget.com
Enterprise	59E1868	1-800-RENT-A-CAR	or	enterprise.com
Hertz	1771122	1-800-654-2210	or	hertz.com
National	5450771	1-800-CAR-RENT	or	nationalcar.com

Traffic Violations - Kettering University will **NOT** be responsible for payment of traffic citations incurred while an employee is driving either a personal or fleet vehicle on University business. Both moving and nonmoving violations are the driver's personal responsibility.

Please note – Anyone driving on Kettering business must have an approved MVR Authorization form on file in the Purchasing department.

All cell phone use, whether for personal or business reasons, is prohibited while driving University vehicles or while otherwise driving for University business.

Kettering University

Vehicle Usage Policy

Please consider the following when getting a rental vehicle:

- * The recommended vehicle is an Intermediate size / Standard size. Any upgrade in vehicle size will be at the traveler's expense.
- * Do **NOT** purchase insurance when traveling in the United States. Reserve and rent the vehicle in Kettering's name for insurance purposes.
- * **DO** purchase additional insurance when traveling outside the United States. If you have any questions regarding this, please call the Purchasing department at x9815.
- * Always check your bill to insure you are getting the rate quoted or the corporate rate.
- * It is cheaper to rent from an off-site vehicle rental facility. They have courtesy pick-up and delivery to and from the airport.
- * It is up to the individual to find the most economical vehicle rental rate when not utilizing the services of our travel agent.
- * Lower promotional rates occasionally are offered by vehicle rental companies.
- * Inspect the vehicle (inside and outside) and report anything wrong with the rental vehicle before leaving the rental agency's lot. This is for your protection and liability.
- * With an unlimited mileage policy, many destinations within a reasonable distance can be driven to, instead of flown to, at a much lower cost.
- * Determine the expected mileage. If it exceeds the daily limitations, a more expensive rental with unlimited mileage is recommended.
- * Never return a vehicle with the gas tank empty unless the rental agreement specifically states to do so. Rental agencies levy refueling costs which normally are twice the pump price. Non-fueling of a rental vehicle requires an explanation on the expense report.
- * Be aware that you may be charged an additional fee of \$50 - \$100 and possible loss of the unlimited mileage option occur if the pick-up and drop-off points are different.
- * If only one person is operating the vehicle, the smaller the vehicle the cheaper the charge.
- * If other members in the traveler's party will be sharing the driving, their names must be listed on the contract at the time of rental.
- * If a vehicle is going to be used for an extended period (more than 4 days), consider the weekly rate versus the daily rate.

Kettering University

Fleet Safety Program

GENERAL STANDARD:

University faculty and staff may be authorized to operate Kettering University's vehicles to conduct University business, provided the employee driver is at least 18 years old, has an appropriate and valid U.S. driver's license for the vehicle being driven, has reasonable experience driving the type of vehicle being used, and could reasonably be expected to operate the vehicle in a safe and prudent manner. Drivers are required to comply with Michigan law and Kettering University's Fleet Safety Program.

DRIVING RECORD REVIEWS:

Kettering University will periodically review the driving record of all University employees, volunteers, or agents who drive to conduct University business. The University reserves the right to review the driving record of any driver relating to the operation on any owned, rented, borrowed, leased, or other Kettering University vehicle. If any one of the following applies, the driver's past driving record will be reviewed for accidents, violations, or to assess suspensions or restrictions under this policy:

- driver is a job applicant or an employee where driving is a condition of employment; or
- driver has routine access to vehicles for the purpose of conducting University business

Purchasing reviews Motor Vehicle Reports (MVRs) of those employees where driving is a condition of their employment at least annually, to ensure safe driving practices. Kettering University maintains an Approved Drivers list sorted by departments with secure access. Departments should provide Purchasing a list with license information of those drivers who drive to conduct University business. If an employee is not listed, they may submit a Motor Vehicle Report Authorization form (available on the Business Office Intranet on Blackboard at MYFILES - Institution Content - Business Office - Forms) authorizing Purchasing to obtain a current MVR. Departments are not to allow an "unacceptable" driver to drive any vehicle on Kettering business.

Purchasing will obtain Michigan Motor Vehicle Reports (MVRs) prior to a company vehicle being released. Employees with out-of-state licenses are responsible for providing Purchasing with a copy of their MVR. MVRs are valid for one year from the date issued. Please see the [Motor Vehicle Report Policy](#) for driver eligibility information.

Purchasing is authorized to deny a vehicle to anyone if there is any reason to suspect the fleet vehicle may not be operated safely. Individual departments may impose additional standards, restrictions, or driver education or training requirements. This Fleet Safety Program is in addition to any requirements, standards, operating restrictions, or suspensions imposed by law.

Personal vehicles driven on Kettering Business - Kettering University allows employees to drive personal vehicles on University business. The same driving criterion applies to driving personal vehicles.

Kettering University

Motor Vehicle Report Policy

A Motor Vehicle Report (MVR) is considered “**unacceptable**” if it includes:

One of the following serious violations during the past three years:

- reckless or negligent driving
- driving while impaired by or under the influence of alcohol or drugs
- homicide, negligent homicide, or involuntary manslaughter by vehicle
- fleeing or attempting to elude police officers
- driving without a license or while license is suspended or revoked
- hit and run or failure to stop after an accident
- evading responsibility after an accident
- major speeding (20 or more MPH over limit)

or **Two of the following occurrences during the past three years:**

- speeding (less than 20 MPH over limit)
- speed greater than reasonable or prudent or too fast for conditions
- failure to yield
- failure to obey traffic sign or signal
- improper backing, turning, or passing
- following too closely
- careless operation of vehicle
- any other moving violation
- “at-fault” accident

or **Three of the following occurrences during the past three years:**

- defective equipment
- oversize or overweight load
- operating without required equipment or warnings
- other equipment violations
- not “at-fault” accident

Overall Evaluation

Poor driving habits off the job will occur on the job as well. Therefore, Kettering University considers both business and personal use when evaluating MVRs.



Kettering University

Motor Vehicle Report Authorization

State of Michigan

*Please complete, print, sign, date, & forward this form to Purchasing, Rm 5-600CC.
We will forward a copy of your MVR to you at the address you specify below.*

Name: _____
(Last) (First) (Middle Initial)

Date of Birth: _____
Month Day Year

Driver's License Number: _____

Forward copy of MVR to (check one): home address work address contact address

Student drivers provide the following:

Section:
Destination:
Departure:
Return date:
Contact:

I understand that a request for a copy of my motor vehicle report, that may contain public record information, is required. I hereby authorize, without reservation, any party or agency contacted by you, Kettering University, to request and furnish a copy of my Motor Vehicle Report. I understand that this information may be in the files of any state or local agency.

Signature

Date

BUSINESS OFFICE USE ONLY:

Receipt Date:

Approved or Denied

Initials:

KETTERING FUNDS OR MATERIALS REQUEST

<u>SUGGESTED SUPPLIER / PAYEE:</u>	Bookstore Check: Mail Hold Petty Cash P.O.: Mail Hold Supply	<u>FOR PURCHASING DEPT. USE ONLY</u> P.O. NO. _____ TERMS _____ SHIP VIA _____ F.O.B. _____
<u>DELIVER TO:</u>	Origination Date: _____ Date Needed: _____	

QTY.	I.D. NO.	DESCRIPTION & ESTIMATED COST	ACCTG. DEPT. USE

Index: _____ Contact Person: _____ Received by: _____ Filled by: _____	Approved by: _____ _____ _____ _____	<u>AUDIT:</u> <u>APPROVED:</u>
---------------------------------------------------------------------------------	-----------------------------------------------	-----------------------------------------------------

VENDOR NO.	INDEX NO.	ACCT. NO.	INVOICE NO.	INVOICE DATE	DUE DATE	AMOUNT	DISC.	1099

Kettering University EMPLOYEE TRAVEL REPORT

TR 55953

Last Date
of Travel

Name		Charge Account #					
Banner ID#	Phone #	Destination (city/cities)					
Purpose of Trip/Expense		Reimbursement check pick up in the Cashier's Office					

Date								Total
Current Rate per mile, \$.55								
Mileage Expense								
Gas (Univ Auto or Rental)								
Parking								
Tolls								
Auto Rental								
Taxi/Shuttle								
Airfare								
Breakfast								
Lunch								
Dinner								
Lodging								
Tips (Expect for meals)								
Per Diem								
Total								

Meals & Entertainment for Others (Directly before or after a business discussion)

Date	Description & Place	Person & Company	Business Purpose

Other (Telephone, Miscellaneous Expenses, ect.)

Date	Description

Signed	Date					Less Expenses Not Reimbursed by Kettering
		Accounting Use	TOTAL EXPENSES CHARGED TO ACCOUNT			
Approved	Date					Less Airfare Prepaid by Kettering
						Less Cash Advance
Approved	Date					Less Other Prepaid Registrations & Deposits
		Extended	Audited	Amount Due	Kettering Employee	
Accounting Approval	Date					

Accounting Use Only

Vendor #	Account #	Document #	Invoice/Desc	Inv Date	Due Date	Amount
		55953	TR 55953			:
						:
						:
						:

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Travel Policy

KETTERING UNIVERSITY VOLUNTARY WAGE ASSIGNMENTS

I understand that any cash advance made to me by Kettering University may be recovered through a payroll deduction. Kettering University may perform a payroll deduction for the amount of any advance if an advance is not returned in equal funds or vouchers within a time period considered reasonable by the Kettering University Business Office. I also understand that this voluntary wage assignment will stay in effect throughout my employment with Kettering University.

Employee Signature

Date

**KETTERING UNIVERSITY
INTERNATIONAL TRAVEL**

Employee Name: _____

Departure Date: _____ Return to Work Date: _____

Destination: _____

Business Purpose: _____

Travel arrangements for:

Airplane Yes No

Car Yes No

Other, please indicate: _____

Will any part of this trip be recorded as vacation?

No Yes, from _____ through _____

If yes, please contact the Benefits Office to assure that your personal insurance coverage will extend in the event of a non-work related claim.

Forward this form with your itinerary to the Risk Management Department , 5-941CC.

APPROVALS

Supervisor: _____ Date: _____

Vice President: _____ Date: _____

Questions? Contact the Purchasing department, 5-600CC, or phone 762-9815

**KETTERING UNIVERSITY
TRAVEL CONTACT**

Employee Name: _____

Departure Date: _____ Return to Work Date: _____

Destination: _____

Business Purpose: _____

TRAVEL ARRANGEMENTS

From:	To:	Circle One: Airline / Car / Other <small>(if other, describe)</small>	IF Air Flight #:	Time of Departure:	Time of Arrival:
-------	-----	-----------------------------------------------------------------------------	---------------------	-----------------------	---------------------

LODGING ARRANGEMENTS

Name:	City/State:	Phone#:	Dates of Lodging:	Confirmation#:
-------	-------------	---------	-------------------	----------------

EMERGENCY CONTACT INFORMATION

Name: _____ Phone: _____

Relationship to Employee: _____

APPROVALS

Supervisor: _____ Date: _____

Vice President: _____ Date: _____

Since

Superior Travel Service - Corporate Traveler Profile

1967

Company Name _____
Address _____ Dept. _____
City _____ ST _____ Zip _____

Personal Information

Legal Name
Last _____ First _____
Title _____ E-Mail address _____
Business Phone _____ Cell Phone _____
Home Phone _____
Admin. Assistant _____ E-Mail addr _____
Admin. Assistant Business Phone _____ Extention _____
Cell Phone _____

Passport Information (optional)

Passport Number _____ Your Citizenship _____
Legal Name on Passport _____ Place of issue _____
Date of Birth _____ Place of birth _____
Emergency Contact _____ Phone number _____

Airline Preference & Frequent Flyer Information

Preferred Seating Aisle Window (circle one)
Preferred Airport Flint Detroit Other _____

Frequent Flyer Information

Airline _____ Acct Number _____
Airline _____ Acct Number _____
Airline _____ Acct Number _____

Rental Car Information

Preferred Car Size Econo Compact Mid Full Luxury (circle one)
Car Company _____ ID _____
Car Company _____ ID _____
Car Company _____ ID _____

Hotel Information

Hotel _____ Acct Number _____
Hotel _____ Acct Number _____
Hotel _____ Acct Number _____

Additional Information

Credit Card Information (optional)

For Hotel Guarantee
Card Type _____ Acct. # _____ Exp. _____ PIN # _____
Name on account _____
Signature X _____
For Airline Tickets
Card Type _____ Acct. # _____ Exp. _____ PIN # _____
Name on account _____
Signature X _____

We appreciate your business and look forward to working with you!
Superior Travel Service

Locations in Grand Blanc, Fenton and Davison

Please Fax to: Kathy Goodrich, Student Accounts office, at 810-762-9603

Questions? call 810-762-9794 or e-mail kgoodric@kettering.edu

THANK YOU!!!

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