

RESEARCH OFFICE TRAVEL GUIDELINES

ALL travel must be approved in advance by submitting a Prior Approval for Travel Form. All prior approval for travel forms must be received at least two weeks in advance. Conference documentation must be attached to your request for approval. Conference documentation must include the dates and location of the conference, lodging and meal information, and a web site address if available. A travel contact form and international form (if applicable) is also required before departure, and can be completed after airline and hotel reservations have been made. No travel report forms will be approved without the Research office's Prior Approval for Travel Form. All forms are available in the Research office.

Domestic Travel

You will be allowed up to a maximum of one day travel expense prior to and after the conference or event as verified by the conference documentation and your airline itinerary.

Foreign Travel

You will be allowed up to a maximum of two days travel expense prior and after to the conference or event as verified by the conference documentation and your airline itinerary.

Conference Registration

Registration may be pre-paid by submitting a Funds Request form. A receipt must be submitted with the expense report. Any late fees incurred will be the personal responsibility of the faculty member. All prepayments must be reported on your expense report. Again, a copy of the conference documentation must be attached to your expense report.

Air Travel

You may use any travel service; however, the University will only pre-pay your reservation if you use Superior Travel Services. In the event the trip is cancelled, Kettering will not reimburse you for the unused plane ticket. A copy of your itinerary and boarding pass must be attached to your expense report. Also, you are required to submit a receipt showing method of payment for your ticket. (The ticket stub is *not* a sufficient receipt for reimbursement as it does not show the *method* of payment.)

If a cheaper airfare can be obtained by staying through a Saturday, you must supply the airline quote for staying through a Saturday and the airline quote for leaving the day the conference is completed or the next day. Both quotes must be discussed in the Research office prior to departure. The savings must also include any additional expenses (e.g. meals, hotel, car rental, etc.).

If you choose to drive rather than fly, you will be reimbursed at .485¢ per mile. If you choose to drive a rental car or additional overnight lodging expense while traveling will not be reimbursed.

Hotel Reservations

Every effort should be made to ensure a reasonable room rate. Room rates in excess of \$100 per night must be approved in advance by the Research Office. An itemized hotel receipt must be submitted with the expense report. In-room movies, video games and other incidentals are not eligible for reimbursement by the University.

First option is to reserve a room at the hotel in which the conference or event is being held. If the hotel is unavailable, then you must reserve another hotel within walking distance of the conference or event hotel. The final option is to reserve a room at a hotel where the taxi fare will be not greater than \$6.00 (one way) to the conference or event hotel with a maximum of 2 ways per day to be reimbursed.

If lodging is included in the conference or event (e.g. reduced rate at local hotel or accommodations at the dorm of the host institution), you may opt to stay at a hotel at your own expense.

Rental Car

A rental car must be approved in advance by the Research Office. Only a mid-size car or smaller will be approved. SUV and luxury vehicles will not be reimbursed. Note that while traveling on Kettering business within the United States, you will **not** need to purchase additional insurance on your rental. When renting outside the United States, the additional insurance should be purchased. Kettering University should be listed first and the employee second on all rental contracts. The additional cost of insurance will not be reimbursed with the exception of a rental outside of the United States. Kettering has secured corporate discounts with Alamo (800-327-9633, corp. disc. #138566); Avis (800-331-1212, corp. disc. #B588600); Budget (800-527-7000, corp. disc. #T372600); Enterprise (800-261-7331, corp. disc. # 59E1868); Hertz (800-654-2210, corp. disc. # 1771122); and National (800-227-7368, corp. disc. #5450771). When picking up your car, you will need to give the agency the account number in order to receive the discount.

No rental cars will be approved that are not germane to the conduct of business. You should have no reason to rent a car unless you will be visiting several business contacts or the airport is greater than 40 miles from the location where the conference or event is being held. The conference documentation may include information regarding a shuttle service which you are expected to utilize if available.

Meals/Food

All meal expenses in excess of \$15.00 must include an itemized receipt for reimbursement (**your charge card slip will not be accepted**).

Beverages containing alcohol are not eligible for reimbursement by the University. Meals will only be approved for the days of the conference and the day prior to and after, if applicable.

Dinner party expense must be pre-approved and included on the Prior Approval for Travel Form. The expense will only be reimbursed with an itemized receipt. While traveling on business, Kettering University is obligated to pay for your meals and not others.

Meals will not be reimbursed that are provided by the conference or event (e.g. if the conference or event includes lunch each day and a dinner on one night of the conference or event, you may not elect to dine elsewhere).

If you are traveling on Federal money, you must obtain the Federal Per Diem Rate for Meals and Incidentals from the Research office before traveling. Meals exceeding this amount will be your responsibility and will not be reimbursed.

Submitting your Report

Your expenses must be submitted within 30 days of your return with original receipts. Receipts are required for expenses you will be reporting except meals less than \$15.00 and mileage claims. If the above policies are not followed, the reimbursement may not be approved.

NOTE: All forms are available in the Research office.