

COMMON EMPLOYEE TRAVEL POLICIES

PLEASE REFER TO THE TRAVEL SERVICES WEBPAGE AND THE ADMINISTRATIVE PROCEDURE MANUAL CHAPTER 70.02 FOR A COMPLETE LIST OF POLICIES



GENERAL

- Employee Travelers **must** complete travel pre-approval for travel for the purpose of official University business **even if the travel is at no cost to UI**
- If travel is within 50 miles of official station and no reimbursement/expense is being request, pre-approval is not required
- Reimbursements must be claimed within 60 days of purchase
- Purchases should be made tax exempt whenever possible
- Travelers shall use the most cost-effective and efficient mode of travel



PER DIEM & ENTERTAINMENT MEALS

- Agenda/Itinerary is required for Per diem requests during a conference
- If Travel includes entertainment meals, an Entertainment Request form must be completed



LODGING

- Additional costs (room service, entertainment, ect) are not reimbursable without prior approval
- An itemized receipt must be submitted



P CARD

- Whenever possible, a p card should be used for purchases
- P card purchases must be reconciled as soon as possible within 30 days of purchase date
- P card should never be used for the purchase of alcohol or gift cards



AIRFARE

- Flight comparison required if person is flying out of a different location PUW, GEG or LWS
- Seat class is restricted to economy/couch unless a business related reason is given prior approval
- Additional costs (in-flight services, internet access, or entertainment) are not reimbursable without prior approval



RENTAL VEHICLES

- Rental vehicles are to be used exclusively for official university Business (no personal use)
- Vehicle rental is restricted to compact or economy vehicles unless prior approval is given
- Travelers must use UI rental contract found on travel services website to rent a vehicle
- Travelers renting vehicles must maintain rental vehicle training & renew training every 3 years



STUDENT TRAVEL

- Students Travel must be documented through Risk Management

WHEN IN DOUBT, ASK YOUR ADMIN!

DEPARTMENT ADMIN EMAILS

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