

Bowie State University Travel Policy and Procedures

I. Purpose:

The Bowie State University travel policy is to facilitate travel and travel arrangements; to provide full reimbursement for all necessary expenses; to protect travelers against the risk of loss and to maintain the necessary controls for accountability.

II. Applicability:

- A. This policy applies to all University personnel traveling on University business.
- B. All travel requires documentation.
- C. Pre-approval is required for all travel, except travel to local meetings or travel occurring in the course of everyday duties. (Unless overnight stay is necessary).

III. Procedures:

A. Approval

1. A BSU Form BF -40 Request for Travel must be completed at least one Month prior to the date of travel except for travel to local meetings or travel occurring in the course of everyday duties. Signatures required for the approval of all types of travel needed are Department Head/ Supervisor, Provost (Faculty or Academic Affairs) or area Vice President.
2. For in-state travel, complete the request for Travel Form BF -40 and forward the original to the Department Head/Supervisor for signature. The Department Head/Supervisor forwards the request to the Vice-President/Provost. The original document is forward to the Controller's Office for filing and fund disbursement and the Provost and traveler retain a copy.
3. If a student is traveling and an advance is needed to assist with meals and registration, an advance request form should be attached to the travel request at the time of routing for signatures. The request will be review and determine if the availability of funds is available to assist. This assistance is only for students.

B. Payment for University Travel -Upon receipt of the approved (original) travel Request by the Controller's Office, the following process will take place:

1. Within 10 days of completion of travel, the traveler must submit an approved State of Maryland travel and expense reimbursement Form with all required signatures and all required receipts to the Controller's Office. (Must Submit Originals) Signatures required for approval of the travel and

expense reimbursement needed are Department Head/ Supervisor, Provost (Faculty or Academic Affairs) or area Vice President. Once approved the travel and expense reimbursement form and original receipts are forward to the Controller's Office for reimbursement.

4. For instate hotel charges please utilize the tax exemption certification to omit the charge of tax. Please contact the Controller's office if needed. The University will pay the tax for out of state hotels.

5. The approved rates for meal per diem, mileage and meals for high-cost locations for travel, are specified in the BSU Policy -VIII-II.10

C. Travel with Spouse

When spouses travel with University employees but are not themselves acting as agents of the University, travelers should be careful to maintain a record of individual expenses. The University will not reimburse any expenses incurred on behalf of the spouse. Likewise, airfare or any other travel expense that billed to the University must not include expenses for the spouse.

D. Reservations and Ticketing

1. Travelers are to utilize the University's current travel agency Globetrotter Travel Agency, (800) 322-7032 when booking air reservation. Hotel services, airfare and rental car services should be purchased at the discount rates available to the University (the vendor should be able to provide you with discount information). Travelers are to make their reservations at least 30 days in advance to ensure the best rates.

2. Where a car rental is necessary; such as an attendance at a conference where hotel accommodation is away from the main place of event the University expects the lease of the lowest priced vehicle, which will accommodate the trip's requirements. Travelers should take advantage of the University System, Federal and State Government, and University vendor discount rates, which are available. (The vendor should be able to provide discount information). The State Purchasing Card is the preferred payment method for automobile rental and hotel reservations.

a. The University does not reimburse employees for any purchased car rental insurance, including Collision Damage Waiver (COW) for vehicle rental within the United States but will reimburse for CDW for foreign rentals.

b. The State provides tort liability protection within Maryland Out-of-State, the employee must rely on the rental agreement, his/her own automobile policy, or purchase the higher limits available; however, the University does not reimburse for additional liability coverage.

Cancellations: The University will pay Cancellations and other penalties if the cancellation or change was the result of a convenience of the University. The University will pay for the cancellation and other penalties if there are unforeseen circumstances of an emergency nature affecting the traveler.

E. Hotel, Meal and Other Expense Reimbursement

1. Travelers should utilize the State Purchasing Card to book their Hotel reservations. The traveler is to take every step possible to keep the cost of the hotel room to a minimum by selecting the single room rate. If available travelers should select the least expensive hotels if they are just as convenient as the more expensive hotels.
2. Any cost above the single-room rate, which is a result of non-official travelers using the accommodations will be the personal financial responsibility of the traveler.
3. For domestic travel, meals are reimbursable based on the current fiscal year per diem rates or the high-cost areas rates. Foreign travel is reimbursable at actual cost with receipts or at the applicable U.S. Department of State meal and incidental (M&IE) rate without receipts. (see current year listing for rates)
4. Travelers are not required to provide individual meal receipts or to show a per meal breakdown for daily travel when using the standard and high-cost rates for domestic travel or the U.S. Department of State (M&IE) rate. A traveler meal are reimbursable during a partial day's travel if the travel hours requires travel at least two hours before the normal schedule and two hours after the normal end shift; however, a breakdown of travel time is required.
5. Any circumstances that may warrant a level of reimbursement above the per diem rate must receive prior approval from the appropriate Vice President or Provost and be accompanied by receipts. (Please refer to the Business meals policy)
6. Miscellaneous expenses such as business telephone calls, laundry/valet, parking fees, and the like are reimbursable. Traveler must maintain receipts for miscellaneous expenses for reimbursement. The University will not reimburse for personal calls.
7. Travelers may not use institution funds to purchase alcoholic beverages or flight insurance.

F. Use of Personal Vehicles

1. Properly insured personal vehicles may be used for travel of University business. The use of a personal vehicle is reimbursable at the rate established in UMS Policy on Schedule of Reimbursement Rates (see BSU VIII -11.1). If an employee prefers to use a privately owned vehicle when the University owned vehicle is available for conducting official business, the employee will be reimbursed at one- half the rate allowed for the use of a privately owned vehicle.

2. Authorized employees will be reimbursed for reasonable parking and toll expenses included while conducting University business in a privately owned vehicle.

3. The University will not reimburse University employees for any increased insurance premiums for the use of their vehicle for business. Reimbursement for insurance is reflected in the mileage reimbursement rate.

4. Reimbursable mileage for BSU employees that use private vehicles occurs when mileage exceeds their normal daily mileage to and from the University. See Examples below:

a. An employee who leaves the office to conduct business in the field and returns to the office can be reimbursed for all mileage directly connected with the business trip because his normal daily mileage have been driven.

b. An employee who leaves home to conduct business without stopping at the assigned office may be reimbursed for all mileage directly connected with the business trip minus his/her daily commute.

c. An employee who conducts business prior to coming into the assigned office, or on the way home from the assigned office may be reimbursed for all mileage in excess of the commute miles normally traveled.

d. This policy applies to any normal working day Monday through Friday and after hour's business travel. This also applies to Saturday, Sunday and Holidays.

IV. Definition - In-state travel; for purpose of this policy, is defined as travel within the State of Maryland & Washington, D.C. Metropolitan Area.

Links:

Meal per Diem for High Cost Areas

<https://dbm.maryland.gov/Pages/MealTipReimbursement.aspx>

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

DBM Policies - Travel Regulations

https://dbm.maryland.gov/Documents/TravelManagementServices/Travel_Regulations.pdf

Foreign Per Diem Rates Lookup

https://aoprals.state.gov/Web920/per_diem_action.asp?MenuHide=1&CountryCode=1195

FOREIGN PER DIEM RATES:

Foreign per diem rates are established by the Office of Allowances as maximum U.S. dollar rates for reimbursement of U.S. Government civilians traveling on official business in foreign areas. Foreign per diem rates are updated monthly and are effective the first day of each month, and are published in [DSSR](#) Section 925. The Bureau of Public Affairs of the Department of State offers a subscription service that permits individuals to receive notices when Foreign Travel Per Diem rates are updated. To subscribe please click [here](#).

The rates consist of a maximum lodging portion and a maximum meals and incidental expenses (M&IE) portion. Lodging and M&IE (Meals & Incidental Expenses) are reported separately followed by a combined daily rate. The breakdown of rates by meals and incidentals is found in [Appendix B](#).

The maximum lodging amount is intended to substantially cover the cost of lodging at adequate, suitable and moderately-priced facilities. The M&IE portion is intended to substantially cover the cost of meals and incidental travel expenses such as laundry and dry cleaning. The maximum per diem rates for foreign countries are based on costs reported in the Hotel and Restaurant Survey (Form DS-2026) submitted by U.S. government posts in foreign areas. This report includes prices for hotel rooms and meals at facilities representative of moderately priced and suitable hotels and restaurants most frequently used by typical Federal travelers.

The lodging portion of the allowance is based on average reported costs for a single room, including any mandatory service charges and taxes. The meal portion is based on the costs of an average breakfast, lunch, and dinner at facilities typically used by employees at that location, including taxes, service charges, and customary tips. The M&IE rate is based on these meal costs plus an additional amount, equal to 10% of the combined lodging and meal costs, to cover

incidental travel expenses. Because taxes are included in the lodging and meal prices we use to determine the foreign per diem rates, tax expenses may not be reimbursed separately. The incidental expenses portion of the per diem rate includes laundry and dry cleaning expenses. Therefore, these expenses may also not be claimed separately.

All travelers are advised to request information on hotel discounts for U.S. Government employees when arranging for hotel reservations. They should also seek information on the possible avoidance of taxes or their refund upon return to the United States or their post of assignment.

The Chapter 925 Per Diem Supplement to the Standardized Regulations (Government Civilians, Foreign Areas) lists all foreign areas alphabetically. Where a country or island is listed it is intended to include all territory within the boundaries of that country or island including any off-shore islands in the same general vicinity. It will not include territories or possessions located elsewhere even though considered an integral part of the parent country or island. In such cases, no cost data pertinent to such territories and possessions were used in determining the established rates. When a political subdivision smaller than a country is named, such as states, provinces, departments, cities, towns, villages, etc., it will include the corporate limits of such political subdivision or the limits of territory within the normal boundary thereof if it is not incorporated. Any further clarification of the area covered by a specific listing is contained in associated footnotes which can be viewed by selecting [Foreign Per Diem Rates by Location](#).

NOTE: Any location not listed for per diem under a country takes the "Other" rate we administer and publish for that country. An unlisted suburb of a listed location takes the "Other" rate, not that of the location of which it is a suburb.

The foreign per diem rates are used for (1) Permanent Change of Station (PCS) travel between the U.S. and a foreign area; (2) PCS travel from one foreign area to another; (3) temporary duty or detail (TDY) to a foreign area; and (4) calculating the Temporary Quarters Subsistence Allowance when permanently assigned to a foreign location. Refer to your agency's travel regulations for instructions on how to calculate travel reimbursements.

In order for the Department of State to maintain appropriate travel per diem rates in foreign areas, employees of the Federal Government who believe that the per diem rate authorized for a particular area is inappropriate for expenses normally encountered while on temporary duty are encouraged to notify their respective agency travel officials. Those agencies that receive complaints about a per diem rate for a locality where there is frequent travel may submit a request to the Department of State for review. This request should include cost data on lodging and meals using Form DS-2026 (see FORMS section below). This information must be submitted in accordance with instruction in [section 074.3](#) of the Department of State Standardized Regulations (DSSR).