

## Travel Policy Quick Reference Guide

### Responsibilities for All Travelers

- Following the requirements of the full Liberty University Travel Policy
- Being good stewards of University resources by making frugal decisions
- Verifying funding availability and obtaining necessary approval prior to departure
- Making a full accounting of expenses to the University upon return from travel

### Start the Process

- P-Card holders can start the travel process on their own with Departmental approval
- Non P-Card holders have the following options for travel and can use a combination of methods  
\*Other Department personnel p-card \*Requisition \*Cash advance

### Travel

- *Egencia* – online booking portal that contains Liberty University’s nationally negotiated rates
- Airlines – *Egencia* must be used to book airline travel for individuals and groups of 6 people or less
  - Reimbursable expenses include;
    - \*Coach travel
    - \*One roundtrip bag fee per person
    - \*Inflight Wi-Fi
    - \*Seat selection fees if more than one person is traveling on the same flight
- Hotels – *Egencia* must be used to book all hotels other than conference hotels and special rates not available to the general public. Reimbursable expenses include;
  - \*Standard Wi-Fi
  - \*Standard Parking
- Ground Transportation –consideration should be given to the time involved and the total trip cost
  - Amtrak – Lynchburg train service is available Northbound and Southbound
  - Rental Cars – *Egencia* must be used to book all rental cars *without exception* and all drivers must be a University Approved Driver

#### Reimbursable expenses:

- \*Gas station fuel
- \*Tolls
- \*Up to standard size car

#### Non-reimbursable expense examples:

- \*Additional insurance
- \*Prepaid fuel
- \*GPS
- \*Satellite radio
- \*Upgrades

- Personal- Vehicles- Drivers are reimbursed the amount listed on the GSA website <https://www.gsa.gov/portal/content/100715> for the first 500 miles then half of the GSA rate/mile for each additional mile per trip, not per segment. Fuel reimbursement is not permitted.
- **All drivers must be [University Approved Drivers](#).**
- Taxis, tolls, and standard parking – are reimbursable expenses
- Per Diem – You receive a flat per diem for meals and incidental expenses
  - While traveling in the United States and Canada, the *daily per diem rate* is \$51 USD
  - On the first and last day of travel, per diem is paid at 75% of the *daily per diem rate*
  - Any meals *provided by the University or partners* through other means including conference meals, catered events, and team meals must be deducted from the *daily per diem rate*.:  
Dinner = \$23                      Lunch = \$12                      Breakfast = \$11                      Incidentals \$5.00
  - \*Meals provided as complimentary by hotels or airlines need not be deducted

### Reconcile

- Infor – All travel must be reconciled in the Infor system
  - P-Card transactions must be reconciled no later than the 15<sup>th</sup> of the month following the transactions. For travel booked far in advance, reconciliations must still be done in accordance with P-Card deadlines. Travel Numbers can be used in Infor to keep trip records linked.
  - All receipts must be attached to Expense Reports
    - Receipts for per diem expenses are not required *even if charged on P-Card*

**Help?** The [Liberty University Travel Office](#) is available to assist all travelers with questions or concerns