

Travel Booking Procedures

## Individual Travel:

Anyone traveling twice or more in a fiscal year is required to obtain a p-card. If you do not have a p-card and you do travel more than twice a year, the process of applying for a p-card can be found here: <http://www.liberty.edu/financeadmin/purchasing/index.cfm?PID=20244>.

All individual travel must be booked through Egencia. You can visit Egencia by going to the Travel Webpage [(https://www.liberty.edu/financeadmin/procurement/index.cfm?PID=26840)](https://www.liberty.edu/financeadmin/procurement/index.cfm?PID=26840), or by going to Egencia.com.

In order to book through Egencia, you must have an account set up, if you do not have an Egencia account, please email travel@liberty.edu and request an account be set up for you.

If another person will be booking on your behalf, you can request this person be set as your arranger.

In an instance where a non-liberty employee is visiting and travel needs to be booked on behalf of a guest, an arranger can request a Guest Account be added to their profile.

To request a guest account, or to become an arranger for someone, please send an email to the Travel Office at travel@liberty.edu

## Group airfare:

Airlines consider 10 or more people traveling on the same flight a group. Egencia considers a group to be anything over 6 travelers. All groups of 7 or more traveling by air must first come through the Travel Office.

# Airfare Process:

If you are flying or arranging airfare for a group of 7 or more, as soon as you are aware of the trip, please contact travel@liberty.edu for assistance with booking travel for your group.

When emailing the Travel office please request airfare quotes and include the following information:

1. Departing from (please include airports you are willing to use)
2. Flying to
3. Time guidelines for departing and returning
4. Number of travelers
5. If more than 20 travelers, please indicate if you are willing to split the group into two different flights
6. The desired budget for this trip
7. If there is a specific flight option you would like us to check, please screenshot the flight and send it with your email

Once the Travel Office receives the request, we will search flight options and email the options back with an estimated flight price. Once the department has made a decision, please let us know so we can move forward in the process.

Once a flight option has been chosen, before the Travel Office can do any deposit or booking, we must receive an approved requisition for the total estimated amount of the flights. Please notify us of the flight you wish to purchase so we can try to hold the space for the group. If the flight is 30 days or more from departure, we can most likely hold the space for 24 hours, giving the department enough time to get an approved requisition submitted. If the airline does not allow the space to be held, typically due to time constraint, we cannot move forward with booking the flight until a requisition has been submitted and approved. Please note the earlier we can book flights, the better the fares will be. Please try to adhere to the preferred 14 days advance purchase option.

In order to finalize ticketing with the airline, the department must provide the Travel Office with the following information:

1. Traveler’s full name
2. Date of Birth
3. Male/Female

**Please note**: stacking airfare charges to avoid submitting a requisition is a violation of both travel and p- card policy.

## Groups Hotels:

**For hotels, all contracts must be signed by the Travel Office.** This includes group contracts that may fall under the $2,500 limit. The only people authorized to sign on behalf of the university is a procurement staff member. Please keep this in mind when agreeing to hotel contracts that may fall under your p-card limit.

As with airfare, travel considers the total amount, not the nightly amount. **If the total amount of the group hotel stay is more than $2,500.00, a requisition must be submitted. Stacking hotel charges to avoid submitting a requisition, is violation of policy and is not permitted**

# Hotel Group Contract Process:

If needed the Travel Office will assist a department with finding a group hotel contract(s). However, as of right now it is not a requirement to go through the Travel Office to find a group hotel contract. If a department wishes to find the hotel themselves this is permitted. Once a hotel is chosen and a group contract has been received from the hotel, if the total amount including room rate, taxes, and fees is above $2,500, a requisition must be submitted in Buylu.

When submitting the requisition, please attach the hotel contract, credit card authorization form, W9 for that hotel, and any other documentation. When submitting the requisition, please include all estimated taxes and fees for the room, not the flat room rate.

# Please note, if the Travel Office is doing the research for the hotel, the rooming list for the group will need to be provided to the Travel office by the date specified in the Hotel contract. It is the responsibly of the department to provide the Travel Office with the rooming list by the deadline to ensure rooms are secured for the group.

If the estimated amount is less than $2,500 and the department wishes to use their p-card, please send the contract to travel@liberty.edu for review. The travel Office will review and sign the contract and email it back to the requestor to then send on to the hotel.

Note: Please keep in mind if the room and tax is being paid for by the Travel Office p-card (requisition); a card is still required to be swiped, at the hotel, for incidentals. This is standard hotel policy and is required across the board. The hotel will not charge the card, unless items are requested to be charged to the room or damages have occurred to the room.

## P-card use:

When using a p-card for travel, the total amount spent on travel is the amount that is considered for your transaction limit, not the individual swipe amount. For example, if a group is flying and the price per ticket is $400, with 10 travelers, this expense is $4,000.00. The per ticket swipe of $400 is not permitted.

Please keep in mind, this includes lodging as well. For travel, the total lodging stay is what is considered as transaction, not the nightly rate. Swiping per night to keep under the swipe limit is not an approved transaction. It is necessary to consider the total stay amount with taxes and fees not the nightly rate amount.

In the situations where the total expense is larger than the $2,500 swipe limit, the department is required to submit a requisition in Buylu for the amount of the trip. Please attach all documentation of prices when submitting a requisition.

## CRF’s:

For airfare, any travel that is booked through the Travel Office does not require a CRF to correspond with the airline contract. However if any travel is booked through an outside travel agency and any international travel, if a contract is associated with this trip, a completed and approved CRF is required.

## Rentals:

Only LU faculty, staff and students who have been approved to drive University vehicles are authorized to operate University–owned or rented vehicles. Individuals who are not approved University drivers must pay all rental car expenses with a personal credit card, resulting in their personal automobile insurance being the primary insurance coverage. Any non – approved University driver who misuses a p- card by paying for a rental vehicle is subject to loss of card privileges.

Note: Please keep in mind; this also includes personal vehicle use for LU travel. Faculty/staff members and students are not able to receive reimbursement for personal vehicle use, if they are not an LU approved driver.

Liberty University is contracted with National/Enterprise. Due to this, all rentals should be reserved through either National or Enterprise. If a lower rate is found or no vehicles are available at either location, an approved out of policy exception must be approved by the Travel Office in order to book a rental outside of our preferred vendor. As a note, Enterprise/National will price match, if a lower rate is found, we have the ability to request a lower rate with Enterprise/National.

# Points:

Earn Emerald Club and Enterprise Plus point by singing up for free. Earning points with National and Enterprise will allow you to upgrade free, earn free rentals and more. In addition, if you are a member of a different rental provider your status can be matched.

# Rentals for p-card holders:

For faculty/staff members who hold a p-card and are an approved diver, rental vehicles can be booked through Egencia.

Egencia does not allow rental cars to be pre-paid, but instead allows the customer to pay upon pick up of rental. P-card users can book their vehicle or have an arranger book for them and pay upon pick up of rental.

# Rentals for non p-card holders:

For guests or non p-card travelers who are in need of a rental vehicle. A requisition will need to be submitted in Buylu.

A screenshot of the desired rental location, pick up drop off, dates etc. can be provided along with the name of the renter.

In the document description, the following information will need to be provided in order for us to reserve a rental:

* 1. Location for pick up and drop off – please specify if the drop off is the same location as pick up, as many times we encounter a one way rental and need to ensure all information is accurate
	2. Date and time (AM or PM), for rental to be picked up
	3. Renters name any additional renters that may need to be listed

Once the requisition is approved, the Travel Office will book the reservation and email the confirmation to the end user.

Once the end user receives the reservation, please review to ensure all information is correct and forward the reservation on to the traveler/guest.

## Student per diem/Group meals:

For students traveling on behalf of the University, group/team meals are encouraged. The actual cost of these meals will be covered by the University up to the allowable per diem meal rate for the destination of travel as established by the U.S. General Services Administration (<https://www.gsa.gov/portal/content/104877>).

In some cases, it is unreasonable for groups/teams to dine together, requiring meal allowance disbursements. Meal allowance for group/team travel is not to exceed $30 per day. For partial days, the breakdown of allowance allocations by meal will be as follows:

|  |  |
| --- | --- |
| Meal Breakdown | Allowance |

|  |  |
| --- | --- |
| Breakfast – 20% | $ 6.00 |
| Lunch – 30% | $ 9.00 |
| Dinner – 50% | $ 15.00 |
| Total | $ 30.00 |

Per Diem can be submitted in Buluy using Customer’s Bank as the vendor. For further information of processes and procedures for submitting student per diem, please refer to Liberty University’s Disburser page: [http://www.liberty.edu/financeadmin/budget/index.cfm?PID=24807&CFID=417297742&CFTOKEN=167](http://www.liberty.edu/financeadmin/budget/index.cfm?PID=24807&amp;CFID=417297742&amp;CFTOKEN=16783250) [83250.](http://www.liberty.edu/financeadmin/budget/index.cfm?PID=24807&amp;CFID=417297742&amp;CFTOKEN=16783250)

Any questions on concerns about Travel Policy and Procedure, please contact travel@liberty.edu or the travel office at 434-582-8760.