

## Policy Information

### Issuing Office

Chief Financial Officer

### Affected Parties

This policy applies to all faculty and staff travelling on behalf of the University, including, but not limited to, faculty, administrators, staff, and athletics staff. These guidelines also apply as appropriate, for travel coordinated on behalf of and/or paid for, with University funds, but where the individual is not a traveler of the University. Collectively, this group is referred to as "traveler(s)" for purposes of this policy.

### Policy Language

Representing Liberty University ("LU" or the "University") is an honor and privilege, and travelers conducting business travel on behalf of LU are required to act consistent with the University's Doctrinal position and the "[Liberty Way](#)" as applicable.

Travelers should conduct travel with an awareness that University funds are being utilized, and therefore keep the best interests of the University in mind when arranging and booking travel. Therefore, it is each traveler's responsibility to be attentive to the reasonable and effective use of University resources and money. As a general matter the quality of travel, accommodations and related expenses should be governed by what is reasonable, appropriate and customary to the business and travel purpose involved.

It is the policy of LU to pay necessary business expenses for travelers on travel. These expenses must support the mission of the University, and receive appropriate approvals from the Department Head (e.g., a Vice President, Dean, or Director.)

Departments may implement more restrictive policies and procedures to which personnel should adhere, and likewise, federally funded grants/awards may have additional requirements the traveler may need to understand and follow. Please note that this policy cannot cover every possible situation that may occur while traveling on University business. If there are questions regarding these policies and procedures, or if certain circumstances are omitted from this guide, please consult the Travel Office for clarification.

Expenses that do not comply with policy are the responsibility of the traveler.

### General Guidelines:

The Department Head is responsible for ensuring compliance within their business unit concerning all aspects of this policy and for overseeing travel-related activity and expenditures.

All travel, unless covered under an exemption or other policy, must be booked via the University Travel Online Booking Tool or Travel Agency.

All expenditures are expected to be supported by proper receipts and/or documentation.

If the University pays for travel in any manner, and a refund is later issued, the refund is the property of the University. If the refund is issued directly to the traveler, the traveler must remit the refund to the University, to the extent it was paid for by the University.

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Personal travel rewards and frequent flier miles, earned while traveling on University business, remain the property of the traveler.

When the Travel Office or Payment Services is required to pay for travel, a requisition must be submitted prior to the trip. All supporting documents should be included with the requisition and/or contract (W-9, Credit Card Authorization, Certificate of Insurance, etc.) – as well as attaching invoices/folios after the trip occurs. Refer to the [Travel Services website](#) for instructions on how to submit a travel contract and requisition.

### **Policy Rationale**

This policy is to establish policies and procedures governing Liberty University travel and ensure compliance with state, federal and University guidelines, so that University travelers can make a full accounting of expenses to the University. Further travel procedures can be found on the [Travel Services website](#).

### **Definition of Glossary Terms**

Travel Office: The Travel Office is responsible for the daily administration of this Policy, as designated by the Chief Procurement Administrator.

Travel Agency: The University's contracted entity to supply Travel Agent support and maintain the University's online booking tool.

## **Procedural Information**

### **Procedures**

An employee is in "travel status" for purposes of this policy when the employee leaves headquarters, their place of residence, or other authorized location to go to their business travel destination. Travel ends when the traveler returns to headquarters, their residence, or other authorized location, or in the case of an employees who commences personal travel from the business travel destination (e.g., leaving for vacation from a business trip), that employee's travel status ends when the employee first deviates from the direct route back to headquarters or the employee's residence. Official Headquarters includes a 50-mile radius of LU Campus.

Upon return from a trip, all travel expenses including P-Card, cash advance, and out-of-pocket expenses, should be reconciled via the travel and expense reconciliation system within 15 days.

The purpose/reason for the travel must be clearly stated on an Expense Report and any documentation for business meals must be provided (itemized receipts with names of attendees). Reconciliation of travel expenditures must be submitted in accordance with the [P-Card Policy](#) and the [Cash Advance Policies & Procedures](#).

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### **Planning for Travel:**

- Book all travel related to LU through the [University online booking tool](#), Travel Agent or the University Travel Office.
- For University Owned Vehicles – Refer to the [Liberty Transportation website](#) for further details on booking and utilizing a University vehicle.
- Personal Vehicle – is allowable if economical and already an approved driver.
- When determining the mode of transportation, traveler should compare personal driving, rental, and flying. Example: If the cost of mileage is more than the cost of the rental, the traveler should choose the rental.
- The University P-card is the preferred way to pay for travel expenses. This is the most efficient way to pay, track, and reconcile University-related travel expenses; this also allows for thorough management of expenditures and University reporting.
- Examples of charges that are not permissible (will not be paid by the University) include, but are not limited to: refueling charges from rental agency, soiled/dirty return, special equipment charges (such as car seats, navigation, satellite radio, etc.), extra insurance, late return fees, traffic/moving violations, and non-moving violations (such as parking fines).
- Taxi fares/Uber/Lyft/shuttle services/metro – These are acceptable only when it is reasonably necessary to use such means of transportation.
- Acceptable expenses include transit between a port of arrival (airport) and destination (hotel). Receipts showing the total cost, including tips are required for reimbursement. Tips/gratuities up to 20% of the fare will be acceptable.

### **Cash Advances:**

- While the University P-Card is the preferred method for payment of travel expenses, those without access to a card, may use personal funds, a credit card, or request a cash advance to pay for such expenses.
- Advances for per diem are only authorized for travelers without a Liberty University P-Card and only if the total advance is greater than \$100. Requests under \$100 are not eligible for an advance, but may be approved on a reimbursement basis with a valid expense report.
- Cash advances must be requested 10 days or more prior to the expense is to be incurred. Cash advances must be obtained and reconciled in accordance with the [Cash Advance Policies & Procedures](#).

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- Reconciliation for advances received should be done no later than 15 days upon return from travel. If the individual is unable to reconcile within the established timeline, they will be invoiced to repay the advance.

### **Booking Travel:**

It is expected that when traveling on University-related business, the traveler will use the most economical mode of transportation necessary for the trip. Use of air or rail travel, University fleet vehicles, rental cars, chartered buses, and personal vehicles all are accepted travel modes pursuant to the guidelines below.

- All travel must be booked in accordance with this policy. Any questions should be directed to the Travel Office – Contact information: [travel@liberty.edu](mailto:travel@liberty.edu) – 582-8760.
- Individual Travel in groups of nine (9) or less and a total of \$2,500 or less should be booked through the University's online booking tool.
- Group travel of ten (10) or more, or a total of over \$2,500 - must be booked through the University Travel Agency.
- Travelers planning to have a family member(s) coincide travel with their Official Business travel must do so at their own expense, arrangements, and at their own risk.
  - Travelers should plan for separate insurance coverage(s) and for all contingency travel events.
  - Family member(s) corresponding travel cannot impact the cost, mission or academic objectives of the Business trip.
  - The University will not be financially responsible for additional expenses related to family travel (including ticket cancellations) – that is the direct responsibility of the Traveler.
  - Immediate family members and non-travelers may not perform University business tasks solely for the purpose of being identified as an LU Traveler.
- Additional restrictions apply for foreign business travel and must be coordinated through LU Send.
- When a traveler interrupts their business or deviates from the direct route for personal convenience or leave (vacation), only the rate for uninterrupted travel by direct route is an acceptable expense. Any additional costs, including any costs to and from the location of convenience to the direct route, will be the responsibility of the traveler.
- When travelers must use premium transportation for medical reasons, the reasons must be affirmed in a doctor's certificate indicating how long the medical condition is expected to last. If the condition is permanent, or indefinite, the doctor's certification must be renewed and revalidated each year. The Department Head should provide approval for the deviation from regular transportation.
- First Class, Business Class, or any atypical business travel premiums are not reimbursable; if the Traveler chooses to upgrade, the Traveler is responsible for any difference in cost between the most economical method and the Traveler's selection.

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- If a trip is canceled or changed, the University will cover only the cancellation or change fee if adequate business justification is provided. If credit is issued per canceled or changed ticket, it cannot be used for personal travel. If a traveler leaves the University, they forfeit the value of the ticket.

### **Lodging:**

When making lodging reservations, it is expected the Traveler will exercise good judgment in the selection of accommodations.

- Only book "pay at hotel" rooms.
- Pre-pay reservations are prohibited.
- Hotels with required deposits should be avoided.
- If a traveler is unable to cover the cost within P-Card limits/policy, contact the Travel Office for guidance and service.
- Departments cannot mandate travelers share rooms. If the budget is limited, it must be discussed with the travelers to ensure they are comfortable with the arrangement.
- Conference lodging – If the official lodging designated by the conference is more costly than permissible – in this case, the following must apply:
  - The conference or meeting is in the same hotel
  - The hotel is designated as an official conference hotel
  - The applicable Department Head has approved the additional expenses if above allowable amount
- When not staying in conference-designated lodging and the rate is higher, an exception must be requested from the Travel Office.
- LU will not reimburse for lodging purchased with reward points – reward points remain the property of the Traveler and should not be used as sole criteria in the selection of lodging.
- Traveler is responsible for reviewing invoice/receipt/folio from the hotel prior to departure to ensure accuracy and avoid complications for reconciliation.
- If changes or cancellations need to be made, it is the Traveler's responsibility to notify the hotel or the booking agency for which the reservation was made. Traveler will not be reimbursed for "no show" charges (please keep on record your cancellation number for disputes).
- Personal expenses will not be reimbursed – such as incidentals (room mini-bar, babysitting services, video rentals, tickets for sporting or other recreational activities). Please see the LU Travel website for more information.
- Internet expenses/WiFi charges are allowable when made in connection with LU business. Fax and mail services are reimbursable.

### **Flights:**

Whether booking individual or group air, Travelers must provide the legal name on their license/ID, DOB, and Sex (M/F) for each passenger. LU Travel is not responsible for passenger ticket information not being filled in properly per information on the Traveler's license or other government issued identification. For guidance for flight purchases, please see [LU Travel website](#) 'flight' page.

### **Commercial Air –**

- Tickets should be purchased via the University Booking System or the University Travel

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Agency.

- LU will not reimburse for airline tickets purchased using frequent flyer miles – accumulated rewards remain the property of the traveler.
- LU does not reimburse for airport/airline/memberships dues.
- Baggage – LU will cover expense for one carry-on and one standard checked bag. (Airlines are responsible for lost/damaged baggage).

### **Chartered Aircraft:**

The actual expenses of chartering an aircraft are reimbursable; however, a cost analysis must be done by the Traveler, signed off by the Department Head, and submitted for review and approval by the Chief Financial Officer prior to travel.

Traveler will not be reimbursed for the use of privately-owned, non-chartered aircraft, even if for official University business.

Note: All use of LU owned aircraft for business travel is covered under the Aircraft Usage policy.

### **Ground Transportation:**

- When traveling in groups, sharing of vehicles is required in an effort to reduce costs.
- Travelers must use the University online booking tool to arrange for rental vehicles (see Travel Office website).
- If planning to use a personal, University-owned, or rental vehicle – the driver must be an approved driver under the LU Approved Driver Program prior to travel. Drivers can review the process to become an approved driver here: [Transportation Department: Approved University Driver Process](#).
- Must return the rental vehicle with a full tank of gas.
- University will reimburse/pay for tolls during the business trip (receipts required).
- Rail travel may be selected in lieu of air and other ground transportation. However, the Traveler must use reasonable discretion in determining the most economical means of transportation.

### **Mileage Reimbursement**

- Based on the current [U.S. General Services Administration \(GSA\)](#) Privately Owned Vehicle (POV) Mileage Reimbursement Rates.
- The first 500 miles of total trip will be full rate, any additional miles will be half that amount.
- To be eligible for mileage, a Traveler must be an approved driver with the University prior to the trip.
- When submitting the expense report, a Traveler must provide a map of the trip; mileage is paid from campus to the destination and back. Travelers will not be reimbursed for both gas and mileage as the GSA rate takes gas into account.
- Commuting Mileage – Commuting mileage and other commuting costs incurred on normal workdays are considered personal expenses and are not reimbursable. (Round-trip mileage traveled routinely and directly by the traveler between residence and base point incurred on a scheduled workday is considered commuting mileage. A traveler can

only have one assigned base point.)

### **Guest Travel:**

- Reimbursement requests for guests that will incur travel expenses on behalf of LU must be submitted through the requisition process. Reimbursements must be substantiated with original receipts and the voucher must include the business purpose for the reimbursement.
- Guest speakers should be reimbursed in accordance with the terms in the Short Form Service Agreement for Guest Speakers & Performers.
- Prior to paying a reimbursement for travel or services rendered, the department must have the Guest Speaker complete a W-9 form (or W-8BEN for foreign nationals) and submit a new supplier request in BuyLU.

### **Travel Expenses:**

#### **Per Diem:**

- Based on the Standard Meals & Incidental Expenses (M&IE) GSA rate.
- Per Diem is available to those who are in "travel status" on behalf of the University.
- The first and last days of per diem will pay 75% of the rate being offered by the University at that time. (this includes day-trips).
- Any meals covered by a conference or event being attended will need to be deducted from the per diem allotted for the traveler; customary continental hotel breakfast is not considered a meal for per diem purposes. If the Traveler eats elsewhere during a conference or event-provided meal, that meal will be deducted from the per diem allotted for the Traveler.
- When reconciling per diem, the entire trip will need to be in one Expense Report even if the trip is split between 2 months (i.e., June 27 to July 3).

#### **Meals and Entertainment Expenses:**

Meals sponsored/paid for by LU should be conducted to further LU business, including recruiting, meeting with outside organizations or individuals, and other similar types of scenarios. LU expects the cost of meals and entertainment to be reasonable and to be less than per per-person meal rate issued by the [U.S. General Services Administration \(GSA\)](#) for the [locality](#) of the event. When sound business reasons necessitate that a business meal exceed the per person rate, the excess cost must be approved by the Vice President of the area incurring the expense.

Under IRS regulations, amounts paid for business entertainment must be either "directly related to" or "associated with" the active conduct of business and must have a "bona fide" business purpose. Please see below and the [LU Travel website](#) for further clarification.

- The main purpose of the combined business and entertainment was the active conduct of business.
- The traveler did engage in business during the entertainment period.
- The traveler had more than a general expectation of getting specific business benefit from

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the entertainment.

- The entertainment occurred directly before or after a substantial business discussion. The IRS requires documentation to substantiate the expenditure for a meal, including: names of attendees, relationship to the University, costs, what was purchased (itemized receipt), date, place, and business purpose.
- In order to use your PCard or to be reimbursed for a business meal – you must have an explicit business purpose that is discussed during the meal. A receipt that has all items ordered must be presented along with the names of each attendee. You may tip up to 20% with your PCard or be reimbursed up to 20% for a tip paid for by you with a receipt.

The University will reimburse travelers for the actual cost of meals and entertainment and other related expenses (including preapproved gifts) incurred in hosting events for prospective donors, visitors, and other individuals who have a business relationship with the University.

Under IRS regulations, amounts paid for business entertainment must be either “directly related to” or “associated with” the active conduct of business. A “bona-fide” business purpose is required for this type of expenditure.

Departments wanting to show appreciation to their staff with meals or food should use *You Matter Funds*. In general, food and meals that include only Travelers are not reimbursable other than during official travel. Student workers are considered Travelers when in work status.

### **Foreign Travel:**

All travel outside the US, US Territories, and Canada.

Travelers must contact LU Send (434) 592-6455 [LUSend@liberty.edu](mailto:LUSend@liberty.edu) for essential information prior to international travel. This policy also applies to undergraduate and graduate study abroad, faculty-led trips or any University function that seeks academic credit, University funding or financial support, including faculty/staff travel on University business.

- All policies and procedures for domestic travel, apply for foreign travel.
- Expenses must be reported in US Dollars and all paperwork must be translated from native language to English prior to being submitted.
- Car rental in a foreign country – do purchase insurance coverage from the rental company.
- Travelers are encouraged to use calling cards to avoid high costs associated with foreign hotel phone usage/charges.
- Per Diem will be paid equal to the standard Outside Continental United States (OCONUS) rate issued by GSA (based on destination).

Acceptable Foreign Expenses:

- Any required fees such as exit taxes, charged by international ports for foreign travelers.
- Expense incurred for currency exchange. Please see the [foreign currency worksheet](#).
- Cultural related expenses – if the culture strongly encourages gifts of certain kinds to be offered to the host, these expenses may be reimbursed by the University so long as prior approval is received.
- Expenses for issuance of passport and visa for officials whose responsibilities require



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foreign travel, including photo and cost of issuance and renewal.

### Unacceptable Foreign Expenses:

- Expenses for any passports.
- Duty/fees for bringing foreign purchased products back to the US will not be reimbursed by University unless it was a gift for the University from a host in the foreign country or an authorized business purchase. RECEIPTS ARE REQUIRED for duty fees.
- University will NOT reimburse to adapt Travelers wardrobe for apparel appropriate to the host country.

### **Accident or Emergency:**

In the event of an accident or an emergency, travelers should first attend to any injured, getting them the necessary medical assistance, and then determining what condition caused the injury or illness. Once the injured persons have been appropriately attended to, Travelers should report car accidents or situations resulting in personal injury to the LU Police Department and their supervisor as soon as possible after the accident.

- LUPD – [lupd@liberty.edu](mailto:lupd@liberty.edu).
- Non-emergency – 434-592-7641.
- Emergency – 434-592-3911.
- In case of accident Cardholder/renter should follow the steps found [here](#) within 45 days of accident.

### **Student Travel:**

All previous travel information applies to students when traveling with Faculty and Staff. There are some unique requirements for student travel that is covered under a separate procedure and instructions, managed by LU Send; please see the LU Travel website for other important information.

### Helpful Details and Links:

- Student organizational travel
- Online Booking Website – [Concur](#).
- GSA for gas/fuel reimbursement - [Privately Owned Vehicle \(POV\) Mileage Reimbursement Rates](#) .
- Approved Driver Process – [Click here](#).
- Local Mileage Request – [Click here](#).
- Accident Procedure – [Click here](#).
- P-Card Website - [Click here to view P-Card Details and to Review Policy](#).

### Sanctions:

None.

### Exemptions:

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National Collegiate Athlete Association (NCAA) requirements pertaining to travel shall override the terms of these policies and procedures where applicable. These policies can be located on the NCAA website at [www.ncaa.org](http://www.ncaa.org).

Exceptions to LU Travel Policies and regulations may be approved prior to travel, when necessary to meet special circumstances or when in the best interest of the University. These are infrequent and apply to all funding sources.

Other individuals not covered in this policy – including interviewees, consultants, potential students, and others – are not entitled to any rights under this travel policy, including per diem, mileage, flights, etc.

Departments may elect to pay actual costs of travel for non-University individuals with VP or Dean Approval.

These travel policies do not apply to students traveling apart from faculty and staff as part of their LU education, including athletics, internships, rotations/clinicals, study abroad, and student teaching. The [Office of Academic Affairs and Athletics] will maintain information for student travel and will include such information in the Student Handbooks and Athletics Handbooks.

Travelers with contractual rights to use University-owned or controlled aircraft are exempt from the transportation-related provisions of this policy.

### **Date Approved**

8/23/2023 (by CFO)

### **Date Last Revised**

9/29/2023

### **Date for Review**

8/23/2024