



UNIVERSITY
of ALASKA
Many Traditions One Alaska

April 24, 2013

TO: Campus Finance and Travel Offices

FROM: Myron Dosch *My J. Dosch*

SUBJECT: Travel Regulation Changes, R05.02.060

This memo is provided to summarize the major changes to the travel regulations. The revised regulations are effective for travel commencing on or after May 1, 2013.

The regulations have been revised for the following reasons:

1. To streamline the travel process, so that administrative burden is reduced for the university staff and the traveler.
2. To make per diem more equitable for in-state travel
3. To simplify and update the regulations
4. To comply with Internal Revenue Code
5. To align the regulations with the planned Fiscal Year 2014 roll out of the new Travel and Expense Management module

Notwithstanding relatively minor edits and clarifications in the travel regulations, the following items are the most substantive changes:

1. For Alaska only, urban and non-urban per-diem locations and separate rates for each are created. The urban locations consist of Juneau, Fairbanks, and Anchorage and their surrounding communities and will have a \$60 per day rate. Non-urban locations consist of all locations, except the aforementioned urban locations, that are specifically identified in the federal per diem tables. These non-urban locations will utilize the per-diem rate listed in the federal per-diem tables. Generally, the non-urban location rates are higher than \$60.
2. For administrative ease, apply per diem using a half-day system. (The quarter day system and the requirement to be in travel status a minimum of one hour is eliminated).
3. Per diem for travel less than 12 hours is eliminated, to comply with IRS regulations.
4. The approval requirements are streamlined by placing responsibility on the individual with authority to expend funds.

5. Emphasize that the individual corporate travel card is the preferred means by which travelers should pay for meals, lodging, transportation, and incidentals.
6. Emphasize that university-issued cash advances are strongly discouraged and are a means of last resort. Corporate travel cards may be used for cash advances and are the preferred method to pay for travel expenses. Cash advances are an administrative burden and introduce the risk of abuse.
7. The requirement for the Travel Administrator to approve lodging in excess of 1.5 times the allowable rate is eliminated. However, such situations require business justification and approval at the department level.
8. Emphasize the need for cost comparisons prior to travel, when such travel includes a personal component.
9. Emphasize that direct deposit is the preferred means for reimbursement. This will reduce administrative burden and lost checks.
10. Scanned receipts are allowable.
11. Clarify that tips incurred in connection with transportation, e.g. taxis, are a transportation cost.
12. Clarify that valet parking is a non-reimbursable expense, unless supported by documentation that it is the only option available.

If there are any questions, please let me know.