Travel Policy

OVERVIEW

Travel will be expensed based upon the actual dates of travel. If a trip is completed prior to June 30 of the current fiscal year, it will be expensed to the current year budget. If a trip begins in the current fiscal year and is completed during the following fiscal year, the travel will be expensed to the following fiscal year. For example, a trip with travel dates of June 25 through July 5 would be expensed to the following fiscal year.

In addition, airfare, reservations, etc., which are paid in advance will be expensed to the fiscal year during which the travel takes place. For example, airline reservations are made and paid in June for an August trip; these reservations will be expensed to the following fiscal year.

REIMBURSEMENT

1. All travel expense claims must be submitted on the Travel Expense Form (TEF).
2. Date(s)/time(s) of departure/return should be shown on the TEF, with business purpose of travel.
3. TEF must be signed by traveler.
4. TEF should be submitted to payables@wittenberg.edu for reimbursement no later than ten (10) days after traveler returns from trip with all receipts attached, with expenses expressed in U.S. dollars.

USE OF PRIVATE VEHICLES

Employees may be authorized to use private vehicles if the costs involved for such use are no more than a common carrier. Expenses for fuel, repairs, etc. are included in the mileage allowance. Expenses for parking, storage, and tolls are separately reimbursed at actual cost. Mileage will be allowed for actual business use in the vicinity of the destination, NOT for personal travel. Use of a private vehicle for on-campus travel is not reimbursable.

UNIVERSITY-OWNED VEHICLES

University-owned vehicles may be used only in the conduct of university business by employees with a valid drivers' license. Costs incurred for towing and service calls for University cars are reimbursable when receipts are submitted. Costs due to driver's negligence are not reimbursable.

RENTAL VEHICLES

The use of rental cars is restricted to situations where commercial transportation facilities are not available or practical. The use of compact cars is preferred.

Rental car expenses must be supported by receipts. When renting vehicles, drivers should take CDW (Collision Damage Waiver) insurance coverage and waive PA 1 (Personal Accident Insurance). University insurance provides auto liability and physical damage coverage while traveling on university business. The University self-funds the deductibles.

PRIVATE PLANE

Transportation by private plane is not authorized.

TRAVEL ACCIDENT INSURANCE

The University has coverage for payment of benefits in the event of accidental death while traveling on behalf of the University. Travel by private aircraft is not covered. In addition, the University carries liability, property damage, collision, uninsured motorists, comprehensive, and medical payment insurance on all motor pool passenger vehicles.

Individuals using personal cars for university business must carry adequate liability and property damage insurance on their vehicles.

ACCIDENT REPORT

In case of an accident involving an employee traveling on university business, a full written report for insurance purposes must be prepared as soon as possible and submitted to employee's immediate supervisor and Business Office. The report should include all important facts related to the accident, such as: place, time, exact nature of accident, names and addresses of all persons involved (including witnesses), extended injuries, and damage incurred.

In addition to the above reporting, individuals driving university vehicles should report accidents immediately to the university Police Division and their immediate supervisor. If serious, the report should be made via telephone.

Drivers involved in an accident should report to the proper police officer(s) at the time of the accident. Names and addresses of the drivers involved, witnesses and name and address of insurance company of other drivers involved in the accident should be obtained. Where witnesses are reluctant to give names, record the license plate number of two or more cars that have stopped.

ADVANCED TRAVEL ALLOWANCE

With appropriate planning, there should be few, if any, occasions requiring an employee to use personal funds or personal credit cards to complete a transaction on behalf of the University. Requests for personal reimbursement for travel, accommodations, etc., will be carefully reviewed. Faculty and staff members who purchase means of travel, accommodations, or registration for conferences, etc., using their personal funds or personal credit cards for payment will be issued a Travel Advance for those expenses if the request for reimbursement is made prior to the date of travel. Upon return, the individual must submit proof of travel/attendance (i.e.: boarding pass, conference materials) to the Business Office to clear the advance.

The University offers Purchasing Cards (p-cards through RAMP) for university travel and encourages the use of these cards whenever possible.

Advance of funds for travel may be obtained from the Business Office upon request of the traveler and approval of the Authorization for Travel Expense Form. Such requests should approximate a reasonable estimate of costs. The minimum request is $25.00. Any surplus of funds at the end of a trip must be returned to the Business Office when submitting travel expense reports. Travel reports must be submitted within 30 days of the last day of travel. Advances not cleared through this process will be withheld from the next payroll check.

Travel advances will not be issued to individuals with open travel advances for which travel expense reports have not been filed.

LOCAL TRAVEL

Local travel is defined as travel in Clark County, including on-campus travel, and is not reimbursable.

University-related business requiring an employee to conduct on-campus travel must use a university vehicle. If employee elects to utilize a non-university vehicle, travel reimbursement is prohibited.

University-related business requiring an employee to conduct local travel (excluding on-campus travel) extensively and repeatedly and no university vehicle is available for such travel may be authorized by the VP for Finance & Administration or President for reimbursement.

Approval of local travel should be completed in advance. If, however, such travel is part of an employee's regular duties, no special record of each trip is necessary.

ALLOWABLE EXPENSES

LODGING

Based on actual costs. Tips may be made at the discretion of the employee; however, tip may not exceed 20% for the entirety of lodging expense. When an employee shares a hotel or other lodging with another non-university person (significant other, dependent, family member, friend, etc.), the University will bear the expense of a single occupancy. The employee will be responsible for the additional cost incurred by a non-university person.

No reimbursement for lodging is permitted in the local area, unless authorized under special circumstances by the VP for Finance & Administration or President.

MEALS

Based on actual costs. No reimbursement will be permitted in excess of $10.00 for an individual meal without submission of receipt. Guidelines include:

	Regular Travel	Large Metro Area
Per Day (B/L/D)	$35.00	$45.00
Breakfast	$7.00	$9.00
Lunch	$9.00	$13.00
Dinner	$19.00	$23.00
Tip	At least 15%	At least 15%

- Breakfast is reimbursed when travel commences prior to 7:00 a.m. and extends beyond 8:30 a.m.
- Lunch is reimbursed when travel commences prior to 11:30 a.m. and extends beyond 2:00 p.m.
- Dinner is reimbursed when travel commences prior to 4:30 p.m. and extends beyond 7:30 p.m.
- Guests will be reimbursed at actual cost.

Reimbursement will not be made for meals taken in the local area except when attendance at a meal is necessary for participation in a conference/meeting or in accordance with provisions of approved grant.

TRANSPORTATION

- Personal car: As of July 1, 2026, that rate is $0.76 cents per mile
- University car: dependent upon vehicle
- Commercial carrier: at tourist rate
- Traveler must use shortest route safely possible when calculating mileage (i.e. if the distance from the employee's home to job site is shorter than that from Wittenberg to job site, that distance should be utilized for mileage calculation.)

OTHER EXPENSES

- Parking: actual costs
- Snack(s): not permitted
- Tolls: actual costs
- Conference Fee(s): actual costs
- Uber/Taxi Services: actual costs

Reimbursement for parking, phone, tolls, baggage handling, conference fees, and uber/taxi services are allowable expenses but must be supported by receipt(s). Personal charges such as laundry, valet services, entertainment (except when entertaining on behalf of the University during an approved trip), trip insurance, etc. are not allowed.