

## Frequently Asked Questions- Travel Procedures

### **Q: Does the Travel Procedure restrict how my budget dollars are allocated?**

A: No. This Policy helps ensure that employees are following the most cost effective methods when purchasing travel related goods and services. The traveling employee's supervisor/chairperson has the authority to approve travel and grant exceptions to the guidance provided in the policy.

### **Q: If I travel on University business, am I required to have a P-Card? Can I use my personal credit card for travel related expenses such as airfare, hotel etc...**

A: The Procurement Card ("P-Card") is the required method of payment for travel expenses when credit cards are accepted. John Carroll receives certain benefits from using the P-card; for example, we receive fraud protection, auto rental collision damage protection, rebate incentives, etc. Even in cases of international travel where additional charges may be applied, the University will require the use of the P-Card where credit cards are accepted.

### **Q: Does all travel require prior approval?**

A: Yes, as currently required, travelers should provide trip justification, estimated travel costs and dates to their manager/chairperson for approval prior to committing to or incurring any cost for the trip.

### **Q: Will the University reimburse me for the use of my personal vehicle over 200 miles?**

A: While the University's preference is to rent a car when traveling over 200 miles, there may be times when one would choose to use their personal car for further distances. You can choose to drive your personal car for distances of up to 600 miles roundtrip. This distance will allow travel to cities like Cincinnati, South Bend, IN, or Rochester, NY. Please note that the reimbursement for mileage reduces to \$.20 per mile when traveling further than 200 miles.

### **Q: Is it really more cost effective to rent a car for trips over 200 miles?**

A: Renting a car is the University's preferred mode of ground travel when traveling over 200 miles. It helps save cost and reduces an employee's personal liability. At the reimbursement level of \$.54 per mile, using a personal car to travel 200 miles costs the University \$108 and the driver is carrying all of the liability for their personal car. On the other hand, Enterprise charges \$33 per day for unlimited mileage and the damage waiver. Even considering the additional cost for the gas refill or an additional day or two for overnight stays, this is a cost savings for the University.

### **Q: Am I required to use JCU's preferred rental car provider, Enterprise, in all cases?**

A: Yes, employees are expected to use Enterprise unless circumstances do not allow (i.e. renting in a location where Enterprise does not operate). If Enterprise is not available in the area that you are traveling, use a reasonably-priced alternative vendor and be sure to purchase the damage coverage as this will not be automatically included with a non-contacted vendor.

**Q: I'm attending a conference in NYC and my meal costs while there are expected to exceed the guidelines of the policy, can I still use the P-Card (University funds)?**

A: The policy advises that fiscal prudence and common sense should be used when selecting restaurants and meals and provides guidance for the "reasonable" dollar amount for breakfast, lunch, and dinner as it was a common question for some employees. We anticipate that travel to more expensive areas may require exceeding these guidelines. The policy suggests that travelers use common sense and avoid lavish expenditures. The meal cost guidelines note that exceeding those guidelines may require written justification from the traveler. Supervisors would not need to be consulted when meal limits are exceeded, nor would John Carroll deny reimbursement unless the meal was determined to be lavish or excessive.

**Q: Am I required to provide receipts for all charges not made with a P-Card?**

A: All expenses, including those charged to a P-card, do require either a receipt, or in cases where receipts are not available or lost, a Missing Documents Form, to be submitted. The Missing Documents form is available on the Accounts Payable/P-Card homepage.

**Q. What should I do in cases of international travel when I am visiting a country that is a "cash society" where credit card use is not possible?**

A. With supervisory approval, cash advances for travel expenses in "cash societies" can be arranged with the business office, however funds used will be reconciled with receipts or other documentation like a Missing Documents form.

**Q. I meet with people who are not JCU employees as part of my job, often over meals. How will those people know about the limitations and expectations of this policy?**

A. This policy does not apply to expenses incurred when entertaining or hosting external constituents. Those events and their expenses would be subject to the operational practices of your division.

**Q. Will the policy be reviewed on a regular basis?**

A. Yes. The policy will be reviewed at least annually to address any needed changes. Feedback on elements of this policy and the preferred vendors and procedures is always welcome. Comments on the Policy itself should be directed to the HR Policy Committee via email to HRdept@jcu.edu; comments on the preferred vendors should be addressed to the Director of Purchasing.