**Guidelines for Recent Changes**

1. **Combined Meals and Lodging Limit**

* Meal/Lodging expenses exceeding the daily cap will no longer require a MAPP exception, but the appropriate Division Vice President’s approval will be required. (VP approval can be added to the Concur Approval Flow)

1. **Airfare**

* The University allows add-ons to economy airfare such as extra legroom, early check-in, seat selection, and the traveler’s additional luggage fee without a justification statement.
* One-way airfare to or from business destination may be reimbursed for combined business and personal trips if:
  + The business and personal trip can be clearly segregated – there are separate destinations for the business and personal portions of the travel; and
  + Travel Request is prepared only for the business portion of the travel with business only destination.

1. **Conference Hotel**

* If the conference hotel is used, and the daily meals/lodging combined amount does not exceed the university daily limit, the amount will be reimbursed without additional documentation;
* If the conference hotel is used, and the daily meals/lodging combined amount exceeds the university daily limit, the traveler may do one of the following in order to get reimbursed for the excess amount:
  + 1. Include the publicized document showing the conference hotel rate (must be the lowest rate) in the expense report; or
    2. Route the expense report to the appropriate Division Vice President and obtain the approval
    3. Meal can only be reimbursed at actual expense up to GSA rate

1. **Travel Days**

* The University will allow travelers to travel to their business destination one day before their official business begins, and return one day after their official business ends, without providing additional documentation or explanation.
* Travel days that are one day before a business day or one day after a business day will be counted as business days in calculating business versus personal days.
* Travel days that are more than one day before a business purpose or more than one day after a business day will require additional explanation and documentation, such as airfare price quotation plus other expenses showing better value. If the reason for the gap is for personal purposes, then those will be counted as personal days.

1. **Rental Car**

* The University will allow larger vehicles such as sports utility vehicles or vans if there are 3 or more persons traveling on University business in the same group so long as the number of travelers is specified in the Travel Expense Report.
* Travelers are strongly encouraged to book rental car from state contracted vendors because the rate is fixed and LDW (liability and loss/damage waiver) insurance is included in the base rate.

1. **Lavish/Extravagant Expenses**

* The IRS requires all travel expenses to be reasonable and ordinary, and specifically precludes lavish and extravagant expenses from reimbursement. The following expenses are considered as lavish/extravagant and are not allowed
  1. Hotel: Resort Hotel (except for Conference), Suite, Room upgrade
  2. Meals: 200% of GSA rate
  3. Rental Car: SUVs or vans for less than 3 travelers, sports car, limousine
  4. Any upgrade other than additional charges for airfare and rental car for three or more travelers, as mentioned in policy.