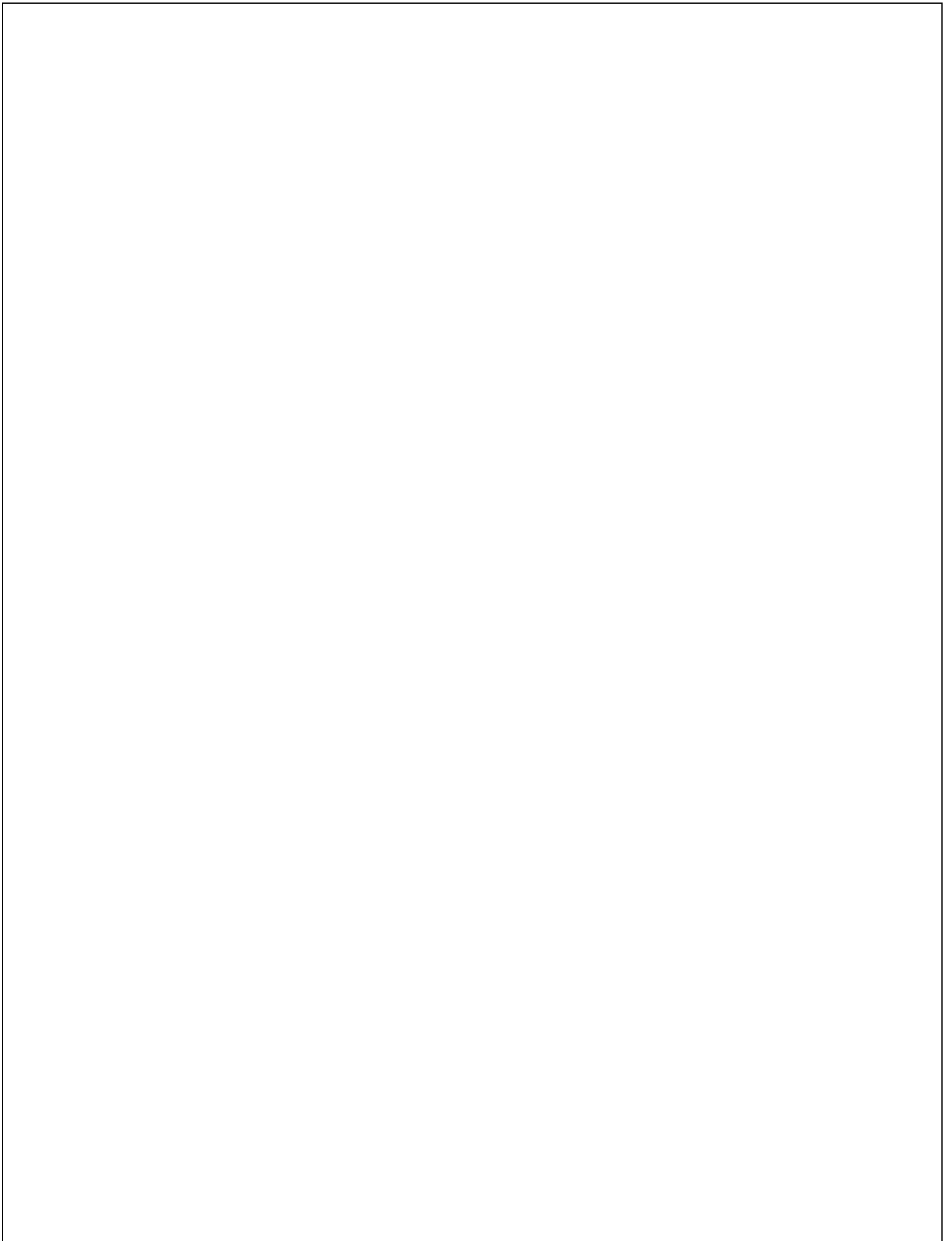



- e. All drivers are expected to conduct themselves in a professional manner when operating a vehicle engaged in University business travel. University affiliated drivers (i.e., students and employees) engaged in University business travel must adhere to all applicable University policies. All further references to drivers in this Driver Requirements and Responsibilities section are to University affiliated drivers. Non University affiliated drivers (e.g., chartered drivers) shall be subject to all state and federal laws, ordinances, and regulations, and the rules, policies, and requirements of their employer.
- f. Driver Qualidmenanutbl <</MCID 4 >>BDC 0.0015 Tc 0 Tw [(D)-477Tj /TT2 1 TiBody <</
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i. An all-inclusive mileage allowance of \$0.25 per mile to cover expenses (such as

c. Taxi Fares, Ride Sharing, and Public Transportation: The University will reimburse a reasonable amount of expenditure incurred by an employee in the course of his or her official duties. This reimbursement is subject to the following conditions:

use the most economical parking facility that is reasonably accessible to their destination. Travelers are required to use a ~~low~~/economy parking lot for overnight parking at airports. Traffic citations, parking ticket fines and related court costs will not be reimbursed. Itemized parking fee receipts and toll receipts must be submitted with the expense report for reimbursement.

vii. Bus Driver Tips: The University will reimburse for bus driver tips. A signed bus driver tip form must be attached as part of the reimbursement request.

B. Lodging: The University will reimburse individuals for lodging expenses incurred only in connection with University business. To comply with IRS rules, a hotel must be located over 50 miles away from the University in order to receive reimbursement. Hotel charges for personal weekend trips surrounding business trips become the legal responsibility of the traveler and should not be included with the expense report for reimbursement.

a. Hotel reservations may be made through the designated travel agency or internet website. The selection of hotels should be based on price and convenience relative to the business purpose of travel.

b. Individuals must confirm a corporate rate at the time of reservation with the hotel. Rates lower than corporate rates may be available (us)-4 (3-10 (t)-4 (o13 d b)-101<</MCID (rat) 0 T

a.

Dinner	\$28
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Dinner	\$38
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*High-Cost US Metro Areas include San Francisco, New York, Boston, Honolulu, Seattle, White Plains, Washington D.C., Chicago, Los Angeles, and Philadelphia.

b. Meals F



Note: Repeat use of the missing receipt affidavit may result in denial of reimbursement.

b.

- x [Use of Funds for the Purchase of Alcoholic Beverages Policy](#)
- x [Memo Statement/Affidavit for Lost Receipt\(s\)](#)
- x [Gift Card Policy](#)
- x [How to Purchase Gift Cards Excluded from the Gift Card Policy](#)