

IMCI Traveling Guidelines/Checklist

Prior to Your Trip

- Review** the **General Travel Guidelines** section of this guide.
- Understand** that it is your responsibility, to follow University of Idaho travel policies and procedures. Find the travel procedures in the [Administrative Procedures Manual, Chapter 70](#).

General Travel Guidelines

- General:**
 - All expenses must be necessary to conduct IMCI business and it is expected that travelers will be prudent in making travel arrangements and selecting the lowest cost options available. Be prepared to provide comparisons when requested to document that the most economical options were selected.
 - Original receipts are required in most cases unless noted below. Be sure to collect receipts throughout your trip. Internet receipts will be accepted as originals.
 - Travel expenses are funded when they are IMCI business related, documented properly, most economical, grant allowable, and are within the event dates (one day prior and one day after allowed to travel to/from the business-related event).
 - Be sure to provide comments and documentation for all nonstandard expenses.
- Personal Days** during trip **MUST** be **listed** on all IMCI travel forms.
- Airfare:**
 - Provide original itemized receipt that reflects passenger name, amount, method of payment, class of service, ticket number, vendor name, destination and dates of travel.
 - Cost is limited to the lowest-priced airfare available.
 - Upgrades or first-class tickets will NOT be allowed.
 - Baggage fees are allowed for up to one checked bag and one carry-on-bag per departure
 - Travel Insurance on domestic air travel is NOT allowed.
 - MUST follow the [Fly America Act](#) if traveling internationally.
- Lodging:**
 - Provide a detailed itemized receipt with a \$0 balance.
 - Incidental expenses need to be paid for with personal funds.
 - Lodging the night before the start of a trip will be allowed if it is necessary for an early morning flight and the lodging is more than 50 miles from your workstation. No per diem will be allowed during this time.
 - If the room rate is more than a single occupancy, a comparison will need to be provided showing single occupancy rate vs rate that was charged. Only the single occupancy rate will be reimbursed unless you are able to document the other occupants were University of Idaho (UI) employees traveling on UI business.
- Personal Vehicle Mileage:**
 - Private vehicle reimbursement rate is 56 cents per mile. Do not collect or turn in gas receipts.
 - Mileage will be reimbursed according to Mapquest routes. Be sure to provide your workstation address and ending location address on your travel claim.
- Rental Car:**
 - Provide original itemized receipts.
 - Only charges up to a standard car rate will be allowed unless the traveler has a documented business reason for a higher automobile class.
 - Additional products or services added to rental agreements will not be reimbursed including insurance, roadside assistance and/or GPS charges.
 - Provide original gas receipts and note the gas was for the rental car.
- Conference Registration:**
 - Provide the original conference registration receipt.
 - Provide a conference agenda.
 - Per diem funding will not be provided for any meals that are included in the registration fee or provided at the conference.

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- Ground Transportation**
 - Receipts are required if over \$75 per expense. Provide information regarding how the expense is business-related.
- Per Diem:**
 - You will be paid per diem for meals that were not provided during your trip. Per diem will be determined using departure date/time and return date/time. Do not collect or turn in food receipts.
 - The current in-state per diem rate is \$49/day. Out-of-state per diem will be paid based on the [applicable GSA per diem rate](#) for any out-of-state locations.
 - The per diem rate also covers incidentals such as service tips and laundry services.
- Other Business-Related Expenses:** internet access, parking, tolls, etc.
 - Receipts are required if over \$25 per expense. Provide information regarding how the expense is business-related.

Additional Guidelines for University of Idaho Employees

- Prior to your trip submit a [IMCI Travel Request Form](#)**
 - **Approve** the trip Authorization in Chrome River.
 - **Follow up** with your supervisor to make sure they approve the request in Chrome River.
 - **Check** with your department to find out if any other travel approvals are required.
 - If you are traveling internationally you **MUST** register your trip with the [International Programs Office](#)
- University Purchasing Cards** are for university related expenses ONLY. No personal expenses are allowed to be charged to a university purchasing card. If a charge is a mix of business and personal purposes, be sure to pay for the expense with personal funds. Request reimbursement for the business-related part of the expense and include comparison documentation of costs without personal days. Contact IMCI Office with questions.
- Personal Days** during the trip **MUST** be **pre-approved** by your supervisor and documented on your travel request. Reminder to use your personal funds for costs that include personal days. This includes your airline ticket, lodging, or other expenses that include personal days. Request reimbursement for the business-related part of the expense.
- Conference registration in conjunction with a membership** is only allowed with prior approval and when memberships are in conjunction with conference registration that results in a lower overall cost savings to UI.
 - **Contact** the IMCI Office for the prior approval form and additional instructions on how to request prior approval.
 - If approved the membership cost will need to be placed on a **personal credit card and non-grant funds will need to be used**
 - **Submit the** approved prior approval form, the conference registration and membership receipts and documentation of conference registration cost without a membership.
- Airfare:**
 - Use the UI [Alaska Airlines and Horizon Air](#), EasyBiz contract fare agreement when reasonable
- Lodging**
 - Ask for the government rate when lodging within Idaho and ask for State of Idaho tax exempt status.
 - **Do not charge to a university purchasing card** if the room rate is not single occupancy.
- Rental Car**
 - Rent a compact or economy car through the State Rental Car Contract with Enterprise or Hertz. See the [Rental Car Information](#) section on the Travel Services webpage to find out how.
 - Become a qualified driver through your home department prior to driving the rental car. Contact your home department's administrative office to find out how. Allow several business days to complete.
 - In general only UI employees are allowed to be drivers. In general only UI employees and UI students participating in authorized travel are allowed to be passengers. Contact the IMCI Office for any unusual circumstances.
 - It is recommended to use your university purchasing card for the rental car expense
 - Sign the rental agreement followed by the initials "U of I"
 - Carry a [University Auto Accident Kit](#) with you while driving the rental car.
 - Do not purchase insurance from the rental car company when renting inside the U.S.
 - Purchase rental car coverage from the rental agencies when renting in foreign countries

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- The driver is responsible for ensuring they have met the requirements of the university's driver policies and any specific requirements of the rental agency. See [Standards for University Owned, Rented, or Leased Vehicle Use and Coverage](#) and [Need to Rent a Car?](#)
- If you wish to mix personal and business travel, you must conduct university business in a UI-rented vehicle, return the UI-rented vehicle, and check out a rental vehicle for personal use. Personal use rental is not reimbursable and is not covered by university auto coverage.
- **Ground Transportation and Other Business-Related Expenses:**
 - If using a UI purchasing card you MUST provide original receipts.

Within 15 Days of Returning from Your Trip

- **Fill out a** [IMCI Travel Reimbursement Form](#)
- **Expect** your travel claim to be processed within 2 weeks of the IMCI Office receiving your Travel Claim.
- **Be sure to promptly provide** additional needed information when asked to avoid any processing delays.

Questions?: Contact the IMCI Office: Michelle Reagan, 885-5831, mreagan@uidaho.edu, or Michele Mattoon, 885-1019, mmattoon@uidaho.edu