

# 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 must be the most economical option. Be prepared to provide comparisons when requested to document that the most economical options were selected.
  - Original receipts will be required so be sure to collect 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 event).
  - Be sure to provide comments and documentation for all nonstandard expenses
- Personal Days** during trip MUST be *listed* in IMCI travel forms
- Airfare:**
  - Provide original itemized receipt that reflects date, amount, method of payment, 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
  - Up to one baggage fee each way will be allowed
  - 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 as long as it is necessary for an early morning flight and as long as 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 occupant:
    - A comparison will need to be provided showing single occupancy rate vs rate charged, and only the single occupancy rate will be reimbursed.
- Personal Vehicle Mileage:**
  - Private vehicle reimbursement rate is 57.5 cents per mile
  - Mileage will be reimbursed according to Mapquest routes. Be sure to provide your workstation address and ending location address on your travel claim.
  - Provide original parking receipts
- Rental Car:**
  - Provide original itemized receipts
  - Only up to a standard car rate will be allowed, unless the traveler has a documented business reason for a higher class automobile
  - Provide original gas receipts and note the gas was for the rental car
  - Provide original parking receipts
- 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
- Public Transportation**

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- Provide original receipts and information regarding the transportation
- **Per Diem:**
  - You are eligible for per diem for meals that were not provided and based on departure date/time and return date/time
  - The in-state per diem rate is \$49/day and out-of-state per diem rate is \$55/day. Per diem will be paid based on the [applicable GSA per diem rate](#) for out of state locations.
  - The per diem rate also covers incidentals such as service tips
- **Other:** internet access, etc.
  - Provide original receipts and information about the expense

## 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 with the [International Programs Office](#)
- **University purchasing cards** are intended for university related expenses ONLY. No personal expenses are allowed to be charged on a university purchasing card. If a charge is a mix of business and personal purpose then be sure to pay for the expense personally and then request reimbursement for the business related part of the expense.
- **Personal Days** during the trip **MUST** be **pre-approved** by your supervisor
- **Conference registration in conjunction with a membership** is allowed only when doing so results in a lower overall cost savings to the University.
  - **Request** prior approval to utilize non-grant funds for the membership cost.
    - If approved the membership cost will need to be placed on a **personal credit card**
    - Submit both the conference registration and membership receipts along with comparison documentation
- **Lodging**
  - Ask for the government rate when lodging within Idaho, and ask for State of Idaho tax exempt status
  - If the room rate is more than a single occupant either:
    - A comparison will need to be provided showing single occupancy rate vs rate charged, and only the single occupancy rate will be reimbursed. **Do not charge to a university purchasing card.** OR
    - List the other UI funded occupants sharing the room
- **Rental Car**
  - Only UI employees are allowed to be drivers
  - Only UI employees or students are allowed to be passengers. Non-UI passengers are not covered by insurance
  - Whenever possible use Enterprise Rental Car (Corporate Account: XZ47IDS Account Name: IDS)
  - If a higher class automobile is required for business reasons then the justification must be noted in the travel request and approved on the pre-approval
  - Waive the insurance coverage unless traveling internationally, then be sure to purchase the minimum compulsory insurance
  - Sign the rental agreement in your name, followed by the initials UI
  - Carry a State of Idaho accident claim kit.
- **Public Transportation:**
  - 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 so not to delay processing

## Questions?

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