

# Travel Authorization Guidelines

*For GU Employee Travel Charged to BGE Cost Centers (GX4208)*

## **PURPOSE**

All business travel charged to Biomedical Graduate Education (BGE) cost centers must be pre-approved by either the Director or Associate Dean of BGE, using the appropriate travel authorization request form. Appropriate travel is normally limited to: biomedical graduate program recruitment; attending workshops to enhance the employee's job-related skills; or attending conferences or meetings directly related to the employee's position. A copy of the official event announcement (such as an email announcement or flyer) must accompany the travel authorization request form.

## **TRAVEL**

Business travel (foreign and domestic) is allowed only if budgeted and funds are available within the cost center. Employees are encouraged to utilize the University's partnership with West End Travel when traveling for University business, in order to take advantage of specially negotiated pricing. The University prohibits the purchase of first-class air travel or the equivalent at University expense. The university also prohibits business-class air travel or the equivalent at University expense for domestic travel.

If the employee is using their own personal automobile for authorized travel, mileage will be reimbursed at 50.5 cents per mile for business miles driven. Employees are requested to print out a copy of the round trip driving route from mapquest.com indicating miles driven.

Lodging will be reimbursed up to \$150 per night plus applicable hotel taxes. Exceptions will be made, with prior approval, in certain high cost cities (such as New York, Boston, Chicago, and San Francisco). *Hotel costs that exceed these limits will be the responsibility of the individual, unless justification and prior authorization has been obtained.*

To the extent possible, reservations and bookings should be made far enough in advance to take advantage of advance purchase fares; lodging should be limited to one night lodging per full day of meetings, at the lowest possible rate. A Saturday night layover may be permissible when such a layover results in significantly lower airfare. Ground transportation will be reimbursed at the lowest possible cost. Reimbursements for cabs will be made with original receipts only. Expense reimbursement is limited to staff and faculty who are traveling on official University business only. Travel costs of family members are not the responsibility of the University.

## **MEALS**

Reimbursements for meals will be made with original receipts only, with reimbursements for meals limited to \$60.00 per day for local meals, and \$70.00 while on full days of travel, for GU employees. Meals for GUMC-related business with outside guests to be paid from University funds are limited to \$30.00 per non-GUMC employee and will be reimbursed with original receipts only, list of participants (names, titles, affiliated organizations), and purpose of the meeting.