



TRAVEL POLICIES AND PROCEDURES

This version of the Travel Policies and Procedures is effective November 4, 2020. It replaces all previous policies.

This document is distributed solely through the University of Southern Indiana online network and, as such, can be updated more easily and frequently than a printed policy document. While it is incumbent upon the traveler to keep abreast of policy changes, policy changes are broadly communicated.

TABLE OF CONTENTS

Purpose	3
Responsibilities	3
Business Purpose/Justification	4
General Information	5
Trip Pre-Approval Report	6
Travel Card Program	7
Online Travel Booking Tool and Travel Agency (Egencia)	7
Travel Advances	8
Air Class of Service	9
Air Travel Receipts	9
Online Receipt Documentation for Airline Electronic Tickets (E-tickets)	9
Personal Travel	10
Unused Airline Tickets	10
Lodging	10
Online Receipts Documentation for Lodging	11
Local Lodging for Candidate	11
Vehicle Rental	11
Online Receipts Documentation for Vehicle Rental	11
Vehicle Rental Insurance	12
Per Diem and Travel-Related Hospitality Expenses	12
Per Diem Method	12
Receipt Requirements for Approved Travel-Related Hospitality	13
Tips	13
Conferences and Professional Meetings	13
Registration and Memberships	14
Travel Insurance	14
Injuries	14
Taxi and Other Ground Transportation	14
Personal Vehicle	14
Electronic Toll Passes (i-Zoom, I-Pass, etc.)	15
University-Owned Vehicles	15
Telephone and Other Communication Charges	15
Miscellaneous Travel Expenses	15
Events Off Campus with Employees at Event	15
Student Travel Awards and Taxability	16
International Travel	16
International Travel Expenses	17
Supplies and Miscellaneous Business Expenses Incurred while in Travel Status	17
Payments to Individuals	17
Submitting Expense Reports	17
Schedule A – Travel Buyer Guide	19
Schedule B – Expense Report Supporting Documentation	21
Schedule C – Expenses Not Reimbursable by the University	23
Schedule D – Contact Information	24
Schedule E – Useful Websites and Forms	25

PURPOSE

These policies are intended as a guide for individuals with University-related travel and travel-related hospitality. The responsibility to comply with the guidelines rests with the traveler, the supervisor and the financial manager who certify conformance to these guidelines by approving the business purpose for the trip/activity. The same judgment and consideration applies to travel and travel-related hospitality as to any University transaction. Purchases and reimbursements should be authorized only for expenses that conform to University policy, are ordinary, necessary, and reasonable both in amount and relative to its purpose.

RESPONSIBILITIES

Traveler/Employee – Pre-Trip Travel Approval

The individual submitting a Pre-Approval Report bears the responsibility to:

- Obtain approval and a trip number by completing the Pre-Approval Report in [Chrome River](#) prior to the trip departure.
- Provide description and business purpose of travel. Include supporting details such as a conference website address, meeting invitation, etc.
- Estimate the travel expenses for the trip for which funding is requested.
- Identify fund-org(s) for the trip for approval of funding support and routing purposes.
- List personal day(s) and/or outside funding for the trip.
- Provide documentation of the business travel and identify personal travel dates when applicable.
- Submit the Pre-Approval Report via Chrome River prior to the trip departure date, preferably 30 days prior.

Traveler/Employee – Travel Expenses

The individual submitting an Expense Report bears the responsibility to:

- Verify all expenses being paid or reimbursed by the University are valid and conform to this policy document and understand that requests lacking required documentation and/or explicit business purpose will be questioned and perhaps not be reimbursed through these policies.
- Attest that expenses submitted for reconciliation/reimbursement have not been previously paid through a prior submitted Expense Report, cash advance, or by an outside agency or other third-party.
- Comply with set funding limits.
- Submit Expense Report including all documentation related to his/her travel to the University via Chrome River within 60 days of completion of travel or latter of incurrence/payment of the business expense.
- Retain accountability for ensuring all expenses are in accordance with this policy document and sponsoring agency, if applicable, even though the employee may delegate responsibility for Expense Report preparation to a delegate.
- Understand that while [Accounts Payable](#) may review expenses and documentation uploaded, the primary responsibility for validity, appropriateness and accuracy of the information provided rests with the traveler/employee.

Authorizer/Approver – Pre-Trip Travel Approval

Individuals authorized to approve business travel of others and who may also provide funding support will administer these policies and are responsible to:

- Attest that the purpose of the requested trip is valid and directly related to University business.
- Request documentation for any additional department level requirements.
- Send completed Pre-Approval Report to [Travel Procurement](#) on a timely basis (via [Chrome River](#)).
- Understand that while Travel Procurement may review the Pre-Approval Report, the primary responsibility for the appropriateness of the business travel rests with the traveler/employee and the individual(s) responsible for approval.

[Travel Procurement](#) – Pre-Trip Travel Approval and Travel Purchase Methods

Travel Procurement is responsible for reviewing Pre-Approval Reports for the following reasons:

- Information on the Pre-Approval Report is supported by business purpose and description provided.
- Pre-Approval Report is reviewed for compliance with University policies.
- Pre-Approval Report has been reviewed/approved by appropriate approver(s).
- Determine method for travel purchases.
- Enroll traveler, delegates and departments in the PNC Visa Travel Card Program ([TCard](#)) to those who qualify. Determine if cardholder settings need modification in order to meet travel needs.
- Enroll traveler, delegates and departments in the University's online travel booking tool, [Egencia](#), for air travel purchases.

[Accounts Payable](#) – Travel Expense Reconciliation/Reimbursement

Accounts Payable is responsible for reviewing Expense Reports prior to processing the reconciliation/reimbursement to verify that expenses are reasonable and meet the following criteria:

- Information on the Expense Report is supported by accompanying support documentation, which is both complete and in accordance with this policy document.
- Expenses conform to requirements imposed by the Internal Revenue Service (IRS) and Indiana Department of Revenue (IDOR).
- Request further documentation or explanation for expenses that appear to be excessive or unusual in relation to the nature of the business travel. Explanation of such expenditures must be included on the Expense Report.
- Expenses have been reviewed/approved by the appropriate approver, when applicable.
- Review expenses for compliance with University policies.

The traveler and authorizer should note that internal and external auditors routinely examine Expense Reports for compliance with University policies.

BUSINESS PURPOSE/JUSTIFICATION

In accordance with IRS rules, all payments from an employer to an employee are taxable unless exempted. Exempted expenses must serve a business purpose for the University. This means the expenses provide a business benefit to the institution, not a personal benefit to the employee. The University also has stewardship obligations, so it is possible personal expenses may be reimbursed and then taxed to the traveler. When you create an Expense Report, you must give a detailed business purpose to justify the expense. The business purpose should answer these questions:

- What? i.e. describe expense in context
- Why? Explain how the travel benefits USI
- Who? }
- When? } These questions will be answered in the required fields on the Pre-Approval Report form
- Where? }

A detailed, relevant business purpose will allow for a faster reimbursement, with less chance of a rejection of your Expense Report. Here are some examples of unacceptable business purposes, and how to make them more detailed, by including information on what the expense was, and why it was made. The detailed versions can also include who was involved, where it happened, or when it happened.

NOTE: The University is engaged in the business of education, research, and public service so describing the expense in that context is appropriate.

Unacceptable Version of Business Purpose	Detailed Version of Business Purpose	Questions Answered in Detailed Version
Presented at conference	Showcase USI at the Exotic Animal Symposium by presenting research to colleagues that will be shared with USI students	What? Why? Where?
Meal with colleagues while in travel status	Business purpose must be specific. "Dinner with J. Doe, Prof of Education at XYZ University to discuss new joint program:" is an appropriately documented business purpose. "Dinner with J. Doe:" is not. The business purpose of an expense may be obvious to the employee, but not to a third-party reviewer.	What? Why? Who?
External hard drive	Portable USB Flash Drive needed for field research purchased while in travel status	What? Why? When?

GENERAL INFORMATION

These policies apply to any employee or non-employee who incur expenses on behalf of the University of Southern Indiana (USI) while in travel status and seeks reconciliation/reimbursement for those expenses from the University, regardless of the source of funds. The University will pay for reasonable travel, meals/Per Diem, lodging and other out-of-pocket expenses, as per University policies, incurred in the transaction of University business up to amounts approved by the employee's Financial Manager.

This document outlines policies and procedures in general terms to allow reasonable discretion for employees incurring expenses while conducting University business. Departments may implement more restrictive policies and procedures to which departmental personnel should adhere. Grant awards may contain additional requirements or restrictions.

These policies are not expected to cover every possible situation. Items of an unusual nature should be discussed with [Travel Procurement](#) if the traveler is aware of the situation before the trip occurs. The traveler should contact [Accounts Payable](#) before the submission of expenses if they are of unusual nature and occurred during or immediately following the trip. Supervisors and financial managers can request exceptions to this policy document in the event of extenuating circumstances; however, even if approved, these exceptions may result in a taxable liability to the traveler. Written explanation and approval, as needed, must be included with the request for reconciliation/reimbursement in exception situations.

All employee or non-employee travel-related reimbursements must be submitted via [Chrome River](#). Original documents are not submitted to Accounts Payable as backup documents are uploaded in Chrome River and attached to the Expense Report electronically. It is required that the submitter retain original receipts for two fiscal years.

TRIP PRE-APPROVAL REPORT

All travel and travel-related hospitality receiving University support require a Pre-Approval Report. A Pre-Approval Report is created in [Chrome River](#). Essential information for the University trip or activity is required, including traveler's name, description and business purpose of trip/event, dates, destination, etc. The funding amounts approved for University business travel will be encumbered until expenses have exhausted the encumbrance. The system automatically liquidates encumbrance after 90 days, or a request is made to release the encumbered funds.

Trip Pre-Approval Reports are submitted for various business traveler types including:

Individual Faculty/Staff Travelers

- An employee of the University traveling on University business
- Required to complete a Pre-Approval Report form for each trip
- Faculty/Staff under the Academic Affairs umbrella should refer to the [Academic Affairs Travel](#) webpage
- Employees should contact their department/college for information on internal travel processes

Athletic Teams

- Coaches and athletic teams of the University traveling for competition purposes
- May complete one Pre-Approval Report for each team trip, or may complete a Standing Pre-Approval Report for the Spring period and/or Fall period
- A separate Pre-Approval Report is required for post-season team travel

Individual Student Travelers

- A student traveling on University business, including student worker, RFW/Intramural trips
- Read Student Affairs policy on student domestic travel in the [Student Domestic Travel Policy](#)
- Required to complete a Pre-Approval Report form with assistance from the supporting department

Note: Students traveling for their own benefit will not require a Pre-Approval Report form for payment. See section on [Student Travel Award](#) for details.

Group Travelers Including Student(s)

- Consists of a group leader with one or more students traveling on University business
- Typically has combined expenses
- Required to complete ONE Pre-Approval Report form for the group
- Read Student Affairs policy on student domestic travel in the [Student Domestic Travel Policy](#) or Center for International Programs policy on [Planning a Safe Trip Abroad](#), whichever is applicable

Note: Faculty/staff who are traveling with a group AND who are receiving funding from different departments are considered individual faculty/staff travelers, and therefore need to complete their own Pre-Approval Report form.

Candidate Traveler

- An individual brought to the University for employment interview process
- Read Human Resources guidelines on hospitality in the [University Handbook](#)
- No Pre-Approval Report needed for travel reimbursements to this group
- [Travel Procurement](#) facilitates the purchase of airfare and lodging arrangements for this group
- For candidates of Academic Affairs, refer to the [Search Committee Information](#) on the Provost's Office webpage

Guest Traveler (non-candidate)

- An individual who has an approved agreement/contract with the University to provide services
- Department submits contract/agreement including the travel allowance through [BuyUSI](#)

Event Travel

- Meetings/events hosted by the University that are off-campus (i.e. Board of Trustees meetings, Admissions receptions, etc.)
- May include travel of both employees and non-employees
- Traveler/delegate required to complete a Pre-Approval Report form for the expenses of the event
- For individual faculty/staff/students, refer to appropriate traveler type listed above

Standing Pre-Approval Reports (Mileage Log, Vehicle Rentals, etc.)

- Used for University business travel with trips that have the same business purpose and/or the same expense type for each trip
- Required to SEMI-ANNUALLY complete ONE Pre-Approval Report representing the type of standing Pre-Approval Report as directed by [Travel Procurement](#)
- Submit Expense Report for reimbursements/reconciliations on a monthly basis

Travel Procurement is responsible for the Pre-Approval Report.

[Accounts Payable](#) is responsible for the Expense Report.

Both offices provide periodic training. Guides and other helpful resources can be found at the USI [Chrome River](#) website.

TRAVEL CARD PROGRAM

USI offers the PNC Corporate Visa Travel Card ([TCard](#)) to help facilitate the payment of travel expenses for University business. The TCard, to be used for business purposes only, can be used by employees as a primary payment method for travel and travel-related hospitality expenses for approved business trips.

Travel Procurement administers the TCard Program. Individual TCards are issued to faculty and staff for payment of travel costs, such as hotel, baggage, and ground transportation as well as purchase/payment of registration fees, air travel and other travel agency purchases such as lodging through [Egencia](#) while on approved University business. To request a TCard for faculty or staff, contact Travel Procurement.

Individual cardholders are responsible for all charges made on the TCard and for reconciling the expenses to satisfy those charges. Unreconciled charges may be considered personal expenses and reported to Human Resources as a taxable benefit should the employee fail to repay the expense. Failure to reconcile charges accumulated on the TCard by completing an Expense Report could result in a loss of card privileges including the closure of the TCard account.

Poor management of the card, as per the TCard policy, may result in revocation of cardholder privileges. Fraudulent or intentional misuse of card will result in revocation of the card and may result in restitution, criminal charges, and/or up to and including termination of employment.

ONLINE TRAVEL BOOKING TOOL AND TRAVEL AGENCY ([EGENCIA](#))

Travel Procurement administers the University's travel booking tool (Egencia). Travel Procurement is responsible for creating user accounts in Egencia and assigning them to the appropriate University department. Faculty and staff may request an Egencia account using the Egencia Account Request form found on the webpage.

Egencia guest accounts are also created for departments to facilitate travel arrangements and payments for students, candidates and guests. Contact Travel Procurement for more information on uses of an Egencia guest account.

Travel arrangements made through Egencia include airline tickets, hotels, vehicle rentals and domestic train bookings.

The Egencia website provides tutorials and other helpful resources for booking travel. Travel Procurement also offers training to faculty and staff. In addition, a traveler/travel arranger may contact Egencia directly to speak with a customer service agent about travel arrangements. Note: An additional fee will be charged for agent-assisted bookings. Travel arrangements through [Egencia](#) are for University approved travelers only. Egencia is not to be used for non-business approved travel.

Travel which has been charged directly to a University [TCard](#) through Egencia, or other travel vendor, must be reported on an Expense Report in order to reconcile the expenses of those directly charged items. A traveler who chooses to personally pay for travel arrangements made outside of Egencia will be able to request reimbursement by submitting an Expense Report after the business trip is completed.

While the Egencia booking tool is recommended for the traveler's use, the University will reimburse travelers for travel arrangements made through other means, though the documentation requirements are greater (refer to [Schedule B – Expense Report Supporting Documentation](#). Specific documentation requirements are also listed in the Air, Lodging, and Vehicle Rental sections for details). The Expense Report will include travel costs incurred before the trip (airfare, registration, etc.) as well as during the trip (Per Diem, taxis, etc.). All receipts must be uploaded for audit purposes.

It is the responsibility of the traveler/delegate to verify expenses submitted for reconciliation/reimbursement have not been reimbursed or paid through a previously submitted Expense Report, travel advance, or an outside agency or other third-party.

For guidance on booking travel, refer to [Schedule A - Travel Buyer Guide](#).

TRAVEL ADVANCES

The University offers a TCard program to faculty and staff for travel purchases. As a result, travel advances are not issued to faculty or staff who decline enrollment in or are ineligible for the University TCard program.

Travel advances may be provided to travelers with special travel needs, such as in chaperoning a group of students with substantial cash needs or for international travel to locations where Visa is not widely accepted, or those for whom the TCard is not a viable option.

Contact [Accounts Payable](#) to determine if a travel advance is available for a trip.

Travel advances require an Expense Report be submitted at a minimum of seven days in advance of the scheduled departure date. The payout of the advance will not be issued more than one week prior to the scheduled departure date and must be reconciled within one week of the completion of a trip. Request for any additional payment, advance or reimbursement will be reviewed by the Manager of Accounts Payable for any traveler with an outstanding advance.

Accounts Payable will attempt to contact travelers with outstanding travel advances. Failure of the traveler to account for a travel advance after repeated attempts by Accounts Payable to contact the traveler will result in reporting the advance to Human Resources to review for possible inclusion on the traveler's W-2 and withholding taxes on the advance amount from the traveler's paycheck. The traveler may also lose the privilege of obtaining future travel advances.

Per IRS regulation, once an unsettled cash advance has been added to a W-2 it cannot be reversed – even if settled.

AIR CLASS OF SERVICE

Travelers must book the lowest price coach class airfare that reasonably meets the traveler's schedule.

Business class is permissible when all three of the following scenarios exist:

- The destination of University business is outside the continental United States and the scheduled flight time, including stopovers and change of planes, is in excess of 14 hours.
- The funding department has adequate budget resources.
- It is clear that this form of travel is for a valid University purpose and would be the best use of the funds available.

First class fares are not permissible.

U.S. airlines must be used for all federally sponsored international air travel for grants. (Refer to the [Fly America Act.](#))

AIR TRAVEL RECEIPTS

It is preferred that faculty and staff traveling on business book business airline tickets through [Egencia](#). Airline bookings through Egencia will have an emailed receipt and will not be required to show additional evidence of payment.

The closest airport to the University is Evansville Regional airport and is therefore considered the "home" airport. Employees are eligible for airfare costs up to the cost of airline tickets for departures and returns between the Evansville airport and business destination. For those employees whose work station is not the University campus, the best reasonable airfares should be based on the closest airport to their work station.

Fees associated with flight changes may be reimbursed as long as there is a valid business reason for the change. The reason for the flight change must be included on the Expense Report.

The University will not reimburse travelers for tickets or upgraded tickets purchased with frequent flyer miles. Frequent Flyer program benefits should not be the deciding factor when selecting flights.

Individual dues paid for membership in an airline club are not reimbursable.

ONLINE RECEIPTS DOCUMENTATION FOR AIRLINE ELECTRONIC TICKETS (E-TICKETS)

Receipts are required for all airfare and related expenses. In order to meet IRS requirements that a flight was taken and paid for by the traveler, documentation support with E-tickets requires an itinerary reflecting airline, flight numbers, departure/arrival dates and times, as well as receipt listing total flight cost, payment method (e.g., Visa *****1234), and evidence of full payment.¹ The Itinerary/Receipt requirements may be satisfied by the same summary document depending upon the method used by the airlines or travel company.

Tickets purchased via personal credit card and requested for reimbursement after the completed trip, need to include documentation of best reasonable cost of airfare. The documented fare quote must be captured and dated the same date as the purchased ticket. If no documentation of a fare comparison is submitted, then the maximum reimbursement will be \$600 for business only trips, i.e. no personal travel included. (See "Personal Travel" for documentation required.)

¹ Absent the summary itinerary and receipt document(s) referred to above, or if questions remain due to the nature of or lack of submitted documents, additional information may be requested, including electronic receipt print out from kiosk or 24-hour check in process, boarding pass, and/or copy of traveler's credit card statement reflecting the charge.

PERSONAL TRAVEL

Occasionally an employee may take a trip that includes both personal and business travel.

Any difference between the cost of airfare to the business destination for the business dates and the cost of the purchased flight itinerary is the traveler's responsibility.

[Travel Procurement](#) will provide a fare quote for the business destination and dates.

UNUSED AIRLINE TICKETS

Unused airline tickets purchased by the University through [Egencia](#) are tracked for use as a credit against future travel or refund. The refund receipt/cancellation confirmation should be attached to the Expense Report.

Note: Any unused airline tickets initially charged to a grant/sponsoring agency must be reversed and more appropriately charged to departmental accounts for future departmental benefit.

LODGING

The University offers a single occupancy room upon request for an approved business trip. If a request for a single occupancy room is made, then it must be granted regardless of budgetary or other considerations, and without reprisals or retaliation for making such a request. However, if faculty and/or staff traveling on University business choose to share lodging accommodations, then they will be allowed to do so except in the following two situations:

1. Faculty and/or staff are prohibited from sharing a room with a student.
2. Managers are prohibited from sharing a room with their subordinates.

Faculty/staff traveling on business should book and pay for business lodging using their individual [TCard](#) or personal payment method. If the lodging cost is shared with another University colleague, then the travelers should notify the hotel at check-in that there will be more than one method of payment.

The University will pay lodging expenses not to exceed the single room occupancy charge including taxes and actual room costs, as substantiated by the detailed hotel bill, for each day that lodging away from home is required for business reasons. Additional lodging costs, such as internet, parking, etc. charged to the hotel room will be itemized on the Expense Report under lodging.

Travelers will not be reimbursed for "no show" charges unless extenuating circumstances occur. Travelers may request and exception by providing an adequate explanation to the Manager of Accounts Payable.

Travelers should choose convenient, safe, and reasonably-priced accommodations whenever practical. However, when attending a conference, travelers may stay at the conference hotel even if it is not the most economical option available.

State government rates will apply, as available, for lodging within Indiana.

Many hotels have frequent guest programs that reward travelers with free accommodations in exchange for a specified number of paid room nights at the hotel. The University will not reimburse travelers for the value of free accommodations used for business travel.

ONLINE RECEIPTS DOCUMENTATION FOR LODGING:

Receipts are required for all lodging expenses.

Hotel reservations through [Egencia](#) and paid with a [TCard](#) will need to provide an itemized hotel bill reflecting amount paid and payment method. Traveler will not be required to show additional evidence of payment.

For payment methods other than the TCard, documenting lodging with only an on-line receipt, as opposed to a receipt directly from the hotel, requires a receipt/itinerary from the on-line travel service (Hotwire, Priceline, Hotels.com, etc.) reflecting cost, payment method (e.g., Visa *****1234), and evidence of full payment.² This is typically an issue when the lodging is booked via an on-line travel website rather than directly with the hotel.

Note: A confirmation for an online purchase indicates the reservation has been made, while the hotel receipt shows the traveler actually stayed at the hotel as intended. Documentation of both are required as backup of the expense.

LOCAL LODGING FOR CANDIDATES

[Travel Procurement](#) will work with the department submitting the Pre-Approval Report to obtain lodging for approved candidate interview visits to ensure negotiated rates are secured.

VEHICLE RENTAL

The use of a vehicle rental should be justified as a business necessity. When traveling in groups, sharing of vehicles is encouraged to reduce costs. When renting a vehicle, fuel costs will be reimbursed based upon actual fuel purchased, not mileage.

It is preferred that faculty and staff traveling on business book local vehicle rentals through the Enterprise program. The University has a discount program in place with Enterprise Holdings, Inc., offering both the National Car Rental and Enterprise Rent-A-Car brands, enabling the traveler to benefit from significant savings and enhanced service benefits. The discounted rates are available through the Enterprise booking tool found on Travel Procurement's webpage.

If a vehicle rental reservation is needed at the destination, then use Egencia for the booking. Payment of the rental vehicle will be required at the rental location and is not processed through Egencia.

ONLINE RECEIPTS DOCUMENTATION FOR VEHICLE RENTAL

Receipts are required for all vehicle rental expenses.

Vehicle rental reservations made through Egencia and paid with a TCard can use reservation information received from the rental location. Traveler will not be required to show additional evidence of payment.

For payment methods other than the TCard, documenting vehicle rentals with only on-line receipts requires a receipt/itinerary from the on-line travel service (Hotwire, Priceline, Hotels.com, etc.) reflecting cost, payment method (e.g., Visa *****1234), and evidence of full payment³. This is typically an issue when the car is rented using an on-line travel website rather than directly with the rental agency.

² Refer to [Schedule B – Travel and Expense Report Supporting Documentation](#) for required documents based on purchase method. The traveler should note that “smart expenses” (includes: itinerary data captured via booking through the Egencia online booking tool, paid via the University's TCard program and e-receipts captured directly from the hotel) will typically be subject to a lesser documentation requirement.

³ Refer to [Schedule B – Travel and Expense Report Supporting Documentation](#) for required documents based on purchase method. The traveler should note that “smart expenses” (includes: itinerary data captured via booking through the Egencia online booking tool, paid via the University's TCard program and e-receipts captured directly from the vehicle rental agency) will typically be subject to a lesser documentation requirement.

VEHICLE RENTAL INSURANCE

Collision damage insurance (sometimes referred to as CDW or LDW), personal accident insurance (PAI), and liability insurance supplement (LIS) should be declined when traveling within the United States; if elected, such insurance is not reimbursable. However, when traveling outside the United States, this coverage should be selected and is reimbursable.

Some states and/or vehicle rental agencies require travelers less than 25 years of age to obtain insurance. If the insurance is required, then the cost is eligible for reimbursement. Questions regarding vehicle rental insurance should be directed to [Risk Management](#).

PER DIEM AND TRAVEL-RELATED HOSPITALITY EXPENSES

Per Diem is available for business trips to help supplement the cost of food purchases while away from home. Meal receipts for travel-related hospitality while in travel status are allowed in certain situations. The traveler will be notified by [Travel Procurement](#) if receipts are to be used instead of requesting Per Diem.

Those pre-approved for travel-related hospitality purchases will reconcile reasonable, non-excessive meal expenses (breakfast, lunch, dinner) incurred while traveling away from home or entertaining on University business using the Expense Report. Both itemization and proof of payment must be provided on the receipt(s) used as documentation for travel-related hospitality purchases.

Refer to [Receipt Requirements for Approved Travel-Related Hospitality](#).

Refer to the [University Handbook](#) for guidelines pertaining to Candidate hospitality.

PER DIEM METHOD

Meal receipts are not needed.

Reconciliation/reimbursement on a Per Diem basis is the payment of a flat sum to supplement meal and incidental expenses each day instead of a statement of actual cost. Per Diems are not available for expenses other than meals. The rates are automatically applied in [Chrome River](#).

Travelers who use a Per Diem allowance do not have to substantiate each meal expense, but they must demonstrate that the trip occurred with a receipt, such as a hotel itinerary, that indicates the dates and times of travel.

Please note the following regarding the use of Per Diems:

- See [Per Diem chart](#) for rates and travel periods.
- Per Diem method is available for conference travel; traveler should exclude any provided meals from the reconciliation/reimbursement request (25% breakfast /25% lunch /50% dinner).
- The Per Diem amount is based on location of travel and where lodging is obtained for the evening. When a trip includes more than one University business stop and the cities involved have different Per Diem rates, the Per Diem rate for each calendar day (beginning at 12:01 a.m.) is determined by the location of the lodging for that night.
- Per Diem allowance amount for travel days is based on time of departure and time of return.

RECEIPT REQUIREMENTS FOR APPROVED TRAVEL-RELATED HOSPITALITY

Itemized receipts must be submitted⁴.

For receipts to qualify under the accountable plan as a tax-free reimbursement, the traveler must provide a business purpose as well as the names, positions/titles, and the organizational affiliation of those attending the meal. This information is required as an entry on the Expense Report.

NOTE: Documents required in [Chrome River](#) are scanned images that are uploaded or emailed to a traveler's Chrome River account for attachment to the Expense Report electronically. It is required that the submitter retain original receipts for two fiscal years.

IMPORTANT: Alcohol charges are not allowed on the University [TCard](#). Travelers should obtain separate billings for alcoholic beverages and other food/drink from the food provider.

TIPS

Tips are reimbursable for normal services associated with business travel such as travel-related hospitality meals, taxis, etc. Tips should be reasonable (typically 15-20%). Any unusual amounts should be explained and approved by the Manager of Accounts Payable. Tips should be included on the traveler's receipt and should be documented on an Expense Report.

CONFERENCES AND PROFESSIONAL MEETINGS

The conference agenda or a meeting schedule is to be submitted with the Expense Report to support the business purpose of the trip. The entire conference agenda need not be attached; the most important pages are those containing the location of the conference, the schedule and the meals provided. It is helpful to also include pages pertaining to the traveler's involvement at the conference (e.g., as a speaker or panel member).

HELPFUL TIP: Be sure to attach the conference agenda. The failure to attach a conference agenda is the most common cause for delay in processing an Expense Report.

See section on [Lodging](#) for hotel information.

If meals are included in the conference fee but the traveler chooses to eat elsewhere, such expenses are not reimbursable. Any exception request to this policy must include a full explanation as to the business reason the traveler did not attend the provided meal. Per Diem reimbursement is reduced by meals included in the registration cost.

Many conferences offer optional recreational events for attendees for an additional cost/fee. A business purpose indicating the benefit to the University must be provided in order to obtain reimbursement for such events. Should the event be processed with University payment, reconciliation/reimbursement of such events will be treated as compensation, subject to required payroll tax withholding, and reported to Human Resources to review for possible inclusion on the employee's Form W-2.

⁴ Refer to [Schedule B – Travel and Expense Report Supporting Documentation](#) for required documents based on purchase method.

REGISTRATION AND MEMBERSHIPS

Registration is to be purchased using the individual traveler's [TCard](#) when vendors accept credit card payments. If a vendor requires payment by check/ACH, the traveler/delegate will need to complete an Expense Report in [Chrome River](#) for the payment request AFTER completing a trip Pre-Approval Report.

HELPFUL TIP: Make sure to allow for approval and processing time for BOTH the Pre-Approval and Expense Reports to meet any early-bird discount deadlines.

Memberships in professional societies, organizations, or institutions that are a requirement of the employee's job and approved by their Financial Manager are reimbursable and not taxable.

Individual dues paid for membership in any club organized for business, pleasure, recreation, or any other purpose are generally not reimbursable.

TRAVEL INSURANCE

Faculty and staff traveling on business, either domestically or abroad, are automatically covered by USI's Travel Accident Insurance Policy at no cost to the traveler. This coverage applies only to trips on University business, not for a traveler's personal business.

The cost of any additional travel insurance is not reimbursable in most cases (see [Vehicle Rental](#) section for exceptions).

INJURIES

Employees who suffer injury, illness or death by an accident arising out of and in the course of their employment, whether on or off campus, are provided medical care and other benefits under Worker's Compensation. If injured while on University business, travelers should contact [Risk Management](#) for guidance.

TAXI AND OTHER GROUND TRANSPORTATION

The cost of taxis or other ground transportation to and from hotels, airports or railroad stations in connection with business activities is reimbursable.

The cost of taxis or other ground transportation to meals are not reimbursable, unless that specific meal is documented with a business purpose showing the benefit to the University. "Meal while on business trip" is not a business purpose for the meal itself.

PERSONAL VEHICLE

Use of the traveler's personal automobile will be reimbursed at the effective University mileage rate (designed to cover gas, oil, and fixed costs such as insurance and depreciation). Actual mileage traveled will be recorded on the Expense Report for reconciliation/reimbursement and limited to the distance from the traveler's primary place of employment or the traveler's home, whichever is less.

If an accident occurs during the operation of a personal vehicle while on approved University business, then the vehicle owner's insurance is the sole insurance available to protect the vehicle owner, driver and any passenger. The University's business auto policy only applies in excess of the policy limits of the personal vehicle's insurance and then only for the protection of the University. Review the Vehicle Safety Policy found on Risk Management's webpage.

Tolls and parking fees are reimbursable. Car wash expenses are generally not reimbursable.

Reconciliation/reimbursement for meals, lodging, and expenses other than for transportation is generally limited to those normally incurred during the time applicable to commercial air transportation. A financial manager can approve reconciliation/reimbursement of expenses incurred outside this time period if the University requires automobile travel (e.g., for the transportation of equipment or lab samples) or if the overall cost of the trip to the University is less than commercial air costs.

ELECTRONIC TOLL PASSES (I-ZOOM, I-PASS, ETC.)

The University will reimburse for actual tolls incurred for business purposes, whether paid via cash or electronically. Electronic toll expenses can be supported by reduction in prepaid balance amounts documented by statements available online from vendors such as i-Zoom, I-Pass, etc. The University will not reimburse individuals for the cost or deposits required on these various vendor's (i-Zoom, I-Pass, etc.) transponders or for the funding of an individual's account in anticipation of incurring future tolls for business.

UNIVERSITY-OWNED VEHICLES

When using a University vehicle for business travel, fuel, oil, and repair expenses will be reimbursed at the actual costs paid by the traveler, not the mileage rate. The use of a University vehicle should be noted on the Expense Report. Tolls and parking fees are also reimbursable.

TELEPHONE AND OTHER COMMUNICATION CHARGES

Phone - The University will pay charges for calls made outside a University office provided the calls are substantiated by a telephone bill (or hotel invoice). The Internal Revenue Service requires the business purpose for all reimbursed phone calls.

Cell phones - Phone and/or data charges while in international travel status with students in excess of normal monthly plan expenses incurred for business purposes on personal cell phones can be itemized and submitted with a full explanation for reimbursement review by the Manager of Accounts Payable. Monthly cell phone charges for an employee's personal cell phone service are not reimbursable as travel expenses.

Internet - It is anticipated that the University's connection to the Internet will be used by all employees when needed. Internet charges while in travel status will be reimbursed if an appropriate business purpose is documented. Monthly Internet line charges for a personal residence are not reimbursable.

MISCELLANEOUS TRAVEL EXPENSES

Miscellaneous expenses incurred while in business travel status are reimbursable only when the expenditures are necessary to achieve or support the stated business purpose of the travel. Examples of such expenses include:

- Additional checked bag(s)
- Bell hop/hotel porter
- Laundry/dry cleaning/pressing services (Athletics)

EVENTS – OFF CAMPUS WITH EMPLOYEES AT EVENT

The cost of a University event held off campus and which includes employees may be charged to a [TCard](#) pending approval of a Pre-Approval Report and payment guidance provided by [Travel Procurement](#).

Typically a contract is required in order to secure event space, food, refreshments, etc. [Contracts](#) are to be reviewed by the Director of Procurement before any deposits are paid.

Expenses such as food or refreshments (breakfast, luncheon, dinner or reception) which have been paid and charged directly to a [TCard](#) must be reported on an Expense Report in order to document the business purpose of those directly charged items. The receipts from the prepaid item(s) must be attached for audit purposes.

STUDENT TRAVEL AWARDS AND TAXABILITY

USI's mission includes advancing education and enhancing cultural awareness, so it is understood that providing money to students to allow them to travel benefits the University by fulfilling this mission. Scholarships or grants that provide student educational assistance are generally amounts paid to, or for the benefit of, students at an educational institution to aid in the pursuit of their studies or related research. These payments typically support educational needs, such as travel, primarily for the benefit of the student's academic development. Scholarship and fellowship awards paid to individuals for unqualified expenses, such as travel, are generally not reportable under IRS guidelines but are taxable income to the recipient. If the payee is a nonresident alien for tax purposes, the payment will be subject to withholding taxes and reported to the individual and the IRS on annual Form 1042-S.

Scholarship or grant award payment requests for student travel only may be submitted via a [Direct Pay Form](#) (DPF) with the student's name, address, Banner ID number and Financial Manager signature. The description and business purpose would be entered as "Student Travel Award." Backup documentation for the DPF is a copy of the award letter/email sent to the student by the department. This process would not require the submission of a Pre-Approval Report.

If a department chooses to pay for expenses on behalf of a student using a TCard, then a Pre-Approval Report must be submitted in [Chrome River](#) using the profile of the cardholder making the purchase. An Expense Report would need to be completed to post the transactions for allocation. The recipients are not employees performing services and therefore cannot satisfy the business purpose requirement under an accountable plan as defined by the IRS. It is the responsibility of the department/traveler who initiates the Pre-Approval Report to complete the Expense Report in Chrome River for all student payments and expense allocations entered in Chrome River.

If a student is a USI employee or is traveling on behalf of a department to present at a conference, not just to attend, or is representing the University in an official capacity, then the student's travel would fall under USI's accountable plan and would not be considered taxable income for the student. Students in this category would require a Pre-Approval Report and would follow instructions as an employee traveler.

Examples of students who would be covered under USI's accountable plan include but are not limited to:

- Student worker traveling on behalf of a department for a conference relevant to the student worker's position
- Student athletes traveling for competition
- SGA officer traveling on behalf of SGA
- The Shield staff traveling on behalf of The Shield
- The Spin (USI radio) staff traveling on behalf of The Spin
- IMA Team traveling as representatives of USI's Romain College of Business in the Student Case Competition

INTERNATIONAL TRAVEL

International travel is defined as travel to, between, or within countries outside the United States and its territories and possessions, including Canada and Mexico. For travel outside the U.S. travelers should check the entry requirements for the specific country to which they are traveling. This information is available on the [U.S. Department of State](#) website. In addition, the Vice President of your area or Provost must review and approve faculty/staff travel to countries/areas for which the U.S. State Department has issued a Travel Advisory Level 4. Consult with [Risk Management](#) for a current report of risk on the selected country.

The University restricts student travel to countries with a Department of State Travel Advisory Level 4.

All program directors responsible for USI student or faculty travel abroad must adhere to the USI policy regarding Study Abroad and Faculty-Led Travel programs. Read the policy in the program manual, [Planning a Safe Trip Abroad](#).

Additionally, the STEP (Smart Traveler Enrollment Program) is a free service provided by the U.S. Department of State which allows the traveler to enroll their trip with the nearest U.S. Embassy or Consulate. Benefits of this enrollment include receiving important information from the Embassy about safety conditions in your destination country, help the U.S. Embassy contact you in an emergency and help family and friends get in touch with you in an emergency. USI strongly encourages all travelers to enroll in this program before leaving for an international destination.

INTERNATIONAL TRAVEL EXPENSES

Reconciliation/reimbursement requests for international travel follow the same guidelines as the general travel policy. In addition to airfare, travel-related hospitality, vehicle rental, lodging, etc., the traveler may be reimbursed for applicable passport/visa fees, required immunizations, airport taxes, exchange rate fees, and other items necessary for conducting University business in connection with University travel.

Expense Reports must be submitted in U.S. dollars with an explanation and translation of the foreign receipts and their conversions. Currency rates will be calculated on the Expense Report via [Chrome River](#) using the date of the receipt.

U.S. airlines must be used for all federally sponsored international air travel for grants. (Refer to the [Fly America Act](#).)

SUPPLIES AND MISCELLANEOUS BUSINESS EXPENSES INCURRED WHILE IN TRAVEL STATUS

Employee reconciliation/reimbursement via an Expense Report is used primarily to reimburse for travel and travel-related hospitality expenses. The employee reconciliation/reimbursement method should only be used for emergency purchases of goods or services. An employee reconciliation/reimbursement should not be used as a means to circumvent strategic vendor relationships, University bidding policies or approved buying methods.

A receipt is defined as a written acknowledgment that a specified remittance, article or delivery has been made. At a minimum, the name of the payee, date and amount should appear on the receipt. Any unusual items or special circumstances causing a policy deviation should be fully explained on an attached, signed memorandum and properly approved.

PAYMENTS TO INDIVIDUALS

Individuals providing services to the University are most appropriately paid directly by the University for tax-reporting purposes. Payments to individuals made by employees are generally not allowed. Employees should obtain approval from [Travel Procurement](#) prior to paying an individual and then seek reimbursement from the University. Employees should never utilize this method to pay fellow employees.

SUBMITTING EXPENSE REPORTS

Employees must submit an Expense Report online via Chrome River substantiating amount, time, and business purpose within 60 days after the trip. Expense Reports submitted after this 60-day⁵ time frame will not qualify for accountable plan treatment (refer to IRS Publications 463 and 535).

IMPORTANT: If an employee does not substantiate expenses and/or clear advances within 60 days, these amounts will be treated as compensation, subject to required payroll tax withholding, and reported to Human Resources to review for possible inclusion on the employee's Form W-2. Exceptions due to extenuating circumstances will be reviewed and approved by the Manager of Accounts Payable.

⁵ The 60-day requirement is from the latter of the date paid or incurred. Prepaid business trip expenses will be considered incurred during the trip and thus the 60 days calculated from the last date of the trip.

Once completed, the report will forward through the online process to [Accounts Payable](#). Under normal circumstances a properly completed Expense Report submitted to the Accounts Payable Department will be processed within two weeks upon receipt in Accounts Payable. If Accounts Payable is required to seek additional information or return a report which does not have adequate support or proper approval, the reconciliation/reimbursement process will likely be delayed. Reimbursements to employees are processed as direct deposits for those who have a valid direct deposit on file for payroll purposes.

IMPORTANT: A single Pre-Approval Report form may be tied to several Expense Reports.

Example: An individual traveler/delegate would complete ONE Pre-Approval Report form, which will have an assigned trip number. All expenses associated with this trip will use this trip number as a reference in order to capture the expense of the entire trip. The traveler may have pre-trip costs of registration fees and airfare to allocate BEFORE the trip occurs, so the traveler/delegate would complete an Expense Report tied to the Pre-Approval Report form. The traveler will also have expenses incurred during the trip and will need to allocate the expenses on another Expense Report that will be tied to the same trip number as the first report.

SCHEDULE A – TRAVEL BUYER GUIDE

Traveler: Faculty/Staff, Student and Candidate	Individual Travel Card	Personally Paid (out-of-pocket) Reimbursement	Travel Procurement Determines	Direct Pay Form	BuyUSI	Purchasing Card
Air: Faculty/Staff - Egencia (user account)	x					
Air: Student - Egencia (guest account)	x					
Air: Candidate - Egencia (guest account)			x			
Air: Group Tickets (group includes students)			x			
Air: Check bag fee - Faculty/Staff	x					
Air: Checked bag fee - Student traveling for USI benefit/Candidate		x				
Hotel: Facult/Staff - Egencia (user account)	x					
Hotel: Student - Egencia (guest account)	x					
Hotel: Conference/Other - Faculty/Staff	x					
Hotel: Conference/Other - Student				x		
Hotel: Group - Faculty/Staff with Students	x					
Hotel: Group - Students Only			x			
Hotel: Candidate			x			
Vehicle Rental: Faculty/Staff	x					
Vehicle Rental(s) Local: Faculty/Staff with Students	x					
Vehicle Rental(s): Student(s) Only or Faculty/Staff with Students at a Destination Airport			x			
Fuel for Vehicle Rental: Faculty/Staff	x					
Fuel for Vehicle Rental: Faculty/Staff with Students	x					
Mileage for Personally Owned Vehicles (mileage amount includes cost of fuel)		x				
Chartered Bus					x	

SCHEDULE A – TRAVEL BUYER GUIDE (CONTINUED)

Traveler: Faculty/Staff, Student and Candidate	Individual Travel Card	Personally Paid (out-of-pocket) Reimbursement	Travel Procurement Determines	Direct Pay Form	BuyUSI	Purchasing Card
Meals: Faculty/Staff/Students - Per Diem		x				
Meals: Hospitality - Faculty/Staff with Students	x					
Meals: Hospitality - Faculty/Staff with Candidate						x
Miscellaneous: Parking, Tolls, Hotel WiFi, Etc. - Faculty/Staff	x					
Miscellaneous: Parking, Tolls, Hotel WiFi, Etc. - Student/Candidate		x				
Registration: Professional Conference/Workshop/Training - Faculty/Staff	x					
Registration: Entry Fee for Collegiate Team - Faculty/Staff with Students	x					
Registration: Entry Fee for Collegiate Team - Students only			x			
Events: Off-Campus Event			x			
Student Travel Awards: Paid directly to the student				x		
Student Travel Awards: Expenses paid on behalf of the student (air, hotel, etc.)			x			

SCHEDULE B – EXPENSE REPORT SUPPORTING DOCUMENT

Expense Type	Egencia/TCard Documentation	Required Documentation (when purchasing using a personal payment method)	Additional Documents (that may be needed when purchasing on own)
Air Transportation	<p>Egencia: Emailed receipt from Egencia</p> <p>TCard: Flight itinerary reflecting airline, flight numbers, departure/arrival dates and times, and passenger receipt listing flight cost and payment method (Visa)</p>	<p>Flight itinerary reflecting airline, flight numbers, departure/arrival dates and times, and passenger receipt listing flight cost, payment (e.g. Visa **** * 1234), and evidence of full payment.</p>	<p>Absent the proper itinerary and receipt, one or more of the following may also be required: E-receipt print out from kiosk or 24-hour check-in; boarding pass, and/or a copy of the traveler's credit card statement reflecting the charge.</p>
Car Rental	<p>Detailed car rental receipt reflecting the amount paid and payment method (Visa)</p>	<p>Receipt/itinerary reflecting costs, payment method (E.g.. Visa **** * 1234), and evidence of full payment.</p>	<p>Absent the proper itinerary and receipt, additional information may be requested, including but not limited to, detailed receipt from rental car agency indicating payment of any balance due, and/or a copy of the traveler's credit card statement reflecting the charge.</p>
Personal Auto	<p>N/A</p>	<p>Miles driven per mapping tool within travel expense report.</p>	<p>If the mileage exceeds best reasonable flight quote, then limit mileage reimbursement to flight quote.</p>
Conference/Meetings	<p>Agenda (at-a-glance agenda) or meeting schedule and paid receipt. The entire conference agenda need not be attached; the most relevant pages will include the location and dates of the conference as well as any meals included at the conference.</p>	<p>Agenda (at-a-glance agenda) or meeting schedule and paid receipt. The entire conference agenda need not be attached; the most relevant pages will include the location and dates of the conference as well as any meals included at the conference.</p>	<p>Absent the proper receipts, additional information may be requested including but not limited to, copy of the traveler's credit card statement reflecting the charge.</p>

SCHEDULE B – EXPENSE REPORT SUPPORTING DOCUMENT (CONTINUED)

Expense Type	Egencia/TCard Documentation	Required Documentation (when purchasing using a personal payment method)	Additional Documents (that may be needed when purchasing on own)
Lodging	Itemized hotel bill reflecting amount paid and payment method (Visa)	Receipt/itinerary reflecting costs <i>AFTER</i> stay, payment method (E.g.. Visa **** * 1234), and evidence of full payment.	Absent the proper itinerary and receipt, additional information may be requested, including but not limited to, detailed itemized hotel folio indicating payment of any balance due, and/or a copy of the traveler's credit card statement reflecting the charge.
Per Diem	N/A	To substantiate per diem request, provide lodging information. Receipts are not required.	
Hospitality	Itemized receipt. Include business purpose as well as name(s), position(s), and company of the person(s) entertained.	Itemized receipt in addition to receipt reflecting payment method (e.g. Visa **** * 1234) and evidence of full payment. Include business purposes as well as name(s), position(s), and company of the person(s) entertained.	Absent the proper receipts, additional information may be requested including but not limited to, copy of the traveler's credit card statement reflecting the charge, an alcohol assessment form, and/or a missing receipt statement.
Internet, Telephone, Fax	Hotel bill or other connection charge receipt. If related to personal monthly plan, then contact Human Resources.	Hotel bill or other connection charge receipt reflecting payment method (e.g. Visa **** * 1234) and evidence of full payment. If related to personal monthly plan, then contact Human Resources.	Absent the proper receipts, additional information may be requested including but no limited to, copy of the traveler's credit card statement reflecting the charge.
Other Travel Expenses	Itemized receipt reflecting full payment.	Itemized receipt reflecting payment method (e.g. Visa **** * 1234) and evidence of fully payment).	Copy of the traveler's credit card statement reflecting the charge and/or a missing receipt statement.

SCHEDULE C – EXPENSES NOT REIMBURSABLE BY THE UNIVERSITY

The following list is presented only as a guide and is not intended to be a complete list of expenses which are not reimbursable by the University:

- Domestic vehicle rental insurance and international travel insurance (includes emergency medical and travel assistant services) are provided by the University and therefore the purchase of either type of insurance is a duplication of coverage
Note: trip cancellation insurance is a separate insurance
- Portion of air travel, train travel, vehicle rental, mileage, hotel costs, or meals for personal use
- Upgrades - air, hotel or vehicle rental
- Traffic fines, court costs, parking violations, and auto repairs
- Cost for establishing i-Zoom or I-Pass accounts, including transponder deposits, for personal vehicles
- Unused room reservations not properly canceled
- Annual premiums for personal property insurance or annual fees for personal credit cards including liability insurance for lost cards
- Personal expenses such as room service, movies, snacks, haircuts, reading material, toiletries, medicine, etc.
- Transportation from home to office and/or office to home
- Theft, loss or damage to non-business-related personal property
- Contributions to public officials or candidates for public office
- Airline and country club dues
- Application fees for the US Customs and Border Protection's Global Entry program
- Application fees for the Transportation Safety Administration's Pre✓lane program
- Babysitter fees, kennel costs, pet or house-sitting fees
- Doctor bills, prescriptions and other medical services
- Donations to not-for-profit organizations (Contact [Development](#) for information on University donation policies)
- Spouse travel expenses when the spouse's presence is not required by the University
- Credit card delinquency fees or finance charges
- Saunas, massages or exercise facilities

SCHEDULE D – CONTACT INFORMATION

Travel Procurement

- Account Creates in [Chrome River](#)
- [Egencia](#)
- General Travel Policy
- [How to Purchase Travel](#)
- [PNC Visa Travel Card Program](#)
- Pre-trip Process in Chrome River

[Susanne Stanley](#), Travel Manager at 812-464-1910

[Tricia Tieken](#), Travel Buyer at 812-465-1058

Accounts Payable

- How to Request a Reimbursement
- Post-trip Process in Chrome River
- Reconciliation of Travel Purchases
- Travel Advance – limited availability

[Sherri Brown](#), Sr. Accounting Assistant at 812-464-1772

Tax Accounting

- Payments to Foreign Visitors
- Specific Tax Questions

[Andrew Smith](#), Staff Accountant, Accounts Payable and Tax Accounting at 812-461-5441

[Angela Torres](#), Manager of Accounts Payable and Tax Accounting at 812-461-5423

Risk Management

- Injuries, Illness or Death while in Travel Status
- International Travel Risk Reports
- Vehicle Rental Insurance
- Vehicle Safety Policy and Driver Authorization

Phone: 812-465-7003

Email: US1riskmgt

Grant Accounting

- For specific questions regarding a grant account

[Jon Shoptaw](#), Staff Accountant, Special Funds at 812-461-5431

Center for International Programs

- For questions about faculty-led travel abroad

[Melissa Gonnerman](#), Assistant Director of the Center for International Programs

[Emi Zlatkovska](#), Interim Director for International Programs

SCHEDULE E – USEFUL WEBSITES AND FORMS

- [Academic Affairs Travel](#)
- [Accounts Payable](#)
- [BuyUSI](#)
- [Center for International Programs](#)
- [Chrome River](#)
- [Chrome River USI Helpdesk Email](#)
- [Direct Pay Form](#)
- [Egencia](#)
- [Financial Manager Spreadsheet](#)
- [Fly America Act](#)
- [Grant Accounting](#)
- [Grant Management Guide](#)
- [Planning a Safe Trip Abroad](#)
- [Procurement](#)
- [Purchase and Payment Directory](#)
- [Risk Management](#)
- [Search Committee Information](#) (Academic Affairs)
- [Student Domestic Travel Policy](#)
- [Travel Card](#)
- [Travel Procurement](#)
- [U.S. Department of State](#)
- [USI University Handbook](#)