

Travel Policy Outline for FT Faculty

All trips to be paid for by the Department must be pre-approved by the Department Chair in advance via an approved Travel Authorization. The following outline must be followed with regard to submitting information about, planning for, taking, and following up after the trip. For trips that will not be paid for by BYU funds, you must still complete a Travel Authorization for insurance purposes, but you are not required to complete an Expense Report.

1. Towards the end of each year, the Department Chair will solicit travel plans from each faculty member for the following year for budgeting purposes. All of these plans will then be compiled on a spreadsheet as “approved travel.”
2. At least two weeks prior to your trip and prior to making any flight arrangements, submit a Travel Authorization via Y-Expense.
 - a. You will need the following information for the TA:
 - i. Departure and Return Dates
 - ii. City and State of Destination (or country, if applicable)
 - iii. Purpose (including written out Conference Name, not just acronyms)
 - iv. Anticipated total cost (you can item your anticipated expenses if desired)
 - v. Account information for the trip (department account if funded by the department or your research/other account)
 - b. If you need help navigating Y-Expense, contact either the Department Secretary or the student accountant over travel.
 - c. **NOTE: Don’t forget to submit a Travel Authorization for BYU-related travel, EVEN IF BYU ISN’T PAYING (this covers us for insurance purposes even when the other party, school, etc is paying.)**
3. The Department Chair will review the request and approve it via Y-Expense. You should receive an automatic email when this comes through.
4. The traveling faculty member will adhere to the following conditions when planning for his/her trip:
 - a. Hotel reservations are made using a BYU-issued Corporate Travel Card.
 - b. Whenever possible, the traveling faculty member will share a room for lodging with a colleague to save on costs.
 - c. All airfare purchases *must* be made through BYU Purchasing and Travel at 2-3872 or online using BYU’s booking system, Y-Travel. **Note:** A valid and approved TA# will be required to purchase any travel items such as airfare or hotel.
 - d. All purchases made on the trip will be made on the BYU-issued Corporate Travel Card
5. The traveling faculty member will adhere to the following conditions during his/her trip:
 - a. ALL RECEIPTS, BOARDING PASSES, INVOICES, AND OTHER PAYMENT-RELATED DOCUMENTATION MUST BE RETAINED FOR REIMBURSEMENT
 - b. Note: If you intend to claim the “meals per diem” amount for each day of your trip instead of an expense by expense itemization of each your meals, you are not required to retain meal receipts. Meals per diem amounts vary by destination. See this link for amounts for particular cities: http://purchasing.byu.edu/dept/trvl_docs.asp?id=342#diem
 - c. Note: While we recommend an Airport Shuttle to get to and from the SLC airport, for personal mileage to and from the airport (should you choose this option instead), use the BYU Travel Mileage table to calculate how many miles you may claim: http://purchasing.byu.edu/dept/trvl_docs.asp?id=342#diem

- d. Only valid and documented travel-related charges are to be made during the course of the trip. These are the only charges that will be reimbursed to the traveler from Department Funds (or occasionally other BYU funds such as a research account).
6. Upon return, the traveling faculty member is responsible to file an Expense Report through the Y-Expense system *within 15 days*. (For assistance, contact the Front Desk)
 - a. Open Y-Expense and click “Start Expense Report,” then fill out all pertinent information (including importing all charges for this trip from his/her BYU issued Travel Card)
 - b. SAVE the Expense Report
 - c. Email polysec@byu.edu the following information: Name, Expense Report number, indication that Expense Report is ready to be reviewed and submitted.
 - d. Bring all receipts to Front Desk in an envelope with NAME and EX # on the front
7. The Office Staff will review the Expense Report, ask questions for any missing or inconsistent items, verify charges on the Expense Report against the receipts provided as documentation, make sure there is an explanatory note, and will submit the document on behalf of the faculty. ***The document will not be submitted until all aspects of it are deemed proper, correct, thoroughly explained, and documented with receipts.***
8. The traveling faculty member will be held to the following conditions after the trip:
 - a. Any extraneous or invalid charges will be charged to the traveler and will not be allowed to be submitted on the Expense Report for reimbursement by the Department.
 - b. If any documentation is missing, an explanation and a Missing Receipt Affidavit will be required.