

XAVIER UNIVERSITY TRAVEL POLICY AND PROCEDURES

All travelers must complete a Travel Requisition in order to obtain prior approval for a trip. An agenda of the trip should be submitted with the travel request. Travel advances can be issued to those persons who did not receive the University's American Express Card. All others are encouraged to use their card. **Persons requesting advances should have an approved Travel Requisition Form in the Fiscal Office at least two (2) weeks prior to the trip.** Advances for registration should be made payable to the organization. **All travel expenses reports should be submitted with one (1) week after the trip.** All travelers must submit original receipts to document their expenses. The University will accept the American Express receipts from those travelers using the American Express card, if the original receipts are lost.

TRANSPORTATION

Reimbursement will be made for the most economical coach airfare. In some circumstances, staying over an additional night will make the traveler eligible for a special airfare that will decrease the overall cost of the trip. In this situation, the University will reimburse the traveler for cost such as hotels and meals associated with the additional night, provided that these costs are less than the reduction in the airfare.

Reimbursement for vehicle rental plus gasoline will be made provided there is a prior approval from Department Chairperson. Use of a personal vehicle will be reimbursed at the rate of 25¢ per mile plus toll and parking charges, or round-trip economy airfare, whichever is less.

HOTEL

Hotel statements should be itemized and should include information on the rates or charges for a single person. If you are using your American Express Card, an itemized hotel bill is still required. Expenses for spouses and/or dependents and personal expenses, such as movies, telephone calls and spas are not reimbursable by the University. A duplicate hotel bill will have to be requested if the original is lost.

MEALS

The University will reimburse actual expenses of meals plus tips provided original receipts are submitted. Maximum amount for three (3) a day should not exceed \$45: a \$15 per diem (a day) is allowed if receipts are lost for that day. The amount will be the maximum allowed without receipts regardless of what the per diem rate is for federal or any other sponsoring agency. If meals are provided in conjunction with a meeting, no reimbursement will be made for any other meal in place of the scheduled meal without prior approval. Persons requiring special meals should inform the sponsoring agency prior to the meeting. When meals for business guests are necessary, the names of the parties involved and their organizations must be provided. Alcoholic beverages will not be reimbursed by the University.

FOREIGN TRAVEL

All expense reports for foreign travel should be reported in U.S. dollars. Exchange rates should be documented at time of trip. If rates are not documented, the market rate at the time the expense report is received by the Fiscal Office will be used. Certain grants may have additional foreign travel restrictions.

MISCELLANEOUS EXPENSES

Baggage service and business calls are reimbursable. Tips should be included with the services to which they pertain.



XAVIER UNIVERSITY OF LOUISIANA
 One Drexel Dr.
 New Orleans, LA 70125

TRAVEL REQUISITION FORM

NAME:				XULA ID:			
Last		First		M.I.		CAMPUS EXT:	
ADDRESS:				CAMPUS PO BOX:			
Street		City		State		Zip Code	
DESTINATION:				ACCOUNT TO BE CHARGED:			
ORGANIZATION:				FUND	ORGN	ACCT	PROG
PURPOSE:							

Attachments : Please provide responses to the following ...

- Purpose for attending (Attach supporting documents such as acceptance letter for submitted paper.)
- Plans for classes (What classes or other duties will you miss? Tell how you plan to ensure that classes are covered. Provide names of individuals who will replace you, and give any other pertinent details.)
- Travel history (Include information on travel funded by either the University or through grants during the previous and current academic years.)

ESTIMATED EXPENSES & ADVANCES REQUESTED			
	MAKE CHECK PAYABLE TO	DATE NEEDED	AMOUNT
TRANSPORTATION			
REGISTRATION			
ACCOMMODATIONS			
MEALS			
MISCELLANEOUS			
TOTAL REQUESTED			
MAXIMUM APPROVED (if less than requested)			

FOR FISCAL USE ONLY		
EXP	ADV	DATE
Total Exp		Total Adv

All travel funds **MUST** be accounted for by submission to the Dean's office of an approved **EXPENSE REPORT WITHIN ONE WEEK** after completion of the trip. Allowable expenses must be supported by **ORIGINAL DOCUMENTS**, such as airline, railroad or bus tickets, hotel bills, and meals and other receipts for expenditures over five dollars.

Signature of Traveler	Date
Approval of Dept. Chairperson	Date
Approval of Grant/Project Manager	Date
Approval of Dean	Date
Approval of Accounting Dept.	Date