



Policy 03:040 – University Travel

All official University travel must be prudently planned so that the best interests of the University are served at the most reasonable cost. Anyone traveling at the University's expense shall exercise the same economy that a practical person would exercise when traveling on personal business; i.e., obtain the lowest possible fares and rates by scheduling the travel in the manner that will be most economical. Excessive or unjustifiable costs will not be reimbursed. Drivers must have a valid driver's license appropriate for the vehicle being driven and, if necessary for insurance purposes, may be asked to provide additional information to the University or its insurance carrier.

This policy is based on Alabama law and Internal Revenue Service regulations as they may be revised, and covers University employees, students and others who may travel on approved, official University business.

Authorization and Reimbursement

Prior to traveling, approval to be away from campus must be obtained in accordance with established procedures. Approved authorizations provide necessary documentation for the University's insurance program and subsequent reimbursement of expenses.

Employees are responsible for submitting a travel reimbursement form with all required attachments in the manner prescribed in the University of Montevallo's Travel Procedures. Requests for travel reimbursement must be filed in a timely manner as soon as possible after completing the travel. Travel reimbursements submitted subsequent to 60 days after the completion of the trip will be treated as income subject to withholding according to federal tax regulations.

Prohibited Expenses

The University does not reimburse travelers for the following:

- alcoholic beverages
- expenses incurred by spouses or other family members
- passports
- recreational activities (even when such activities are part of a business meeting or conference)
- safe charges
- personal accident insurance.

Medical expenses incurred during travel are not reimbursed as travel costs. However, if during official travel an employee becomes incapacitated by an illness or injury covered by the University's sick leave policy, that employee's travel status may be continued beyond the date originally authorized.

Team and Other Group Travel

Athletic teams and other officially recognized University groups (e.g., Concert Choir, class field trips) traveling on official University business may use the following approved types of vehicles: automobiles, minivans, twelve-passenger vans, buses, or commercial air carriers. The type of vehicle chosen will depend upon the size of the group and the distance to be traveled. Students, other than Graduate Assistants, may not drive other students as a part of group/team travel.

Rented or Leased Automobiles

The University maintains coverage for liability and physical damage (comprehensive and collision) to automobiles and other vehicles leased or rented by the University and its employees on official University business. Such coverage is subject to a \$1,000 deductible. Therefore, purchasing insurance from the rental agency is an optional expense and may prove more cost effective. However, the University may be eligible for this coverage at reduced or no cost when renting from a state approved vendor; please contact the Purchasing Office for current offerings before reserving rental cars. Individuals should always carefully inspect rental vehicles for existing physical damage before and after use of a rental car.

Employees should obey all traffic laws and exercise safety precautions when traveling on University business regardless of the mode of transportation or ownership of the vehicle in which the travel is conducted. Accordingly, the owner of the privately owned automobile used for University travel should maintain adequate primary insurance (comprehensive and collision). Personal automobiles used for University travel should meet or exceed all legal and industry standards for safety.

When driving a personal, privately owned automobile on University business, it is important to note that the insurance maintained by the University, both liability and physical damage (comprehensive and collision) shall be secondary to the coverage applicable by the insured of the privately-owned automobile.

Detailed information pertaining to insurance coverages and the University's Driver-Safety Program is maintained by the Director of Human Resources and Risk Management.

Approved 2/1999

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