Office of Research
& Sponsored Programs
JACKSONVILLE UNIVERSITY

ORSP Travel Policy
for Faculty Travel Grants
2021 – 2022

The ORSP policy follows the JU Travel Policy but contains additional requirements for reimbursement.
Acceptance of this award indicates the policy below was read and agreed to by the traveling faculty member.

1. The ORSP does not assume any obligation to reimburse employees for expenses that are not in compliance with the approved policies and procedures.
2. Expenses will be reimbursed for one traveler per Expense Report. Each traveling faculty member should submit an Expense Report and individualized receipts.
3. Any expenditures over the awarded amount will need an account number if they are to be reimbursed.
4. Eligible Expenses, Maximum Amounts Allowable, and Documentation Required is provided below.

Eligible Expense Items	What the ORSP will Reimburse	Documentation Required for Reimbursement
General	**Attendee:** Domestic (up to $800) **International (up to $1,200)** **Presenter** Domestic (up to $1,000) **International (up to $1,400)**	
	+ <u>All reimbursement requests must include documentation of attendance at the event</u> – an agenda, a program, a name badge, etc. (PDF documents ideally, no links). + **For Presenters: proof of acceptance <u>and</u> presentation at the conference is necessary for reimbursement.** The conference program, copy of the presenter badge, and/or a screen shot of web page(s) showing faculty name and presentation information are all acceptable to include with the reimbursement request. + **For Attendees:** Proof of attendance at the conference is necessary for reimbursement. The conference program, copy of the attendee badge, and/or a screen shot of web page(s) of the agenda are all acceptable to include for reimbursement. + Travel expense reports with appropriate documentation must be submitted to ORSP via Chrome River within **ten (10) business days** of the return date listed on the application form. ORSP reserves the right to deny any reimbursement received after the 10-day period.	
Registration	+ Conference fees for attendance + <u>Membership</u> fees will be reimbursed only if required for registering as a conference **presenter.** Attendee-status memberships are ineligible.	+ Itemized receipt from providing organization
Meals and beverages	No reimbursement for any meals or beverages for the 2021-2022 fiscal year. Faculty should explore other resources for these expenses through their college.	
Hotel/Lodging	+ Standard/economy hotel room. Any upgrades beyond the standard room are ineligible for reimbursement. + Please make hotel reservations on a personal credit card or on a university credit card (P-card) and submit the electronic receipts with the travel reimbursement request in Chrome River. + If the hotel is within Florida, there should not be a charge for sales tax. Obtain a copy of the university's tax-exempt certificate from Academic Affairs or from the Controller's webpage and present to the hotel at check-in/checkout.	+ Itemized hotel bill must be submitted. + It is the traveler's responsibility to cancel guaranteed hotel reservations when necessary; any cancellation charges arising from the failure to cancel reservations is the responsibility of the employee. Always request and retain the cancellation number when canceling reservations.

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Eligible Expense Items	What the ORSP will Reimburse	Documentation Required for Reimbursement
	+ Shared hotel rooms/suites with more than one JU faculty member may be submitted for reimbursement on one receipt.	
Transportation via commercial Airlines	+ Coach/Economy class only, plus baggage fees. Upgrades are ineligible for reimbursement.	+ Airline ticket receipt or invoice detailing flights & destination. Proof of payment and boarding passes must be submitted with the reimbursement request. + For online purchases, a copy of the email confirmation and itinerary may be used for receipt purposes. This documentation must provide details of flights, destination, and payment.
Transportation via Private automobile	+ Travel by private auto more than 20 miles round-trip (but less than 400 miles round-trip) is reimbursable at 100% of the current federal rate (as reflected on the GSA webpage). + Travelers can only claim gas OR mileage, not both. + Damage to personal automobiles used on official business is considered covered by private insurance. + The University does not assume liability for deductibles or any other uninsured loss to the vehicle.	+ Mileage should be reported using MapQuest and should be over 20 miles or under 400 miles round trip per trip. + Taxi/Rideshare Service: Fares for these services, including reasonable tips (up to 20%), are allowable. Receipts must be attached to the request for reimbursement. + All travel must utilize the most direct and/or economical route.
Transportation via Rental Cars	+ Rental cars should be used for any trip exceeding 400 miles round-trip. + Reimbursement for trips exceeding 200 miles one way or 400 miles round trip shall not exceed equivalent coach air fare or other reasonable available transportation (i.e., rental car plus gasoline).	+ Receipts must be attached to the request for reimbursement. + Reservations for compact or intermediate automobiles should be requested. The car rental agreement should be in the name of the traveler and Jacksonville University. + Employees renting automobiles on university business are covered under corporate insurance policies; optional insurance coverage should be declined.

The ORSP will not reimburse the following expenses:	
+ Meals/snacks, beverages, and applicable taxes + Annual fees for personal credit cards + No-show charges for hotels or car rentals + First or business class airfare upgrades + Hotel/lodging upgrades + Gift cards or gifts to friends or relatives in lieu of meals and lodging + Life or travel accident insurance premiums + Instructional supplies/materials + Shipping costs for the above + Parking fines and traffic tickets + Personal care items + Professional licensures & certifications.	+ Laundry, valet, or dry-cleaning charges + Personal entertainment such as hotel room movies, newspapers, magazines, health club facilities, etc. + Repairs or towing of personal vehicles. + Baby-sitting/pet-sitting + Any expenses for travel companions + Internet service charges + Optional valet parking services + Annual Memberships to the host organization if they are required for registration as a conference <u>attendee</u>; **presenter-status** membership fees are eligible.