

Travel Policy for University Employees in Research and Economic Development

Purpose

The purpose of this travel policy is to highlight the University of Wyoming [Travel SAPP](#) for university employees working in research and economic development when engaging in travel activities. This policy aims to ensure efficient and responsible travel arrangements while promoting the university's research and economic development objectives. The SAPP covers many aspects of travel that are not outlined here and REDD employees are expected to familiarize themselves with the [SAPP](#), [Procurement](#) and [University Vehicle](#) policies prior to travel.

- Authorization
 - Employees must adhere to all applicable institutional policies, regulations, and guidelines during their travel.
 - Any deviations from this policy require prior approval from the appropriate authority.
 - All travel must have prior authorization even if the travel is at no cost to the university. Information on travel authorization can be found on the Travel at UW website (<http://www.uwyo.edu/travel/index.html>).
 - For the RED Division, all travel including instate travel requires authorization.
 - Employees must submit a travel authorization request to their supervisor, that includes the purpose, objectives, and expected outcomes of the trip.
 - Out-of-state travelers must record travel information per [UW SAPP](#) as defined on the UW Travel website <http://www.uwyo.edu/travel/index.html>).
 - In units where frequent in-state business related travel is a fundamental requirement of a position, supervisors are encouraged to work with their employees to approve travel and reimbursement plans commensurate with their expectations and designated regional areas on a semi-annual basis, updated as necessary.
- Booking and Expenses
 - Travel arrangements should be made in advance to secure the best rates and availability. If you are unable to make travel arrangements in a timely manner, travel may not be authorized. Please provide justification on the travel request form.
 - The University strongly encourages the use of a university vehicle rented through Fleet Services Car Rental Services. If a fleet vehicle is not available, a traveler will be reimbursed for a personal vehicle.
 - Procurement Cards (Either a department travel card or the individual procurement card is the preferred method for procuring commercial transportation and lodging expenses.)
 - The mode of travel shall be approved at the time travel is authorized and shall be that which serves the requirements of the university most economically and advantageously.
 - If commercial transportation is used, the actual expense, not to exceed economy fare charged the general public, is reimbursable. Travel by air shall be limited to the lowest, logical, non-refundable, coach/economy class fare available.
 - The additional cost for premium class or seat assignment fees for premium class (first class, business class, economy plus or economy comfort) travel is not reimbursable, nor can it be paid for with the UW procurement card.
 - Additional restrictions apply and are spelled out in detail in the [UW Travel SAPP](#).

- Accommodations should be selected based on reasonable pricing, safety, and proximity to the travel destination. The employee should prioritize event specific, university-preferred hotels or accommodations that offer special rates for academic institutions. Please reference the [Strategic travel partners page](#) for details.
- Per Diem (M&IE) for Meal Expenses. When an employee is traveling outside their work location and beyond a twelve (12) hour period, meals will be reimbursed by the per diem (M&IE) rates in effect at time of travel according to the U.S. General Services Administration (GSA) per diem (M&IE) rates. Meals provided at conference/events will not be reimbursed without prior authorization, schedules should be attached to reimbursement requests. Additional situations are addressed in detail in the [UW Travel SAPP](#).
- Registration and Conference Fees
 - Employees should register for conferences, seminars, or workshops in advance to secure early bird rates, if available. If you are unable to secure conference registration prior to the early bird deadlines (where applicable) travel may not be authorized. Please provide justification on the travel request form.
 - The university will reimburse employees for reasonable conference registration fees. However, employees are encouraged to seek any available discounts or waivers for academic professionals. Conference fees paid prior to securing travel authorization may not be reimbursed.
 - Employees should retain conference receipts for reimbursement purposes.
- Travel Reimbursement
 - Employees must submit an expense report within 30 days of returning from travel to claim reimbursement for eligible expenses. The report should include all relevant receipts and necessary supporting documentation – including conference schedule/agenda and completed and approved travel authorization.
 - The university's finance department will process travel expense reimbursements according to their standard procedures.
- Reporting and Knowledge Sharing
 - Employees are required to provide a summary report of their travel activities, including the purpose, objectives, outcomes, and any significant findings or insights gained during the trip.
 - Employees may be requested to share their travel experiences, research findings, or knowledge gained with colleagues and relevant university departments to enhance collaboration and promote institutional learning.
- False Claims are a Felony
 - A traveler attests to the validity of a claim when they submit any /Expense Report and check “I have read and accept the corporate travel and expense policies” box when submitting an Expense Report on WyoCloud Financial Management. If a person knowingly submits, with the intent to defraud, a false claim or expense report, any misrepresentation in any amount constitutes a felony offense under Wyoming Statute 6-5303(b).