



## Policy Directory

Responsible Division: Finance and Administrative Services  
Responsible Office: Financial Services/Travel  
Issue/Revision Date: 12/01/2017

## **Transportation**

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Policy:

### **AIR TRANSPORTATION**

For all flights which are not booked through one of the contract travel agencies, a cost comparison showing a minimum of 2 fares must be provided. This cost comparison must show the fare, any issuance cost and a savings. This information shall be submitted along with the employees travel voucher. Neither of these quotes should be through a travel agency if they will not be used. When booking over the Internet, a passenger receipt and itinerary shall accompany the request for reimbursement. When booking through one of the contract travel agencies, the travel agent will send the traveling employee a confirmation of their travel, which must be attached to the expense voucher for reimbursement.

When traveling by regularly scheduled air service, travelers are to utilize their local airport. Use of the local airport is assumed to result in travel costs that are more economical to the state.

Any bonus or promotional gratuity received as a result of official state travel shall be used to offset or reduce the cost of subsequent official state travel. Under no circumstances can the traveler keep a bonus or promotional gratuity earned for his own personal use.

The least expensive routing shall be used when calculating the difference between airfare and travel in personal vehicle. In calculating the difference between airfare and travel by personal vehicle, such factors additional lodging and meal expenses, taxi fares, parking and other airport-related expenses must be taken into account.

### **PRIVATE VEHICLE TRAVEL**

Reimbursement for the use of a personal vehicle for official business is based on actual miles traveled. The current reimbursement rate if no government-owned vehicle is available is .565 cents per mile traveled (effective January 1, 2013). A Revised Mileage Reimbursement Rate memo will be sent to notify you of any changes.

When two or more employees travel in one vehicle, only one travel expense at the authorized reimbursement rate per mile shall be allowed. The person claiming reimbursement shall report the names of other state employee passengers.

When more than one person from the University is attending the same meeting or function for which reimbursement of travel expenses will be required, the employees are required to use University transportation to help maximize the use of budgeted funds.

## **RENTAL VEHICLE**

When a rental vehicle is for official state business within the state, only the actual cost of the rental vehicle and fuel can be claimed for reimbursement when such rental is less expensive than the current mileage reimbursement rate referenced in the Revised Mileage Reimbursement Rate memorandum.

An intermediate size vehicle is normally the largest rental that will be reimbursed. Naturally, there will be occasions for which a larger vehicle will be required in order to carry out the state's business.

The state will not reimburse for rental cars obtained for personal use such as sightseeing or optional travel to and from restaurants while on official state business travel. Only the rental vehicle which is consistent with the size requirements of the business task to be performed will be reimbursed.

Rental vehicles can be requested through Agile Fleet Management, our University's rental management software at <http://alcorn.agilefleet.com/>. It should also be indicated on the travel voucher in the public carrier column. Please indicate that this is a vehicle rental.

## **VEHICLE RENTAL INSURANCE**

The current vehicle rental contracts include unlimited mileage and free CDW/LDW insurance. The option to purchase insurance should always be declined when a vehicle is rented utilizing the state contract. Insurance purchases will not be reimbursed as per the above information. The state is self-insured. Agencies should purchase CDW only when a rental vehicle is rented not utilizing the state contract as the state provides the liability portion of the coverage.

You must always be covered by insurance either provided by the contract or by purchase, should you utilize a vendor that is not on state contract.