

It is expected that employees incur expenses in a manner that is an efficient and effective use of University funds to engage in University business. If you are unsure or have any questions about expense reimbursements, please contact Accounts Payable (2-6347; bgsuap@bgsu.edu).

Travel Guidelines:

- **Transportation:** Use the least expensive option. If driving instead of flying, you'll only be reimbursed up to the cost of the lowest round-trip coach airfare available when the travel was approved. Provide proof of the lowest airfare.
- **Travel Duration:** Limit travel to necessary days. For example, if a conference starts at 5 p.m. and ends at noon, same-day travel is usually fine. Explain if you arrive early or stay late.
- **Travel Registration:** If you are traveling internationally, please provide the confirmation email that you received when you completed the International Travel Registration for the University.

Expense Reports:

- **Receipts:** Provide itemized receipts with date, location, amount, and type of expense.
- **Agenda/Itinerary:** Include an agenda/itinerary with event dates and times.
- **Single Trip Report:** Submit one expense report per trip, named to reflect the trip's purpose.

Mileage:

- **Campus Travel:** No reimbursement for driving on campus; use the BGSU shuttle.
- **Mileage Calculation:** Use Google Maps Wizard in Chrome River for start and end addresses.
- **Start Location:** Use your home or BGSU address, whichever is closer.
- **Non-Direct Route:** Explain if you don't take the most direct route.

Lodging:

- **Standard Rooms:** Book standard rooms; personal expenses aren't reimbursable.
- **Stay Length:** Match your stay to the event dates on your agenda/itinerary.
- **Overnight Stay:** Only reimbursed if the event is over 50 miles away and requires early or late attendance.

Travel Meals:

- **Budget Limits:** Departments may limit reimbursements. Provide receipts, exclude alcohol, and stay within per diem rates.
- **Travel Days:** Both start and end days of travel are counted as travel days.
- **Same-Day Travel:** No meal reimbursements unless there's an overnight stay.
- **Provided Meals:** No reimbursement for meals included in conference fees.
- **Tips:** No reimbursement for tips to porters or baggage carriers.

Car Rental:

- **Contracted Supplier:** Use the University's contracted supplier, which includes insurance. Accept optional insurance for rentals outside the U.S. and Puerto Rico.
- **Non-Contract Rentals:** Add optional insurance.
- **Car Type:** Choose economy/midsized cars. Provide a reason if you need a different type.

Airfare:

- **Standard Airfare:** Only standard airfare is reimbursable. No first class, preferred seating, or extras.
- **Insurance:** Flight insurance/travel protection requires advance approval from the Accounts Payable Manager or Controller.

Travel Advances:

- **Post-Event Reimbursement:** Reimbursements are only after the event.
- **Department pcard:** Use for advance payments. Pay for hotels in advance only if a deposit is required.