



UVA Travel Guide

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This guide is to help our faculty, staff, and students with common travel procedures in order to ensure you abide by University and State Policy and Procedures. If these policies are not followed you may not be able to receive a full reimbursement. Please feel free to access the University of Virginia's Procurement Services website and click the links regarding travel if you have any additional questions.

<http://www.procurement.virginia.edu/>

- ✚ It is imperative that you retain all **ORIGINAL** receipts if you are going to be requesting reimbursement for these items. The receipts must include the business/company name as well as the amount.
- ✚ Please be aware that the University has limits for hotel, State and Out of State and Foreign.
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- ✚ When renting a vehicle in the United States, make sure that you decline **ALL** insurance coverage offered by the rental agency. This is because you are covered by the University of Virginia's insurance policy. If you choose to accept the insurance, it will be at your own expense.
- ✚ When renting a vehicle during foreign travel, you must accept the insurance offered by the rental company since you are **NOT** covered by the University's insurance policy in a foreign country. You **WILL** be able to be reimbursed for this expense.
- ✚ When renting a vehicle you should fuel the vehicle prior to returning it to the agency. You can be reimbursed for refueling the vehicle yourself, however, you **CANNOT** be reimbursed for the expense if the agency refuels the vehicle.
- ✚ When traveling by air you **MUST** retain your boarding passes and submit these along with a receipt showing class of seat and price. We can only reimburse airline tickets in coach/economy class.
- ✚ Lodging receipts **MUST** itemize the nightly rate you paid separately from the taxes you paid.
- ✚ Meal expenses may **NOT** be claimed for day trips.
- ✚ All reimbursement requests **MUST** be submitted within 5 business days.
- ✚ If you are purchasing a bundled travel package, prior to making the purchase, you must ensure that the package is the most economical option for the trip. Documentation must be provided comparing the cost of the bundled package to the combined cost of the same travel services purchased separately and, of course, the bundle must be the less expensive of the two alternatives. Documentation of each alternative must be either a website screen print or printed quotation from the vendor showing the cost and the travel services included. These comparison documents must be handed in with your reimbursement request. In addition, all other travel rules, limitations, and documentation requirements such as itineraries and boarding passes, are still in effect.

All of these policies are subject to change and a current list of travel restrictions and requirements can be found at the University of Virginia's procurement services website above.