

Travel Procedures

General

A. You will find a lot of helpful information at Caltech's Travel Home Page at

<http://procurement.caltech.edu/payment/travelhome.shtml>

If there are any questions the above page and regulations will supersede this document.

B. Travel Expense Reimbursement

1. The preferred basis for regular business travel reimbursement is reasonable actual costs for transportation, lodging, meals, and incidental expenses incurred.
2. An alternative basis for regular business travel reimbursement is reasonable actual cost for transportation and lodging, and per diem for meals and incidentals. Employees claiming per diem for meals and incidentals must use the Internal Revenue Service Standard Method for substantiation. The rates for this method are shown at the end of this document. Per diem is computed by using the unit midnight to midnight with each six hour period thereof being one-fourth the specified per diem rate.
3. Reimbursement will also be made for reasonable actual expenses incurred when the travel period does not include an overnight stay. Receipts are required for all expenses reimbursed.
4. Personal travel costs incurred for a personal portion of the trip are not reimbursable.
5. Travel reimbursements to non-Caltech personnel, such as prospective employees, invited guest speakers, seminar leaders, lecturers, etc., must be supported as to purpose to preclude tax reportability and/or withholding. Reimbursement requests should be submitted on the Travel Expense Report, and receipts must be provided.

C. Travel For Non-Institute Related Organizations

Travel for non-Institute related organizations (consulting, etc.) should not be charged to an Institute account but may be charged to the individual's personal account, if necessary, prior to reimbursement by the sponsor.

D. Travel Reimbursement—Accompanying Travelers

As a general rule, the travel expenses for a spouse, adult dependent, significant other, or children accompanying an Institute employee will NOT be reimbursed by the Institute.

Only in the case of an exception and with prior approval by the appropriate Division Chair (for divisional faculty and staff), Provost (for Division Chair and other academic officers), or the President or Vice President for Business and Finance and Treasurer (for Administrative Officers and support staff) will travel expenses for a spouse or accompanying travelers be reimbursed by the Institute. In general, travel expense reimbursement for a spouse or accompanying traveler must be for trips that are at the convenience of Caltech and that are shown to have a direct benefit to the Institute or further the aims and goals of a sponsored research project.

An invitation to a spouse or accompanying traveler from an organization to attend a function will not by itself warrant reimbursement of his or her related travel expense.

Travel expenses, for a spouse, adult dependent, significant other, or children, that are reimbursed by the Institute will be treated as taxable wages to Institute employees for withholding of taxes and W-2 reporting.

E. Travel under Cooperative Education-Experience Program

Employees working under a formal cooperative education-experience program, from schools more than 50 miles (by the most direct route) from their place of work with multiple predetermined work periods, are reimbursed for allowable expenses incurred en route between their place of work and the school.

F. Gifts and/or Cash Payments to Friends or Relatives

Cost of gifts and/or cash payments for lodging and meals when staying with friends or relatives are NOT reimbursable.

Advances

A. Travel advances may be for cash, airline tickets, hotel reservations, meeting fees, or other relevant trip needs.

B. The I.R.S. rules require travel advances be accounted for in a timely fashion:

1. Employees should not request travel cash advances earlier than 30 days prior to the anticipated expenditure.
2. Employees must return any excess travel advances to the employer along with a travel expense report, which is due in Travel Audit no later than 30 days after completion of the trip. If excess travel advances are not returned within 30 days, the money due the Institute may be taken from the employee's next paycheck.

C. Cash Advances are requested on the "Travel Advance Request" form (do not use the Purchase Requisition Form). Cash Advances will be available at the Cashier after approval by Travel Audit.

D. Ticket Request for Travel on Institute Business

1. The traveler should telephone an approved travel agency directly to obtain the estimated cost of the trip and related travel information, and to request tickets. If the tickets are not purchased using a P-Card, the travel agency will send an invoice along with the tickets. A Payment Request is prepared with the appropriate approval signatures with the invoice attached, and the completed forms are forwarded to Travel Audit.
2. Travel Audit reviews the Payment Request for completeness and proper approval signatures. They will sign it, process it, and return the document to the requester or the vendor.

E. All other types of advance payments may be requested from Travel Audit on a Purchase Requisition, which should show the disposition of the check to a vendor. Checks of this type will not be returned to the requesting department but sent directly to the vendor.

Transportation

A. Airfares

Airfare costs in excess of the lowest available commercial discount airfare, or

customary standard (coach or equivalent) airfare, are unallowable except when the travel arrangements associated with such fares would: require circuitous routing; require travel during unreasonable hours; greatly increase the duration of the flight; result in additional costs that would exceed the transportation savings; or offer accommodations not unreasonably adequate for the medical needs of the traveler. Further, when the travel costs are to be reimbursed by a Federal source, use of foreign carriers is not allowed unless criteria established by the Federal Government are met. These requirements can be obtained from the Sponsored Research Office.

Note: "Institute employees will not be permitted to use privately owned aircraft while traveling on Institute business." (Extract from the minutes of the Board of Trustees.)

B. Extra Fares

Extra fares other than the lowest available commercial discount airfare or customary standard (coach or equivalent) airfare must be approved by the Division Administrator (for academic divisions) or the Director of Finance/Controller (for administrative departments) prior to purchasing tickets. A copy of the written approval must accompany the Business Travel Expense Report.

C. Rail Fares

Rail travel accommodations may not exceed the lowest available fare.

D. Airport Transportation

Shared-ride service to and from airports—van shuttle, bus, light-rail, or train service—should be utilized whenever practicable. If alternate transportation is necessary, the following guidelines should be observed.

1. When a personal automobile is used to and from area airports, parking reimbursement will be limited to the lesser of five days' fees at the generally accepted long term rates at local airports **or** the cost of shuttle/limousine service to and from the traveler's home.

2. Institute chauffeur service, if available, should be used only when the traveler's schedule at the Institute does not allow sufficient time to meet the plane departure using other forms of commercial transportation.
3. Taxis should be used only when other transportation is not available and the cost would not exceed that allowable for personal automobile and reasonable parking.

E. Rental Automobile

1. A rental automobile is deemed to be a vehicle which has been leased or rented from an agency or company whose normal business is the renting or leasing of automobile equipment, e.g., Hertz, Avis, Budget, National, etc.
2. Procedures for the rental of an automobile:
 - a. Rent the vehicle in the name of the California Institute of Technology in order to assure Institute insurance coverage...and
 - b. Make payment in cash or use a personal credit card. The traveler will then request reimbursement on the Travel Expense Report.
 - c. If you are renting from Hertz, you may go on-line and register for a #1 Club Gold Card (fee waived) which will allow you access to their express rental program (check on-line Travel Agreements for enrollment numbers).

F. Personal Automobile

1. The use of a personal automobile, other than for field trips outside of a 250 mile radius of the traveler's work station, will not be authorized unless:
 - A sufficient number of passengers make the trip in one automobile so that a savings to the Institute or the sponsor may be effected over allowable air or rail fare.
 - Heavy or bulky equipment has to be carried which cannot be transported separately without jeopardizing the traveler's mission.
2. If, for personal reasons, the traveler prefers to drive his own automobile, the Institute will accept a reimbursement basis equivalent to Commercial Air Travel and related per diem based on air travel schedules. The Institute is not responsible for any costs or liabilities incurred by the traveler using private automobile transportation beyond the specified reimbursement.

3. The applicable mileage reimbursement rate is deemed to cover gasoline, oil, normal wear and tear, and insurance, as if they were prorated on an annual mileage basis. Contact Travel Audit for the current rate.
4. The Institute does not provide insurance or reimburse travelers for any claims resulting from accidents while using a personal auto, or the auto of another person, while on Institute business. Blanket insurance of this nature is not written by insurance companies. Personal auto insurance provides protection to the traveler, and the mileage reimbursement includes an allowance for this insurance. The Institute's insurance applies only when using an Institute-owned auto.
5. The most direct practicable route, as verified by Travel Audit, will be used to determine the reimbursement on a mileage basis. Any claims for excess or out-of-routine mileage must be justified on the Travel Expense Report or Mileage Report.
6. No reimbursement for mileage will be allowed when a traveler uses an automobile owned by another private party unless a receipt is presented showing the payment made to the owner. The Institute cannot provide insurance coverage or reimburse claims to others when a traveler uses a personal auto or the auto of another on Institute business (except an Institute-owned car).
7. See the sample Mileage Report form that is to be used when reimbursement is claimed only for mileage, parking, and tolls. Otherwise, these costs may be claimed on the usual Travel Expense Report form.

G. Local Mileage

1. Travel by personal automobile for local Institute business trips is reimbursable at \$0.55 cents per mile (as of 1/1/09).
2. Parking and tolls may also be reimbursable.

Incidental Expenses

A. Traveler's Checks and ATM Fees

The cost of traveler's checks IS NOT a reimbursable expense, however an ATM fee IS a reimbursable expense.

B. Entertainment

Entertainment costs are not reimbursable unless authorized and are never allowed on federal grants. All authorized entertainment must be documented as to the business nature of the expenditure, the participants, and the benefit to the Institute. If the traveler is traveling on an authorized recruiting trip, the costs of meals purchased for prospective employees or students is allowed as a special cost in addition to the per diem. The interviewee's name must appear on the Travel Expense Report.

C. Alcoholic Beverages

Alcoholic beverage costs are not reimbursable.

Reporting

A. Submission of Reports

Employees must substantiate travel expenses within 30 days of the expenditure, and if actual expenses are claimed, furnish *original* receipts for meals, lodging, transportation, etc. Employees claiming a per diem allowance for meals and incidentals must use the I.R.S.'s standard method of substantiation. The I.R.S. method uses Federal travel rates for meals and incidentals as listed by city. (See Travel on-line.)

B. Receipts

Original receipts are required for travel expenses including those paid directly by the Institute for the following:

1. Receipts are required for ALL expenses claimed when travel does not include an overnight stay.
2. Airfare, railroad tickets, or automobile rental.
3. Lodging on either a per diem or actual basis. (If the receipt has been lost or misplaced, the name and address of the hotel including the dates of stay must be shown on the Travel Expense Report.)
4. Registration fees or tuition fees incurred while attending symposiums, scientific conferences, meetings of technical societies, and training or educational

meetings.

5. All other individual expenditures in excess of \$75, e.g., taxi, meals, limousines, bus fares, telephone calls, telegraph and FAX messages, excess baggage, and parking fees at the airport while en route.

C. Stopovers and Special Costs

All stopovers and any special or unusual costs must be fully explained and justified.

D. Reimbursements

After the Expense Report is approval by Travel Audit, please allow two weeks from the date of submission for Travel Audit to send a check.

E. Refunds Due Institute

Refunds due the Institute should accompany the Travel Expense Report when submitted to Travel Audit for processing.

Caltech Preferred Travel Agency

Protravel

119 West California Boulevard

Pasadena, CA 91105

Phone (626) 796-4448

Fax (626) 844-3055

Toll free (800) 481-7774

After Hours Emergency Travel Service: (800) 928-2562, access code OZ97.

Please identify yourself as a Caltech caller when you call Protravel. The Caltech primary contacts at Protravel are:

- 1) Gina Robles
- 2) Gloria Lopez (manager)

Hours of business are Monday through Friday, 9 am to 5 pm.