

2.06 - EMPLOYEE TRAVEL

Effective: November 1, 2025

Purpose: The policy outlines guidelines and procedures for reimbursing employees for necessary travel expenses incurred during official state business. Additionally, the policy includes provisions for managing travel risks, particularly for international travel, to ensure the safety and security of employees. Compliance with this policy is mandatory for all University-affiliated travel activities.

Scope: This policy applies to all eligible University employees.

Responsible Office: Business & Finance Office

Policy Statement:

VEHICULAR TRAVEL

The University maintains a fleet of vehicles for use by University personnel as needed. The University maintains liability insurance only. No medical insurance is carried on the driver or passengers. University units are billed for the usage of these vehicles on a per-mile basis plus any turnpike tolls charged on the K-Tag assigned to each vehicle.

Employees are expected to use the state motor pool vehicles for official state business.

In an effort to avoid reservations being made and not utilized, there is a “no cancellation fee.” Once the four (4) hour window has passed and the vehicle reservation has not been canceled or picked up by the driver, the reservation will automatically be deleted. At that point the vehicle will be available for another reservation.

State policy allows an employee to use a state-owned vehicle for commuting between the employee’s residence and the employee’s official workstation only on the evening of the workday immediately preceding the date of travel or on the evening of the workday in which travel is completed. Driving the vehicle home may not increase the total one-way trip mileage between the official workstation and the destination by more than ten (10) miles.

An employee’s commuting use of a state-owned vehicle is generally a taxable fringe benefit. Vehicles may be picked up and returned to the motor pool, twenty-four (24) hours a day, seven (7) days a week.

Only the driver in whose name the vehicle is reserved will be allowed to pick up a vehicle.

Each car is issued a credit card that is to be used only for expenses related to the state car to which it is assigned. Under no circumstances is it to be used to purchase gasoline or other products for a private vehicle. If the driver uses any personal funds to pay for gasoline, oil,

or other expenses related to the state vehicle, the Physical Plant should be contacted to obtain a Vehicle Reimbursement Claim form.

Every individual driving a state vehicle must be a state employee and must have a valid driver's license. Only the driver(s) listed on the reservation may operate the vehicle. No one is allowed in a state vehicle except that it is driven for official state business.

Employees are accountable for the state vehicle they are assigned, how it is driven, where it is driven, and where it is parked. The driver will be personally responsible for any and all traffic or parking citations, tickets or fines received while operating the state vehicle. State law requires drivers and passengers in passenger vehicles to wear seat belts.

LODGING AND MEALS

Lodging reservations may be made by an employee.

Meals will be reimbursed at a per diem rate only with an overnight stay. The allowed meals are based on the time in which the employee travels.

When a meal is included in the event attended, a reduction is made for the provided meal whether or not the meal is consumed.

SHORT DISTANCE TRAVEL

Travel within 400 miles of the University can be approved verbally by an employee's supervisor or the administrative head of the Budget Office.

LONG DISTANCE TRAVEL

Approval of official long distance travel is vested in the University President or the President's designee. Generally, any request for travel to and/or from a destination 400 miles or more from the University is expected to be submitted to the President at least two (2) weeks prior to the date travel commences but in no event after the date of travel commences. In the event prior approval under this section has not been received by an employee who wishes to travel out of state, or who is traveling out of state, said travel may be considered unauthorized by the University whether or not it is official business, and such an employee may not be reimbursed for such travel.

AIRCRAFT TRAVEL

To make domestic airline reservations, the traveler may contact the State Travel Center or may book reservations through any other source using a personal credit card or by calling the ESU Controller's office and using the University's Business Travel Account (BTA) card. For airfare charged to personal credit cards, travelers will not be reimbursed prior to the completion of the related travel. In addition, the out-of-state travel request must be submitted and approved prior to travel for the traveler to be reimbursed.

When charging airfare to a personal credit card, the expense will be charged to the same fiscal year as all other expenses related to the trip.

MEALS AND LODGING

Meal and lodging allowances will be reimbursed as permitted by state law.

CONFERENCE REGISTRATION

Conference registration fees are included in the total cost for travel. The conference fee may be paid in advance.

INTERNATIONAL TRAVEL RISK AND SAFETY MANAGEMENT

The University permits University employees to travel and conduct activities abroad on official university business in accordance with University and Board of Regents policies.

“International Travel” as used in the following section of this policy refers to any situation in which a person physically leaves the United States.

The President, staff, faculty, and student employees shall abide by the following while on University affiliated and/or sponsored travel:

- Each traveler, and any person who participates in approving such travel, review any travel advisories posted on the U.S. Department of State and the Centers for Disease Control websites and factor such advisories into the travel decision-making process.
- No official travel shall be approved or undertaken under any circumstance if such travel involves traveling through, arriving at, or remaining in, any country for which the United States does not share diplomatic relationships with as indicated on the U.S. Department of State website.
- No official travel shall be approved or undertaken if such travel involves traveling through, arriving at, or remaining in, any country for which the U.S. Department of State has issued a travel advisory of Level 3 or Level 4, unless such travel:
 - Has been expressly approved by the President after consultation with the General Counsel;
 - The traveler has signed appropriate waivers as determined by the University;
AND
 - The traveler has successfully completed personal safety training as determined and provided by the University.
- As a requirement of all approved travel, and prior to embarkation, each traveler shall successfully complete all training as determined and provided by the University that includes informational risk issues, such as, theft of research data, theft of intellectual property, theft of personal property, situational awareness, and personal and health safety, and how to mitigate such risks through best practices.

- As a requirement of all approved travel, each traveler shall be made aware of, or shall register with, or shall otherwise engage with, U.S. embassies and/or U.S. consular offices.
- As a requirement of all approved travel, each traveler shall obtain, possess, and produce upon request by the University, all passports, vaccine records, visas, or other such documentation or records as may be required for entry into, and to stay or work within, a destination country.
- As a requirement of all approved travel, each traveler shall provide a copy of the traveler's valid and current United States passport in accordance with University's Office of Human Resources procedures.

Definitions: All words and phrases shall be interpreted utilizing their plain meanings unless otherwise defined in University or Board of Regents policy or by statute or regulation.

Related Policy Information: Forms on Hornet 365 - [Form Central \(hornet365.com\)](http://hornet365.com)

Procedures: All procedures linked and related to the policies above shall have the full force and effect of policy if said procedures have first been properly approved by the University's administrator in charge of Business and Finance.

[Hyperlink to Business and Finance procedures]

History: Adopted: Unknown [Included in UPM as Policy 3M]
 Adopted: 06/22/2001 [Approved by President and included in UPM as Policy 3M.0402]
 Revised: 07/19/2002 [Policy 3M.0402 revised]
 Revised: 04/01/2004 [Policies 3M.01, 3M.06, and 3M.07 revised]
 Revised: 07/01/2004 [Policies 3M.0301 and 3M.04 revised]
 Revised: 11/01/2005 [Policies 3M.0201, 3M.03 and 3M.05 revised]
 Revised :09/XX/2006 [Policy 3M.05 revised]
 Revised: 09/XX/2008 [Policy 3M.0201 and 3M.04 revised]
 Revised: 11/XX/2008 [Policy 3M.04 revised]
 Revised: 07/XX/2009 [Policy 3M.04 revised]
 Revised: 01/XX/2010 [Policy 3M.04 revised]
 Revised: 07/01/2010 [Policy 3M.08 revised]
 Revised: 07/XX/2011
 Revised: 07/XX/2012 [Policies 3M.04 and 3M.05 revised]
 Revised: 03/XX/2013 [Policy 3M.04 revised]
 Revised 07/XX/2013 [Policy 3M.04 revised]
 Revised: 7/13/2016 [UPM Policies 3M.04, 3M.0402, and 3M.0403 revised]
 Revised: 04/13/2023 [Approved by President and included in UPM as Policy 3M.10]

Revised: 08/15/2024 [UPM Policies 3M (including 3M.01 through 3M.10) combined as part of UPM revision]

Revised: 11/01/2025 [Policy modified regarding short and long distance travel and international travel.]

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