

Olin Business School
Travel Quick Reference Guide

Before You Go

- Please visit the following site to review current WashU travel restrictions:
<https://covid19.wustl.edu/operations/travel/>
- Work-related travel is acceptable as long as there are no restrictions posted on the University website.
 - All international trips must be registered in advance in the WU Global Travel Registry.
<https://global.wustl.edu/resources/travel-registry/> Expense reimbursements will not be processed for unregistered international trips.

AIRFARE

• **Booking your tickets – Two Options**

- Travel Agency – You may contact one of our travel agencies to book your economy airline tickets.
 - The cost will be charged to Olin’s business travel account (BTA).
 - Olin has a large number of airfare credits for canceled flights that need to be used before they expire.
 - Using a travel agency provides additional protection and flexibility in case travel plans change and saves the traveler out-of-pocket costs.
- Book on your Own - You may book economy airline tickets on your own.
 - You will pay for the ticket, and Olin will reimburse you after you use the ticket.

• **Ticket class**

- Travelers are expected to book **economy** class airfare (the lowest standard coach fare)
 - If there is no economy class airfare available at the time of booking, a screenshot to show the unavailability must be attached to the travel report. Southwest Airlines travel must be booked as “Wanna Get Away” to be considered coach.
 - Additional fees for standard coach/economy upgrade options that do not change the flight class, such as seat choice and early check-in, are permitted. For example, Early Bird is an allowable expense on Southwest Airlines since they do not charge baggage fees. Such upgrades must be reasonable considering the facts and circumstances of the expense.
- Business class airfare will be allowed for international travel with individual flight segments of 5 or more hours, as long as you contact Cait Eshenroder at least 30 days in advance of the trip with your travel preferences.
 - Cait will research available flights through an agency and book the flight. You will not need to provide a personal credit card unless the itinerary includes personal travel. In that case, you will book the trip, and Olin will reimburse you the cost of the best business class fare that does not include any personal travel.
- First class airfare is only permitted with written approval from the Chancellor or with exception approval by the WashU CFO or Controller when it is not a one-class upgrade

• **Best practices**

- Reservations should be made as far in advance as necessary to secure the lowest fares.
- Choice of Air Carrier should not be biased by the employee’s frequent flyer affiliation. **Airfare purchased with frequent flyer miles is not reimbursable.**

Olin Business School
Travel Quick Reference Guide

TRAVEL BY CAR

• Personal Auto

- Expenses for use of personal automobile are reimbursed at the current IRS mileage rate.
 - Reimbursement based on actual expenses is not allowed.
- If a traveler chooses to drive to a destination instead of flying, the maximum reimbursement is the total cost associated with traveling by air (e.g. including taxi from airport to hotel, etc.). Include the price of the economy airfare with your Travel Expense Statement. It is the department's responsibility to include detailed supporting documentation in the travel report to justify that it is less expensive to use a personal car than fly.
- Local Business Mileage – Commuting costs between home and work are not reimbursable. However, if employees incur mileage in excess of their standard daily commute between home and work, they can request reimbursement. Examples are:
 - Travel from business location to business location
 - Travel to a temporary work location

For additional information, refer to the new Local Business Mileage Guide available [here](#).

• Car Rental

- The university does not reimburse for the cost of insurance offered by rental agencies when traveling in the United States, Canada, and U.S. territories. WashU's auto liability covers damages and legal defense costs for bodily injury and property damage resulting from auto accidents involving vehicles rented for university business. When traveling outside the U.S., Canada, and U.S. territories, travelers must elect to purchase the minimum liability and physical damage insurance coverages offered by the rental agency.
 - Rental car extra charges such as GPS devices for domestic travel, satellite radio, and child safety seats are **non-reimbursable** expenses.
 - Purchase of gas for rental car is reimbursable. Mileage rates are not used for rental car reimbursements.

COMBINED BUSINESS & PERSONAL TRAVEL

- Reimbursement to multiple destinations is limited to the cost of roundtrip economy class airfare to the business destination.
- Include a quote with the price of the economy airfare to the business destination with your travel receipts.

On The Trip

- Save your **original, itemized** receipts!
- Acceptable supporting documentation must include vendor, price, description or itemization of expenses, and proof of payment.

MEALS

• Actual Meal Expense Method

- Submit itemized receipts for all meals unless you are using the per diem method (see below).
 - Itemized receipts are required, in part, to ensure alcohol is categorized separately for purposes related to the University's indirect cost recovery rate.
- Olin encourages travelers to choose moderately priced meals with a daily limit of \$75 (unless hosting a business meal or event with other guests – see below for more details).
- Conference Meals - A conference itinerary/schedule must be included when you submit your travel expenses. Reimbursement will not be provided for meals offered by conference or covered by a registration fee. Exceptions for dietary, religious reason, or other business purpose should be clearly documented.

Olin Business School
Travel Quick Reference Guide

- Social Expenses - When hosting a business meal or event with one or more guests:
 - For fewer than 12 people, provide the business purpose of the event, names of guests, their titles, and association with the University.
 - For 12 or more people, provide the business purpose of the event, the number of people in attendance, and the makeup of the group (we don't need individual names and titles).
 - Meal expenses are limited to \$75 per person per meal (including tax and tip) for breakfast and lunch and \$100 for dinner, **unless there is a legitimate business reason, which has been approved by the Dean's Office. Documentation of the approval must be submitted with your receipt to be reimbursed above the limit.**
 - Meals for your spouse, partner, or other family members are reimbursable only when there is a legitimate business reason, which **has been approved by the Dean's Office. Documentation of the approval must be submitted with request to be reimbursed.**
- **Per Diem Reimbursement Method**
 - Supporting documentation is not required when requesting reimbursement of meals and incidentals using the per diem method. Reimbursement on a per diem basis is the payment of a flat sum to cover meal and incidental expenses each day in lieu of actual costs.
 - The university will reimburse using the General Services Administration (GSA) per diem rates for destinations within the Continental United States (CONUS). <http://www.gsa.gov/perdiem>.
 - Foreign travel will be reimbursed using State Department per diem rates. https://aoprals.state.gov/content.asp?content_id=184&menu_id=78

LODGING

- Travelers are expected to seek out moderately priced accommodations. Many hotels offer educational discounts or reduced rates to University employees.
 - Additional justification will be requested and approval required if the nightly rate is 50% higher than the GSA lodging rate for the market, unless it is the conference hotel. To find the applicable lodging rate, visit gsa.gov and enter the city, state, or zip code for your destination. Rates often vary by time of year.
- An itemized hotel bill is required. Internet charges are reimbursable when used for business purposes.
- Non-reimbursable items include magazines, newspapers, health club fees, movies, and mini-bar purchases.

After You Return

- Travel expenses should be submitted to Olin Accounting within 15 days of the end of the trip along with an outline of the trip (travel dates, the business purpose of the trip, etc.).
- Include an explanation of any unusual circumstances (e.g. any significant expense not included for reimbursement). Travelers must disclose if portions of travel were paid by a third party.
- Inadequate documentation or lack of information will delay your reimbursement.

Please be aware that this list is not intended to cover the entire travel policy. Please refer to the [WU Travel Policy](#) for more information. You can also find information on Olin's policies and procedures on the [Olin Finance and Accounting Services Department site](#).

Questions can be directed to the Olin Finance and Accounting Services Department at Olin-Accounting-Services@email.wustl.edu. Revised: 8/30/22