

ORED Detailed Travel Guidelines

Travel Pre-Approval:

- Pre-Approval must be entered and *approved* in Chrome River before travel.
- If personal leave is planned during the business trip there are additional steps. Please see the “Personal Leave During Travel Guidelines” or talk to fiscal ops. Ored-fiscalops@uidaho.edu.
- Up to 90% of estimated travel expenses may be requested in the travel pre-approval for per diem and incidentals.
- If the trip is international, please see the international guidelines page for assistance in the additional steps required to travel internationally.

International travel

- Traveler must complete the online faculty/staff international [travel registration form](#) 30 days prior to the trip. The traveler will then submit the email from IPO (International Programs office) with their travel authorization paperwork to ored-fiscalops@uidaho.edu.
- Traveler must purchase [minimum compulsory insurance](#).
- Review [Fly America Act](#) prior to purchasing airline tickets.

Per Diem

- Per Diem is the amount provided to a traveler to cover expenses such as food, beverages, meals, meal gratuities, fees, and tips. Per Diem is a fixed amount and is not a reimbursement, so meal receipts are not required when claiming per diem.
- Meals cannot be put on the pcard except for a few exceptions.
- See the [Travel Management](#) website for per diem rates
- When a meal is provided, claiming per diem for that meal needs justification.

Receipts

- Receipts must be itemized, show a method of payment, and have a zero balance.
- To find out how to use the app to upload photos of receipts to Chrome River click [here](#).
- Credit card receipts and reservations cannot be used in lieu of a receipt.

Registration

- Conference registration is considered part of travel and needs to be included in the travel pre-approval.
- Registration and airfare are usually incurred months before the travel, you can submit receipts to have them cleared on your Chrome River.

Lodging

- Ask for a government rate, if available.
- Prior to checkout, review the receipt for accuracy and confirm the balance is \$0.00.
- In-state lodging charges should not have state tax when paid with a U of I pcard.
- Incidental expenses must be paid using personal funds.

Mileage

- Private vehicle reimbursement is calculated at the mileage rate specified by the [State of Idaho Controller's Office](#) also found [here](#) under transportation.
- The shortest route will be used to calculate mileage. Chrome River uses google maps to determine the distance, if a longer route was taken, include the justification.
- Travel status starts at departure from the work site unless the personal residence is closer.
- No fuel is allowed on the pcard for a personal vehicle.

Rental Car

- Employees who would like to use a rental vehicle must qualify prior to operating the rental vehicle. To qualify, the employee must have a driver's record check which reflects satisfactory driving performance, sign a Vehicle Use Agreement, and take the Defensive Driver Training.
- Go to [travel services](#) to use UI contracts with Enterprise (reduced rates, and insurance provided in contract) and Hertz. These sites will automatically fill in U of I information. If a different rental car business is used, the traveler must justify not using U of I contracts.
- Provide justification if upgrading the rental vehicle beyond standard size.
- Additional insurance is not a reimbursable item as it is part of the Enterprise contract as well as the U of I purchasing card program.
- Traveler must carry a State of Idaho Accidental Claim Kit.
- All passengers in rental cars must be active participants in business-related travel.

Public Transportation:

- Provide a receipt. ORED does allow a reasonable tip for taxis, Lyfts, and Ubers.

Charges to Another Person's pcard

- Charges can be put on someone else's pcard if both people are traveling.