



UHPA REIMBURSEMENT FOR TRAVEL

*UHPA Policy Adopted by the Board of Directors November 7, 1981
Revision Adopted by Board of Directors August 15, 1996
Revision Adopted by Board of Directors March 23, 2002*

Faculty members who travel officially for the Assembly shall be reimbursed for expenses according to the following:

TRANSPORTATION

1. Personal automobile travel shall be reimbursed at the IRS standard mileage rate (\$0.485 effective January 2007; \$0.505 effective January 2008; \$0.585 effective July 2008). Authorization is assumed to be automatic for persons traveling on official business. Receipts are not required.
2. Expenses for automobile rental used to provide land transportation to and from Assembly meetings shall be reimbursed only for compact and subcompact cars. Full size cars may be authorized where two or more individuals are using the car. Authorization is required, as set forth below. Original copies of receipts are required.
3. Taxicab expenses shall be reimbursed only when no lesser expensive means of land transportation is practical. Explanation and receipts must accompany requests for reimbursement.
4. Inter-island airfare to and from Assembly meetings shall be reimbursed at actual cost. Travelers are expected to secure the lowest available rates. Advanced authorization is required for all air travel as set forth below. Original copies of airline tickets showing the date, itinerary, and the name of the traveler are required.
5. Mainland travel for Assembly business shall be reimbursed at the lowest available rate not to exceed the coach airfare. Advance notification is required for all mainland air travel. Original copies of airline tickets showing the date, itinerary, and the name of the traveler are required.

MEALS

Actual cost of meals (including tax and gratuity) up to a maximum of \$65.00 per day, will be reimbursed by UHPA. Advance authorization is required for all meal reimbursements. Travelers away from home for less than one full day shall be reimbursed for the actual meal costs up to a maximum of \$15.00 for breakfast, \$20.00 for lunch, or \$30.00 for dinner. Receipts must accompany all requests for reimbursements. Only individual meal expenses are reimbursable. Travelers should avoid assuming expense for group meals.

LODGING

Actual costs are reimbursable. Advance authorization for hotel/motel expenses is required. Original copies of receipts showing the name of the hotel, the nights involved, and the names of the guest(s) must accompany requests for reimbursement. Reimbursable hotel charges are limited to room charges.

TRAVEL ADVANCES

Cash travel advances may be requested to cover the anticipated out-of-pocket expenditures. All cash advances must be cleared upon return from the business trip by submitting a travel expense voucher and remitting any unused monies advanced. An advance will not be issued if an earlier advance remains outstanding. The Executive Director will authorize all cash travel advances.

TELEPHONE

Long distance telephone charges for Assembly business for travelers who are away from home overnight are reimbursable. Wherever possible, receipts should be obtained. Explanation of telephone charges should accompany requests for reimbursement.

PERSONAL PROPERTY LOSSES

Reimbursement for damage, theft, or loss of personal belongings while on travel status should be pursued through available sources before it is sought from UHPA. In the case of theft from a hotel room, or baggage lost or damaged by an airline, for example, the traveler should first seek to recover from the hotel or airline since they carry insurance for this purpose. A police report is to be obtained for all thefts. A copy of any police report and/or any insurance company reimbursement documentation should be submitted with all claims.

UHPA will reimburse the traveler for damage, theft, or loss of personal belongings at their original cost less depreciation, less any insurance reimbursements (whether from other sources or the traveler's personal coverage). A statement documenting the details of the incident, signed by the traveler is to be submitted with the voucher.

MISCELLANEOUS

Reasonable costs for items other than those described above will be reimbursed upon the submission of receipts and explanations. If there is doubt about the term "reasonable", advance authorization should be obtained.

RECEIPTS

Original receipts are required for all airline, car rentals, lodging, and group business meals. Original receipts must also be submitted for any business expense, including a taxi fare, which is \$25 or more. Original receipts are required for parking fees in excess of \$10 and gasoline purchased for rental cars.

If the receipt is lost, an explanation must be indicated on the voucher.

AUTHORIZATION

1. When any meeting or Assembly activity is scheduled, the Executive Director shall establish the authorized expenses associated with that meeting or Assembly activity.

Example: An announcement of an evening meeting of the Legislative Committee might include the statement, "inter-island travel, land transportation, dinner, and one night's lodging have been approved for this meeting."

2. Members of the Board of Directors shall be assumed to have advanced authorization for (1) air and land travel, (2) one night's lodging, and (3) meals as appropriate for all regularly scheduled meetings of the Board of Directors and Faculty Forum.
3. Members of the Executive Committee shall be assumed to have advanced authorization for air and land travels for all regularly scheduled meetings of the Executive Committee.
4. Travel to the mainland for approved Assembly business shall carry with it the assumption of authorization of all reasonable associated expenses up to any limit set by the Board of Directors' policies.

EXCEPTIONS

Expenses in excess of those herein set forth shall be reimbursable if approved by the Executive Director consistent with the policies of the Board of Directors. A written explanation shall be required prior to the consideration and approval of the requested exception.

VOUCHERS

Expenses shall not be reimbursed unless properly completed Assembly expense vouchers are submitted with accompanying original receipts and explanations, as appropriate, within 14 days of the traveler's return from the trip on which the expenses were incurred.