

Travel Policy

Full policy found [here](#)

Approved forms of payment for travel-

- Preferred travel agencies: [Approved travel agencies](#)
- T&E card: [T&E card information](#)
- Personal Credit cards

When seeking reimbursement, it is the responsibility of the designated approver and the traveler to ensure that charges are appropriate and allowable under the University's travel policy. The traveler also must collect and submit all receipts.

Air travel- For reimbursement of airline ticket purchases, the original or electronic ticket receipt, from the airline, detailing flights, destination, ticket number, and payment must be submitted with the reimbursement request. **Due to the details needed do not use Expedia, Priceline, or any other travel bundle websites.**

Mileage allowance- The allowance covers all automobile related costs including gasoline, insurance, and maintenance. Toll charges and parking fees, when supported by receipts, are reimbursable in addition to the mileage allowance.

2019 CWRU Mileage Allowance Rate: 58 cents/mile (from Jan 1, 2019) [Mileage allowance policies](#)

Automobile Rentals- Rental automobiles may be used as necessary. Travelers are encouraged to use preferred car rental agencies for discounted rates when possible. Department are expected to exercise fiscal responsibility. Normally, standard, intermediate, and economy-sized vehicle categories are supported. Rental cars must be refueled prior to return to the rental car company to avoid fuel surcharges. Fuel prepayment is discouraged. [Car rental and insurance policies](#)

Other Transportation- The cost of public transportation is reimbursable and does not require a receipt. Whenever practical, airport or hotel limousines are the preferred method of transportation to hotels or meeting sites. That said, the University recognizes that taxis often represent the most efficient means of travel. A receipt is always required for reimbursement for taxi, shuttle, and limousine expenses. **Lyft is the preferred method of rideshares.**

Meals- [Meal allowance policies](#)

The actual and reasonable cost of meals, including taxes and tips, while on University business is reimbursable. If meals for non-University individuals are included in the total submitted for reimbursement, their names, relationship to the University and the business topics discussed at the meal must be provided in addition to the original receipt.

When claiming reimbursement on an actual cost basis including gratuity, an itemized receipt must be attached and submitted with the Peoplesoft travel expense reimbursement request.

The University's meal allowance is not a per diem; it assumes actual expenses per meal have been incurred. Current reimbursement rate: Breakfast: \$10.00, Lunch: \$12.00, Dinner: \$26.00.

Lodging- Lodging expenses are reimbursed on an actual cost basis. No reimbursement for lodging expenses placed on personal credit cards will be made until after the stay has been completed. Fully itemized receipt with payment must be included with reimbursement request. **Currently CWRU will reimburse airbnb stays but this is not the preferred method because of legality issues.**