This guide is to help our faculty, staff, and students with common travel procedures in order to ensure you abide by University and State Policy and Procedures. If these policies are not followed you may not be able to receive a full reimbursement. Please feel free to access the University of Virginia’s Procurement Services website and click the links regarding travel if you have any additional questions.

http://www.procurement.virginia.edu/main/

It is imperative that you retain all ORIGINAL receipts if you are going to be requesting reimbursement for these items. The receipts must include the business/company name as well as the amount.

Please be aware that the University has limits for hotel rates and meals. These are available at:

In State: http://www.procurement.virginia.edu/main/departments/LodgingAndMealLimits.html#StateInState

Out of State: http://www.procurement.virginia.edu/main/departments/LodgingAndMealLimits.html#StateOutOfState

Foreign: http://www.state.gov/m/a/als/prdm/

If you do not abide by the University limits for hotel rates and meals, you will only be reimbursed for the per diem rate assigned by the University.

When renting a vehicle in the United States, make sure that you decline ALL insurance coverage offered by the rental agency. This is because you are covered by the University of Virginia’s insurance policy. If you choose to accept the insurance, it will be at your own expense.

When renting a vehicle during foreign travel, you must accept the insurance offered by the rental company since you are NOT covered by the University’s insurance policy in a foreign country. You WILL be able to be reimbursed for this expense.

When renting a vehicle you should fuel the vehicle prior to returning it to the agency. You can be reimbursed for refueling the vehicle yourself, however, you CANNOT be reimbursed for the expense if the agency refuels the vehicle.

When traveling by air you MUST retain your boarding passes and submit these along with a receipt showing class of seat and price. We can only reimburse airline tickets in coach/economy class.

Lodging receipts MUST itemize the nightly rate you paid separately from the taxes you paid.

Meal expenses may NOT be claimed for day trips.

All of these policies are subject to change and a current list of travel restrictions and requirements can be found at the University of Virginia’s procurement services website above.