

# Reimbursement of Travel Expenditures

## FIN-TRV-2.0



### About This Policy

Effective Date:

10-01-1990

Last Updated:

10-01-1990

Responsible University Office:

**Travel Management Services**

Responsible University Administrator:

**Vice President and Chief Financial Officer**

Policy Contact:

**Melonee Bristoe**

**Director of Travel**

**Travel Management Services**

### Related Information

\* [Travel Management Services](#)

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### Policy Statement

The cost of travel authorized for official university business will be reimbursed to the university traveler within prescribed limits as indicated below. Official university rates pertaining to various types of expense reimbursements will be published by Travel Management Services on the Travel Management Services website at [www.indiana.edu/~travel](http://www.indiana.edu/~travel).

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### Reason For Policy

To provide guidance as to the type of travel related expenses that will be reimbursed from university funds.

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### Definitions

**Lodging and Subsistence:** will be reimbursed from travel to locations beyond a fifty (50) mile radius of the employee's official station or residence, whichever is less. Exceptions for travel within the 50 mile radius will be approved subject to documentation procedures and requirements established by Travel Management Services.

**Air Transportation - Commercial Aircraft:** will be reimbursed for the cost of Tourist, Coach or Special Fare class tickets. Exceptions for unavoidable circumstances will be subject to documentation procedures and requirements established by Travel Management Services.

**Air Transportation - Privately Owned Aircraft:** will be limited to the cost of round trip highway mileage obtained from official highway maps showing the shortest, most widely used travel route and is subject to additional state restrictions as disseminated by Travel Management Services.

**Ground Transportation - Rental Vehicles:** will be reimbursed when suitable local transportation is unavailable or when rental is considered more advantageous to the university than the use of a taxi or other local transportation.

**Ground Transportation - Commercial Vehicles:** will be reimbursed for transportation between destination terminal(s) and the site(s) of official university business including the lodging site if different from other official business locations.

**Ground Transportation - Private Vehicles:** reimbursed based on official state highway maps showing the shortest, most widely used travel route. Exceptions will be subject to documentation procedures and requirements established by Travel Management Services.

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## History

This policy was established on October 1, 1990.