



TRAVEL POLICY

1. PURPOSE

- 1.1. To set forth the requirements for individuals traveling on behalf of Clemson University (“University”).
- 1.2. To comply with University policies, South Carolina state and federal law.
- 1.3. To set expectations that individuals traveling on behalf of University business do not incur inappropriate or excessive expenses on behalf of the University, the state or federal government, and individuals do not inappropriately gain from the University, the state or federal government.
- 1.4. To ensure duty of care to individuals traveling on behalf of the University.

2. SCOPE

- 2.1. All University employees, including contractors, contingent workers, affiliates, students, and visitors traveling on University business.

3. POLICY STATEMENT

- 3.1. The Office of Procurement and Business Services is authorized to establish the University’s requirements for individuals engaging in University-related travel.
 - 3.1.1. The University is not responsible for expenses and risks incurred by an individual not following the requirements, procedures, and guidelines established in this policy.
 - 3.1.2. Travelers may have additional requirements for travel based on their funding source.
- 3.2. The University has a designated travel system for all employees and travelers for expense reporting.
- 3.3. Travelers should adhere to specific procedures and prohibited expenses for University-related travel as outlined in University Travel Procedures and Guidelines.

3.4. Booking Requirements

- 3.4.1. Travelers are required to use the Request function in the designated travel system to obtain approval prior to initiating overnight travel (domestic or international) unless a written exception is provided by their appropriate Vice President.
- 3.4.2. Airfare, lodging, and rental cars must be booked using the booking tool within the designated travel system; or travelers may utilize the University’s travel management company (TMC), who is authorized to book within the designated travel system on the traveler’s behalf.
 - 3.4.2.1. Further guidance and rules for air travel and per diems can be found in University Travel Procedures and Guidelines.

3.5. University Funded vs. Personal Funded Expenses



- 3.5.1. The University P-Card can be used for airfare, rental car, and conference registration fees.
- 3.5.2. Personal credit cards can be used for airfare but must be used to lodging expenses, parking charges, and ground transportation.
 - 3.5.2.1. Use of the booking tool or the TMC is still required when using personal credit cards.
- 3.5.3. Requirements vary for use of the {P-card, per diem, etc} for in-state and out-of-state domestic travel. Travelers should review the University Travel Procedures and Guidelines.

3.6. Reimbursements

- 3.6.1. The designated travel system must be used to:
 - 3.6.1.1. Request reimbursement for allowable travel expenses and to reconcile any travel related P-Card transactions, which includes those expenses booked through the TMC.
 - 3.6.1.2. Reconcile travel expenses for University guests or students paid for by a University P-Card, which includes those expenses booked through the TMC.
 - 3.6.1.3. Submit a payment request to reimburse non-CU Individuals who travelled and incurred expenses on behalf of the University.
- 3.6.2. Expense Reports within the designated travel system must be submitted after completion of the trip but within 60 days of travel.
- 3.6.3. The University requires that all Expense Reports be submitted by the traveler certifying that submitted expenses are in accordance with this travel policy.
 - 3.6.3.1. The supervisors and subsequent approvers are certifying the submitted expenses are compliant and in accordance with this Travel Policy.

3.7. Exceptions

- 3.7.1. Exceptions to normal policies may be authorized at the discretion of the Director of Procurement and Business Services and/or the CFO in accordance with established procedures.
- 3.7.2. Travelers seeking advance funds for travel expenses must submit a request to Cash and Treasury. Requests will be reviewed, and determinations made on a case-by-case basis.
 - 3.7.2.1. Cash and Treasury will maintain documentation of exceptions to ensure that travel done outside of normal University procedures still supports the financial obligations of the University.

3.8. Recourse for Noncompliance

- 3.8.1. Travelers that elect not to use the designated travel system or TMC are putting themselves at risk by preventing the University's duty of care.



- 3.8.2. Expenses incurred without prior approval are at risk for not being reimbursed due to lack of noncompliance.
- 3.8.3. Expense Reports submitted after 60 days from the completion date of the trip will be treated as income subject to withholding according to federal tax regulations (26 CFR 1.62-2). Tax withholding will be deducted from a subsequent salary check.

4. DEFINITIONS

- 4.1. For the purpose of this policy, Payment Requests to reimburse non-CU Individuals for travel related expenses are equivalent to Expense Reports.
- 4.2. Travel is considered international when it occurs anywhere outside the United States of America, the District of Columbia, or Puerto Rico.

5. ADDITIONAL RESOURCES

- 5.1. University Travel Procedures and Guidelines can be found [here](#).

6. RESPONSIBLE DEPARTMENT

- 6.1. Office of Procurement and Business Services
 - 6.1.1. Travel and Expense Program Coordinator, cchapm8@clermson.edu

7. PUBLISHED LOCATION: Link

8. APPROVAL & REVISION HISTORY

- 8.1. President Approval: (date)
- 8.2. Last Date of Revision:
- 8.3. Originally Issued: (date)