



UConn

UNIVERSITY OF CONNECTICUT

UConn Travel & Expense

Summary of Policy and
Procedure Changes

February 2026

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Travel Approvals

Previous Travel Policy/Procedures

- The University requires pre-approval requests before travel that involves airfare, hotel reservations, car rentals.
- Approvals for certain items will route to Dean, Director, Department Head for approval.
- Approvers can set up delegates to approve items on their behalf.

New Travel Updates

- Travel requests no longer required for trips that only contain car rental.
- Concur Expense Reports no longer stop with Dean, Director, Department Head (DDD) for approval. Instead the DDD's will be provided reports on a monthly basis for items of interest.
- Senior Institutional Official approval required if the total trip cost exceeds \$7,500 or exceeds 21 days in length.
- Per the Approval Authority for Financial Transactions Policy on 7/1/2025 approval steps can no longer be delegated.

Additional Information:

- ✓ Formal pre-approvals will provide an avenue for employees to request travel in Concur and route to the direct supervisors and fiscal officers through workflow.
- ✓ Travel pre-approval will be required for all University workforce members, students, and guests
- ✓ Reimbursement for travel when pre-approval was not obtained before travel will require review and approval by the Senior Institutional Official

Travel Meals

Previous Travel Policy/Procedures

- The University allows at the department's discretion, the use of Per Diem or actual meal costs for business travel.
- If the traveler is claiming Per Diem, they should not use their Travel Card to purchase individual meals.
- If the traveler is claiming actuals, the Travel Card may be used but is limited to no more than the daily meal Per Diem.
- Long term travel per diem will be reimbursed at standard per diem rate regardless of length of trip.

New Travel Updates

- Departments can no longer adjust or reduce per diem.
- All individual meals will be reimbursed as per diem amount only. Any meals charged to the Travel Card must be marked as expense type Individual Meal Reduction.
- The University provides meal per diems for long term travel for a maximum of 30 days at 50% of the GSA.

Booking Mandate

Previous Travel Policy/Procedures

- Bookings can be done through the Travel Management Company, Concur, outside booking sites, or directly with airlines.

New Travel Updates

- Employee and Students are required to use our Travel Management Company (TMC) or Concur when booking airfare and car rental.
 - If booked outside of the TMC/Concur
 - Airfare will only be reimbursed at 50% of airline ticket
 - Car rental will only be reimbursed up to the rate of the intermediate class from the preferred vendors

Travel Booking-Airfare

Previous Travel Policy/Procedures

- Business class is permitted for flight segments over 8hrs in duration.
- Cost comparisons are required for trips containing any personal time.
- Seat selection is not allowed.

New Travel Updates

- Business class no longer allowed.
- Economy upgrades (i.e Economy Plus, Comfort Plus, etc.) are allowed if the total international flight time/duration one way excluding layovers exceeds 8hrs.
- Trips that include personal travel will no longer require a cost comparison if the flights are to/from the business location.
 - Cost comparisons are required when an additional leg is added to the trip. If no comparison is done at the time of booking, reimbursement for airfare will be capped at 50%.
- Seat selection fee is allowed up to \$50 per segment if no free seat is available at time of booking.

Travel Booking- Lodging

Previous Travel Policy/Procedures	New Travel Updates
<ul style="list-style-type: none">• Lodging over 150% GSA can be booked when a reason is selected in the drop down.• Travel is allowed any accommodations within per diem amount.	<ul style="list-style-type: none">• Lodging cannot exceed 150% of the GSA and if it exceeds that, it will not be available to book in Concur. If lodging is booked outside of Concur and exceeds the GSA rate, it will be capped at 150%.• All lodging is limited to a studio or one bedroom accommodation per traveler.• Long term travel accommodations will be reimbursed at no more than 50% of the GSA.

Travel Booking-Ground Transportation

Previous Travel Policy/Procedures	New Travel Updates
<ul style="list-style-type: none">• Commute has to always be deducted for personal car mileage when leaving from and returning to home regardless of day of the week.• Refueling services should not be used when renting a car.• Rideshare services are not allowed to and from the airport.• Livery services are not allowed.• Guest car rentals require justification if not using our preferred vendors.	<ul style="list-style-type: none">• Commute has to always be deducted for personal car mileage when leaving from or returning to home except on the weekends.• Post paid refueling services can be used when renting a car.• Rideshare services are allowed to and from the airport and while actively traveling.• Livery services for University workforce members are allowed with UConn contracted vendors to Boston, NY, New Jersey and not Bradley. Guests can use livery services to and from Bradley.• Guest car rentals do not require justification if not using our preferred vendors.

Period for Expense Report Submissions

Previous Travel Policy/Procedures	New Travel Updates
<ul style="list-style-type: none">• Reconciliation of Expense Reports and unassigned Travel Card transactions should be submitted within 15 days of returning from the trip.• Reimbursements submitted over 60 days after travel is complete are required to receive approval from a Dean, Director, or Department Head.• In addition, reimbursements submitted over 120 days after travel is complete will not be reimbursed even with the approval from a Dean, Director, or Department Head.	<ul style="list-style-type: none">• Reconciliation of Expense Reports and unassigned Travel Card transactions should be submitted within 30 days of returning from the trip or the following actions will be taken:<ul style="list-style-type: none">-60 days the Travel Card will be suspended-90 days will be referred to HR for possible disciplinary action and/or payroll deduction• Concur Expense reports submitted after 90 days containing only out of pocket expenses will be reimbursed at the discretion of the Dean, Director, Department Head.

Travel Days

Previous Travel Policy/Procedures

- Travelers may receive reimbursement for expenses for travel day(s) as follows:
- Preceding and following a conference, meeting, etc.:
 - Outbound flight segments less than eight (8) hours in duration- one day prior and one day after
 - Outbound flight segments exceeding eight (8) hours in duration – two days prior and one day after

New Travel Updates

- Travelers may receive reimbursement for expenses for travel day(s) as follows:
- Preceding and following a conference, meeting, etc.:
 - Outbound flight segments less than eight 8hrs in duration-1 day before and 1 day after
 - Outbound flight segments exceeding eight 8hrs in duration – 3 days before and 1 day after (reimbursement will be limited to 2 nights of lodging at the business location before the trip)

No-Show Fees

Previous Travel Policy/Procedures	New Travel Updates
<ul style="list-style-type: none">• The justification must be documented and provided to Accounts Payable, which may require approval from the appropriate Dean, Dept. Head or Director.	<ul style="list-style-type: none">• A justification is no longer needed

Airport Parking

Previous Travel Policy/Procedures

- Bradley parking policy remains the same.
- Individuals who are parking at an airport other than Bradley should park at the lowest-cost economy parking lot.

New Travel Updates

- Central garage parking is not allowed.

Local Lodging

Previous Travel Policy/Procedures	New Travel Updates
<ul style="list-style-type: none">• Employees requiring local lodging need prior approval from Office of the President, the Provost, the Executive Vice President for Administration and Chief Financial Officer, or Athletic Director, based on the reporting relationship of the employee.	<ul style="list-style-type: none">• Local Lodging is not allowed unless it is necessary for a conference.

Exceptions to Policy

Previous Travel Policy/Procedures

- Help interpreting the policy is given, but exceptions are not.

New Travel Updates

- Exceptions to the policy must be requested within the pre-approval request in Concur.