

UConn

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| Title | Travel and Entertainment Procedures |
| Procedure Owner | Executive Vice President for Finance and Chief Financial Officer |
| Applies to | University Workforce Members, Students, and Guests |
| Campus Applicability | All UConn Campuses, except UConn Health |
| Approval Date | November 19, 2025 |
| Effective Date | February 1, 2026 |
| For More Information Contact | Associate Vice President for Financial Operations and Controller |
| Contact Information | travel@uconn.edu |
| Official Website | https://travel.uconn.edu/ |

These procedures support the implementation of the University’s Travel and Entertainment Policy and should be read in conjunction with that policy for all applicable rules and requirements.

PRE-TRIP

Pre-Approval Requirements: University Workforce Members and Students

All University Workforce Members and students must submit a Travel Request form through the Concur system. The request must be fully approved prior to travel.

- For **domestic travel**, travelers are permitted to book airfare before the Travel Request is fully approved.
- For **international travel**, the Travel Request must be fully approved before booking airfare or incurring any other travel expenses.
- If travel occurs before the request is fully approved, the Travel Request will be routed to a Senior Institutional Official for additional review. Reimbursement will be at the discretion of the Senior Institutional Official.

Pre-Approval Requirements: Guests, Consultants, and Suppliers

- If pre-approval was obtained through other means (e.g., contract, purchase order, departmental program, event, conference, or recruitment process), a Travel Request in Concur is not required. In these cases, a University employee must attest in Concur or HuskyBuy that documentation of pre-approval is retained within the department and can be provided upon request.
- If no documentation of pre-approval exists, the sponsoring department must submit a Travel Request in Concur and ensure full approval prior to the guest's travel.

Accompanying Individuals

If the presence of an Accompanying Individual (i.e., spouse, partner, immediate family member) fulfills an essential University business purpose or is specified in an employment agreement, the University may, in limited circumstances, reimburse travel expenses.

The traveler must submit a written justification to a Senior Institutional Official (SIO) that clearly defines the essential business purpose for the accompanying individual, the office role the individual will fulfill, and supporting documentation such as event programs, invitations, or correspondence verifying the official role.

If the travel is supported by an employment agreement, a copy of the agreement must be submitted.

Written approval must be received from the SIO prior to incurring travel expenses. Once approved, the traveler must attach the pre-approval and documentation to the relevant Concur Travel Request.

Conference Supporting Documentation

Only the relevant sections of conference materials (i.e. brochure, itinerary, PDF of website, etc.) must be attached to the Travel Request and Expense report. These sections must include a description of the conference, its location, and the dates. Website links or Social Media posts are not acceptable, as they may expire and become inaccessible.

Routing of Travel Request for Additional Approvals (If Applicable)

Depending on the nature of the trip, additional reviews and approvals may be required from the following:

- Fiscal Officer
- Supervisor (if airfare or lodging is included)
- Export Control (if traveling to a country on the Export Control list)
- Global Affairs (if traveling to a Level 3 or Level 4 country as defined by the U.S. Department of State)
- Travel Services (if a policy exception is requested)

For grant-funded travel:

- Principal Investigator
- Sponsored Program Services (SPS)

Senior Institutional Official approval is required if:

- The total trip cost exceeds \$7,500
- The trip duration exceeds 21 days

Travel Advances

Travelers must complete the travel advance section of the Travel Request form in Concur and submit it at least 20 days prior to departure. Advances will be issued 10 days prior to the start of the business travel. Meal per diems are not eligible for advances.

GENERAL TRIP REQUIREMENTS

Long-Term Business Travel

Travelers must use the following federal agencies to determine per diem rates:

- **Domestic Travel:** U.S. General Services Administration (GSA)
- **International Travel:** U.S. Department of State

Accompanying Individuals (submitted via Concur Expense Report)

With Legitimate Business Purpose:

- Attach pre-approval from the Senior Institutional Official.
- The individual must be listed on the attendee list with the affiliation "Spouse/Partner/Immediate Family" for incurred expense types.

Under an Employment Agreement:

- Attach the section of the Employment Agreement that pertains to spouses, partners, immediate family, or dependents.
- The individual must be identified on the attendee list with the affiliation "Spouse/Partner/Immediate Family" for incurred expense types.

TRANSPORTATION

Air Travel

Booking Airfare:

Exceptions for booking outside the Anthony Travel or Concur include:

- The airline provider is not available in Concur or the Anthony Travel system (e.g., intercountry travel to remote areas), and there is a **demonstrated cost savings**.
- A cost comparison from Concur **at the time of booking** must be submitted using exact dates to justify the savings. Without this, only **50% of the ticket cost** will be reimbursed.

If a flight is booked outside of the Anthony Travel or Concur and the above exception does not apply:

- The traveler will be reimbursed for **50% of the ticket**.
- If the flight is canceled, **no reimbursement** will be provided.

Unused Tickets:

- Unused tickets will be visible in Concur and must be used for future business travel.
 - If the traveler anticipates using the ticket before expiration, contact Anthony Travel at the time of booking.
 - If not, contact Anthony Travel to transfer the credit to the University of Connecticut account. The department will be credited (less any transfer fees).
 - For guest tickets, contact Anthony Travel for the same process.

Combined Business and Personal Air Travel:

- If a personal leg or segment is added, the University will not reimburse the additional cost, and the traveler will need to perform the following:
 - A cost comparison must be provided at the time of booking for the business-only segment. Reimbursement will be for the **lesser amount**.
 - If no comparison is provided, **only 50% of the airfare** will be reimbursed.

Ground Travel

Rental Cars

- Rentals outside of Concur or Anthony Travel will be reimbursed up to the cost of an intermediate car class from the preferred supplier.

Allowed Vehicle Classes:

- **Two persons or fewer:** economy/compact, intermediate, standard, or full-size.
- **Three persons or more:** same as above plus minivan or standard SUV.
- **Not allowed:** premium, luxury, large SUVs, and all other classes.

LODGING

Lodging costs may exceed the federal per diem rate by more than 50% (excluding taxes) in the following cases:

- **Conference:** If the Conference rate was obtained or if booking at the same Conference hotel.
- **Negotiated Rates:** Rates negotiated by Procurement or Anthony Travel.

MEALS

Individual meals

If a traveler uses their University Issued Travel Card to purchase individual meals, those amounts must be deducted from the per diem reimbursement by marking each transaction as “Individual Meal Reduction” expense type.

Business Meals

For information on business meals, including alcohol-related expenses and other requirements, refer to the separate “Payment of Meals” Policy.

INTERNATIONAL TRAVEL

Currency and Exchange

Suppliers must use one of the following methods to document currency conversion:

- Convert receipts to U.S. dollars using the exchange rate from oanda.com for the receipt date.
- Submit debit or credit card statements that show the actual U.S. dollar amount. Sensitive information must be redacted.

Passport and Visa Fees

Reimbursable fees for international business travel include:

Visa Fees:

- Business visa fees (single or multiple-entry)
- Visa application and third-party processing fees
- Expedited visa processing (when business needs require it)
- Visa renewal fees (if travel extends beyond the original timeframe)
- Exit/re-entry permits
- Work permit or temporary residency fees (if applicable)

Passport Fees:

- New passport fees, including photos (if needed solely for business travel)
- Renewal fees (if necessary for business travel)
- Expedited processing (for urgent business travel)

- Replacement passport fees are not reimbursable

EXPENSE REPORTING

University Travel Card Penalties

- If University Issued Travel Card charges are not submitted within **60 days** of the trip end date or transaction date, the card will be suspended.
- If charges remain unresolved **after 90 days**, the traveler may be referred to Human Resources for possible disciplinary action, and/or payroll deductions may be initiated in accordance with the Travel Card Agreement.

Out-of-Pocket Expenses Only

- Concur Expense reports submitted **after 90 days** that contain **only out-of-pocket expenses** (no University Travel Card charges) will be reimbursed **at the discretion** of the Dean, Director, or Department Head.

PROCEDURES FOR UCONN ATHLETICS TRAVEL

Local Lodging

Lodging the night prior to competition for off-campus, home competitions located in Connecticut may be provided upon request by the team and reviewed by the Athletics Executive Team. The review will include a consideration of the location of the contest as well as the times of the scheduled events.

Meal Per Diem – Team Travel

- I. All away from home competition destinations will follow the low-cost city meal rates below unless notated in the chart below:
 - a. Breakfast - \$11
 - b. Lunch - \$14
 - c. Dinner - \$25
 - d. **TOTAL - \$50/day**
- II. All away from home competition that occurs in high-cost cities as notated below will follow the below meal rates:
 - a. Breakfast - \$16
 - b. Lunch - \$19
 - c. Dinner - \$35
 - d. **TOTAL - \$70/day**
- III. For teams that travel to Hartford, CT to compete at the PeoplesBank Arena, Rentschler Field, Dunkin' Park for home competition or to other local home competition facilities in Connecticut, the following rates will apply. Note that per diem may not be provided for home competition meals.
 - a. Breakfast - \$11
 - b. Lunch - \$14
 - c. Dinner - \$25
 - d. **TOTAL - \$50/day**

| Breakfast | Lunch | Dinner | Total | Cities |
|-----------|----------|---------|----------------|---|
| \$ 11.00 | \$ 14.00 | \$25.00 | \$50.00 | Low-Cost Cities (Default) |
| \$ 16.00 | \$ 19.00 | \$35.00 | \$70.00 | High-Cost Cities: Boston (MA), Chicago (IL), Honolulu (HI), New York (All Boroughs), Denver (CO), San Francisco (CA), Seattle (WA), and Washington DC |
| \$ 17.00 | \$ 18.00 | \$34.00 | \$69.00 | White Plains (NY), Santa Barbara (CA), San Jose (CA), Portland (OR), Oakland (CA), Los Angeles (CA) |
| \$ 16.00 | \$ 17.00 | \$31.00 | \$64.00 | Miami (FL) |
| \$ 14.00 | \$ 16.00 | \$29.00 | \$59.00 | Andover (MA) |

IV. Exceptions: Men’s and Women’s Basketball may use the GSA rate for all home and away competitions.

EXCEPTIONS TO POLICY

Pre-Trip Exceptions:

- Submit a request through Concur by selecting “**Request an Exception to Policy**” and provide a detailed justification.

Post-Trip Exceptions:

- Select “**TBD**” on the Concur Expense Report and explain the exception and rationale.

Travel Services in Procurement and Accounts Payable may grant exceptions if there is **clear cost savings or a business necessity**. Otherwise, the request must be approved by the Dean, Director, or Department Head **before** being escalated to the Senior Institutional Official.

REFERENCES

[University’s Export Control website](#)
[University Global Affairs](#)

ENFORCEMENT

Violations of this policy and any related procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, and the University of Connecticut Student Code.