

UNIVERSITY OF GUAM TRAVEL POLICY

(as approved by the Board of Regents on April 21, 2016)

Table of Contents

| Section | Page |
|---|-------------|
| Section 1. General | 1 |
| Section 2. Purpose of travel | 1 |
| Section 3. Definitions | 1 |
| Section 4. Type of travel covered | 2 |
| Section 5. Travelers authorized to travel at University expense | 2 |
| Section 6. Authorization for travel | 3 |
| Section 7. Travel Authorization form..... | 4 |
| Section 8. Air travel quotes | 5 |
| Section 9. Travel Cost Reimbursement..... | 8 |
| Section 10. Allowable & unallowable miscellaneous expenses | 14 |
| Section 11. Change in travel plans | 16 |
| Section 12. Salary while on travel status | 17 |
| Section 13. Travel for candidate interviews | 17 |
| Section 14. Travel for new hires | 18 |
| Section 15. Maximizing effectiveness..... | 18 |
| Section 16. Travel Clearance | 18 |
| Section 17. Administrative compliance | 19 |
| Appendix A. Additional Explanation on Table 3 | 20 |
| Appendix B. Traveler Acknowledgement Form | 22 |
| Appendix C. EMSS Student Waiver form..... | 23 |

| Tables and Figures | Page |
|--|-------------|
| Table 1. Employees authorized to approve travel for others | 3 |
| Table 2. Required number of quotes based on cost and travel type | 7 |
| Table 3. Examples of Lodging per diem and M&IE for various trip | 10 |
| distances based on a 3-day conference | |
| Table 4. General overview of per diem for Lodging and M&IE | 11 |
| allowances based on travel situation | |
| Table 5. Allowed and Un-allowed expenses..... | 15 |
| | |
| Figure 1. Example travel plans showing a traveler arriving the | 6 |
| afternoon/evening before an activity starts | |
| Figure 2. Travel days on the end of the business Event..... | 9 |

SECTION 1 – GENERAL

The goal of this policy is to ensure that all persons traveling on University business receive sufficient funds for reasonable costs incurred for the trip and while traveling. All travelers are required to be knowledgeable of the content of this policy and follow it prior to initiating any and all official travel. All travelers are expected to be prudent in the incurrence of costs during travel and to ensure that all decisions are made with the best interests of the students we serve, the grants we administer, the tax dollars we use, and to fulfill the University's obligation as an educational institution. An employee traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. This policy has been written to provide effective and efficient support for travelers and reduce fraud, waste, and abuse during official travel. All travel documents are subject to audit reviews. Respectful, professional, and cost-effective behavior and reasonable choices are expected out of every traveler on official travel. This policy covers all official travel. This policy supersedes all previous travel policies and amendments thereof.

Note: Exceptions where legitimate business reasons exist may be granted by the approval of two (2) Vice Presidents. This exception does not apply where federally funded travel expenses may result in non-compliance.

Note: If any part of this policy conflicts with the rules of a federal grant which is funding the travel, the federal grant rules will take precedent over this policy. Unit administrators are empowered to make decisions regarding travel that are more restrictive than this policy, but they cannot approve actions that are less restrictive than allowed by this policy regardless of the funding source.

This policy and all forms mentioned herein are available on the University of Guam website (www.uog.edu) under the Administration & Finance Business Office Forms section.

SECTION 2 – PURPOSE OF TRAVEL

All travel must be consistent with the efficient achievement of the strategic planning process and the implementation of the Good to Great framework. In addition, travel is meant to fulfill work prescribed in projects, plans of work, and grant management obligations.

SECTION 3 – DEFINITIONS

- a) Days. The term "days" means business/work days of the government of Guam. It also means official travel days, including weekend and holidays.
- b) Baggage. The term "baggage" means University or private property to be used exclusively for official business, wearing apparel needed by the traveler for the work part of the journey, including written materials, and other University related materials brought back from the journey. In general, one (1) checked bag, based on the airline's standard weight and linear measurements, will be covered at University expense. Any additional fees (e.g. second bag, special items, oversized and overweight baggage) are the responsibility of the traveler unless approved by the appropriate administrator and deemed necessary for business travel.

- c) Employee. The term “employee” is defined as a member of the faculty, administration, and staff, both full and part-time (<40 hours a week), who possess an official University of Guam personnel action (UG-1).
- d) Event. Course, class, workshop, meeting, symposium, conference, speaking engagement, research, teaching, etc.
- e) Federal Allowable Rate (FAR). Federal rates on per diem, Meals & Incidental Expenses (M&IE), reimbursable mileage for Privately Owned Vehicles, and other such expenses as found on the U.S. General Services Administration travel site:
<http://www.gsa.gov/portal/content/105307>
- f) Meals & Incidental Expenses (M&IE). Amount of allowance allocated for meals and other basic needs – incidentals expenses – while traveling is based on GSA approved rates. Generally, while on a plane, the traveler would only receive M&IE only because there is no lodging. The M&IE rate for the entire trip is set at the Event location. Following the federal guidelines, the M&IE allowance already includes taxes and tips, so travelers will not be reimbursed separately for those items. If claiming actual expenses, taxes and tips is allowable. If doing actual, a combination of restaurant food and food groceries is allowable to the maximum of the M&IE rate. Exceptions to these rates need prior approval.
- g) Lodging. Commercially available living quarters that is for rent and is listed on the Internet or in a local phonebook. As much as possible, lodging should be near the Event or location or a reasonable distance from it to reduce the need for vehicle rental and parking fees.¹
- h) Miscellaneous travel expenses. Travel expenses means necessary expenses incidental to official government travel, excluding expenses for Lodging and M&IE, such as ground transportation. Miscellaneous travel expenses are not part of per diem. (See Section 10 for additional details).
- i) Out & Back. The term is used to refer to flight plans that take the traveler directly to the Event or student related travel, and directly back to Guam in the most direct way and with no personal side trips.
- j) Per diem allowance. Per diem (Latin meaning, “for the day”) allowance means a daily flat rate of allowance for Lodging, and Meals & Incidental (M&IE) expenses (See Section 9, Table 4 for details). While on a plane, per diem is not given because no lodging is required; only M&IE is given. Lodging only starts upon landing at the location of the Event and ends upon the day of checkout. Travelers claiming lodging costs that exceed the Federal Allowable Rate will be required to submit receipts for Lodging. Per diem for Lodging plus M&IE is limited to seven (7) days in one location, after which, the traveler will be reimbursed for the Lodging portion of per diem based on actual costs. The traveler will continue to receive the M&IE portion of the per diem for each day on travel status beyond the seven (7) days. The traveler may also opt for reimbursement based on actual receipts for the whole trip. Projected costs for Lodging must be estimated and approved on the TA. Any deviations will require prior approval of the appropriate administrator. NOTE: if the traveler is on the SAME work trip, but then moves to a “significantly different” location(s), as determined by the appropriate administrator, the per diem for Lodging option will reset for another seven (7) days, etc.
- k) Receipts. All requests to cover work-related lodging costs for 7 days or longer in one location, or for lodging that exceeds the federally authorized rate by GSA must be accompanied by a printed official receipt provided by the lodging vendor or website where the lodging was purchased. Lodging costs on the receipt should have a zero balance,

¹ Lodging taxes are not included in the GSA Federal Allowed per diem rate. The Federal Travel Regulation §301-11.27 states that in GSA, lodging taxes paid by the federal traveler are reimbursable as a miscellaneous travel expense limited to the taxes incurred on reimbursable lodging costs. (source: <http://www.gsa.gov/portal/content/104208#10>)

indicating that the lodging was paid in full. Employees sharing lodging are required to obtain receipts showing their name, their part of lodging costs, and a zero balance; UOG will not determine or calculate lodging costs for employees who have chosen to lodge together. Generally, receipts are not required for the meal portion of M&IE, except in those cases where food costs in a high-cost location are justifiable and approved by the appropriate administrator.

- l) Students. UOG-enrolled students on scholarships or other support may be subject to portions of this travel policy. Some student travel may occur apart from this policy. The degree to which student travel falls under this policy will be determined by the appropriate administrator overseeing the travel.
- m) Traveler. The term “traveler” means persons who are traveling under a University of Guam Travel Authorization (TA) form.

SECTION 4 – TYPE OF TRAVEL COVERED

This travel policy covers off-island travel only. Types of travel include Event and student travel as described in Definitions (Section 3).

SECTION 5 – TRAVELERS AUTHORIZED TO TRAVEL AT UNIVERSITY EXPENSE

The following are authorized to travel under a University of Guam Travel Authorization form while on official business of the University:

- a) Members of the Board of Regents.
- b) Employees and enrolled students of the University.
- c) Dependents of employees while traveling due to recruitment or other leave – only with advance written authorization from the President.
- d) Non-employees rendering service to the University – only with advance written authorization from the President.²

SECTION 6 – AUTHORIZATION FOR TRAVEL

Travel is an integral and necessary part of University business. Administrators need to make sure that their administrative staff expedites all traveler documents in order for the travelers to make the ten (10) working days minimum deadline set by the Business Office. The 10 working day minimum deadline is the time between the TA submission to the Business Office and the first day of travel. Table 1 indicates the traveler and who must approve their travel. In the absence of an authorizing administrator, normal delegation procedures will allow travel documents to proceed normally.

Table 1. Employees authorized to approve travel for others.

| Traveler | Travel subject to authorization by administrator |
|--------------------------------------|---|
| Members of the Board of Regents | Chairman of the Board of Regents and the President |
| Chairman of the Board of the Regents | Vice-Chairman of the Board of Regents and the President |
| President | Chairman of the Board of the Regents |
| Vice Presidents | President |

² Grant funded travel by a non-UOG employee needs only the approval of the Administrator overseeing the grant.

| | |
|---|--|
| Assistant Vice President | Senior Vice President |
| Deans and Directors and other staff reporting directly to the Senior Vice President | Senior Vice President |
| Administrators, Finance Directors and other staff reporting directly to the Vice President Administration and Finance | Vice President Administration and Finance |
| Business Office, Bursar Office, Procurement Office | Comptroller |
| Graduate Studies, Research, and Sponsored Programs | Assistant Vice President |
| All other employees | Applicable Dean, Director, or Administrator |
| Students | Applicable Dean, Director, or Administrator |
| Non-employees traveling on University Business | Applicable Dean, Director, or Administrator with President authorization (Section 5 d) |

Administrators, or their designees, have the right, responsibility, and authority to delay or cancel a trip or completely withhold travel privileges of employees who have not turned in their Travel Clearance documents from recent travel, or who are late in submitting grades, evaluations, reports, or meeting other legal, professional, or work obligations.

SECTION 7 – TRAVEL AUTHORIZATION FORM (TA)

All travelers are required to fill out and submit a Travel Authorization form (TA) to the UOG Business Office no less than 10 working days prior to the initiation of travel.

After-the-fact travel request. Expenses incurred for unauthorized travel, i.e. travel where a TA was not submitted prior to the trip as per these guidelines, will not be reimbursed.

Official support for travel “side activities.” Any side activities around an official event, such as a meeting with professional colleagues before/after an official event (meeting), is required to be included in the TA (purpose, who, date, time, place) and approved by the appropriate administrator. If an opportunity arises while on travel status, approval of the appropriate administrator must be received. Regents, the President, VP’s, Deans and Directors have discretion to make these decisions while on travel status.

TA processing. A Travel Authorization form (TA) is required for all travel conducted under this Travel Policy. No costs for travel shall be incurred until approval is received from the appropriate administrator. The TA should arrive in the Business Office as early as possible, but no less than 10 business days before the start of travel. It is a best practice to start moving the paperwork from the traveler’s desk fourteen (14) business days before the travel date to clear all internal signature requirements. The TA shall include items listed in TA Attachments.

TA’s with an estimated cost over \$5,000. When travel costs exceed an estimated \$5,000, a Vice President’s approval, in addition to the appropriate administrator, is required on the TA.

TA attachments. A complete set of documents needs to be submitted to the Business Office with the TA. These attachments include:

- a) Agenda for Events. What is typically supplied by an event organizer. Administrator-approved Plan of Work in the case of research, and an official invitation in the case of teaching. Students, traveling due to student organization and Student Government Association activities, are required to attach a memo from the Dean of Enrollment

- Management Student Success (EMSS) indicating their support for the travel. In addition, students shall be required to submit a signed UOG - Liability Waiver form (see Appendix A.).
- b) Airfare quotes as required in Section 8, Table 2.
 - c) Airfare receipt with proof of payment (if the traveler pays for ticket by himself or herself).
 - d) Approved UOG Leave form (for UOG employees).
 - e) Traveler Acknowledgement Form (See Appendix B and/or UOG Website).
 - f) Copy/screenshot of current per diem rate for each work location where per diem allowances are to be paid by the University. See GSA website for current Federal Allowable Rates (<http://www.gsa.gov/portal/content/103191>).
 - g) Event registration with required payment amount.
 - h) Medical clearance forms justifying the need for atypical travel privileges (as appropriate *and as approved by the President*).
 - i) Memos requesting any special accommodation requests, such as permission to arrive at an especially far off location two (2) days before an event is to start.
 - j) Rental car reservation (as approved by administrator).

TA Check/Reimbursement. The traveler will be provided with a check to reimburse upfront costs (e.g. activity registration) as well as to provide 80% of estimated per diem or actual costs. That check will be available a minimum of three (3) business days prior to travel initiation. The 20% per diem balance, and other approved expenses, shall be reimbursed to the traveler within ten (10) business days upon submission of an approved Travel Clearance to the Business Office. Note: Sometimes the traveler will owe the University money and thus they may not receive all of the remaining 20%, or may owe even more, when the Travel Clearance is submitted and the actual total costs of the trip are reconciled.

TA Airfare Quote/Use of a Credit Card. The TA shall include an estimate of trip expenses and one airfare quote for airfare less than \$1,500. For airfare more than \$1,500, refer to Section 8. To purchase an airline ticket, pay registration fees, and/or to reserve lodging, a traveler has the option to use his/her own credit card or the University's travel card (based on approved TA) under the care of the Comptroller's Office.

Making departure plans for before the Event has officially ended. It is important that the traveler fully attend the Event for which the University or grant is providing financial support and Administrative Leave. Leaving a meeting significantly early – as compared to the original submitted meeting agenda, especially to start personal leave, will accordingly reduce originally approved per diem; except in the case of emergencies as approved by the appropriate administrator.

SECTION 8 – AIR TRAVEL QUOTES

Air travel is to be planned for the most economical, direct route. All travel will be at an economy class fare. If the flight is to be purchased using the Business Office credit card, an approved TA, should be provided no less than twenty-one (21) business days in advance of travel. If the flight is purchased using a personal credit card, the flight may be purchased as soon as travel approval is received. Any upgrades will be at the expense of the traveler. Exception to this will be for medical reasons, in which case, the submittal of a medical certificate is required with the TA. The University recognizes that multiple connections, long layovers, and far flight distances can take a physical toll on travelers. Some accommodations may be allowed if submitted in writing prior to travel and approved by the appropriate administrator on the TA. Refer to Section 9 for additional guidance on layovers.

Required quotes for air travel

If airfare is under \$1,499.00

One (1) airfare quote from any vendor (e.g., local travel agent or airline or travel consolidator website such as Trivago.com, Kayak.com, Orbitz.com, etc.).

If airfare is \$1,500.00 or more

Three (3) quotes, in total, from different suppliers. Use of on-island or off-island travel agents or airline websites – suppliers – (Delta, United, American, etc.), or different flights schedule on those airlines, in any combination, is acceptable to obtain the three (3) quotes. The use of travel consolidator websites (Travelocity.com, Kayak.com, Orbitz.com, etc.) is also an acceptable way to obtain the required three (3) quotes.

The quote and time frame of the “Out & Back” travel – with no side trips – will dictate, in most cases, the cost of the air ticket that will be reimbursed, amount of per diem allowed, and the amount of official travel time (Travel Status) covered on the return flight. All costs for side trips are borne entirely by the traveler.

Managing the cost of airfares. Timely approval of the TA within a unit, and the simultaneous submission of the TA to the Business Office, is important because of the uncertainty of how long a (lower) ticket price can be held.

Booking and/or paying for a flight at the last minute. Airfares typically increase within the last 21-days before a flight. Thus, travelers are strongly urged to purchase airline tickets no less than twenty-one (21) days prior to trip as long as they have their administrator’s approval. While there will be the occasional situation where an invitation to appear in a location comes at the last minute, travelers should not encourage late invitations. When a traveler books and pays for a flight where costs are significantly different from what would have been the cost 21-days prior to the flight, the traveler may be required to pay the difference out of their personal funds per instructions by the appropriate administrator. Multiple instances of last minute booking and/or purchases will jeopardize future travel opportunities for the traveler. Since this behavior places an unnecessary and unequal burden on the University and project funding, a Vice President’s approval, along with the appropriate administrator, will be required for travel for those employees who have repeatedly booked at the last minute. The administrator, Vice President, President, or their designees, have the right, responsibility, and authority to delay or cancel a trip or completely withhold travel privileges.

When a traveler is allowed to arrive only one (1) day before an Event. When a traveler will attend an Event where the location can be reached within 8 hours flying time from Guam, the traveler may only book a flight that arrives the day before the Event will start. Airfare quotes should indicate one (1) day arrival before the next day’s Event.

When a traveler is allowed to arrive two (2) days and one (1) night before an Event. When a traveler will travel outside of the Pacific corridor – more than 8 hours flying time the traveler may request to leave Guam early enough to arrive two (2) days and one (1) night before the Event to allow for one (1) rest day. In this case, an “extra” night per diem (lodging and M&IE) will be covered. Airfare quotes should indicate two (2) days arrival before the Event (see Table 3 for details).

Figure 1. Example travel plans showing a traveler arriving the afternoon/evening before an activity starts.

| | | | | | | | | |
|-------------------------------|-----------|--------|----------------------|----------------------|----------------------|----------------|------------------|--|
| Midnights (Lodging pd) | | 1 | 2 | 3 | 4 | 5 | 6 | |
| Calendar day | 14th Guam | 14th | 15th | 16th | 17 th | 18th | 19th (20th Guam) | |
| Action | Lv Guam | Arrive | morning afternoon | morning afternoon | Morning afternoon | Travel to Guam | Arrive Guam | |

100% per diem days (or Lodging at actual cost)
 100% M&IE only (front end & back end)

NOTE: If the traveler stays in the same city as the official work event on the last night of the event, they will be paid the lodging (with receipt) and M&IE portion of per diem to cover to the next day. The traveler would then only get M&IE, no lodging, on the day following the end of the event when they start official travel back to Guam. If, however, the traveler chooses to move to another city to start their personal side trip on the morning, afternoon, or night of the last event day, they will not be entitled to any lodging per diem nor M&IE because they would not “need” support as official UOG work has been completed. In this case, they would only receive M&IE as they would with a normal Out & Back trip once they start the final journey home on the last day of their side trip. The amount of M&IE would be calculated from the location of the official event, rather than where they ended their side trip, as if they simply took an Out & Back trip.

Planning a personal side trip while on official travel.

Travelers are allowed to add side trips to their business travel on the front end, the back end, or in the middle of work events if there are two work events separated by time. There are no limits to the number of Annual Leave days taken before, after, or in-between work that the traveler can take; that amount of time is set by available Annual Leave and administrator authorization. If Annual Leave is not available, and the traveler wants to take a side trip, they will need to take Leave Without Pay. The required number and type of quotes for all types of travel are in Table 2.

Table 2. Required number of quotes based on cost and travel type.

| A. Airfare cost thresholds for quotes | B. Out & Back (no side trip) | C. With side trip(s) need the same as Column B Out & Back, AND . . . |
|---------------------------------------|--|--|
| \$1,499 or less | One (1) quote from one (1) airline required. This quote will determine the actual days of per diem and M&IE paid to traveler. | One (1) quote from one (1) airline for the real itinerary. |
| \$1,500 or more | Three (3) quotes as defined above. The most economical, direct route will determine the actual days of per diem and M&IE paid to traveler. | Three (3) quotes as defined above for Out & Back, AND one (1) quote for the real itinerary with the side trip. The lower of quotes: Out & Back or with side trip, will determine the airline ticket that will be reimbursed. |

In the case of a side trip, the lower of the two options cost will be reimbursed. For example, a traveler has to go to San Diego for 3 days of meetings and the flight cost is \$1,800, but, the traveler adds on a personal side trip to Hawaii for an additional 5 days at the end of the Event and the flight cost reduces to \$1,500. The traveler will only receive \$1,500 for the airfare; the traveler cannot “make money” just because they are saving the University or a grant \$300.

Notes:

- While returning home – Out & Back or after a personal side trip – the traveler is entitled to taxi fare to the airport at the location where the travel back to Guam starts. Then again

when the traveler arrives in Guam and needs to take a taxi (or claim mileage) back to their official residence of record. In the case of travel of a side trip at the end of a trip, however, the amount of taxi fare should not exceed the amount that would have been paid by the traveler if they had come directly back from the Event. For example, it costs the traveler \$22 to take a shuttle from the airport to the conference hotel in St. Louis. Logically, it would cost about the same if the traveler took the same shuttle service to the airport as if they came directly back to Guam at the end of the Event. However, the traveler decides to drive to Atlanta after the Event or on Annual Leave. When their Annual Leave is over, the traveler takes a shuttle from their Atlanta hotel to the Atlanta airport to return to Guam. In this case, the shuttle costs \$37; more than it would have cost in St. Louis. The traveler would then receive the lesser of the two charges for their return shuttle trip - \$22. In the case where there are no original receipts, the traveler will be required to contact a taxi or shuttle company at the Event location to get a written estimate of the cost of services that they are claiming that they took.

- The University will only cover airport-parking costs – or a proportion of costs – that would have been incurred for the direct Out & Back travel plan. For example, if a traveler went to Rota for a 2-day workshop and returned to the Guam airport within 72 hours, they would pay \$30 (\$10/day) for parking. But, if the traveler decided to stay another 48 hours – 5 days in total – and so the parking cost was \$45 (\$9/day). The traveler would only receive a reimbursement of \$30.

<https://www.guamairport.com/airport-information/terminal-directory/parking>

Using U.S. Flag Air Carriers. Under the Fly America Act, U.S. carriers shall be used for travel reimbursed from federal grants and contracts, unless one of the following exceptions applies:

- a) Use of a U.S. carrier service would extend travel time, including delay at origin, by 24 hours or more.
- b) U.S. carriers do not offer non-stop or direct service between origin and destination. However, a U.S. carrier must be used on every portion of the route where it provides service unless when compared to using a foreign air carrier, such use would:
 - Increase the number of aircraft changes outside of the United States by two or more; or
 - Extend travel time by at least 6 hours or more; or
 - Require a connecting time of 4 hours or more at an overseas interchange point
- c) When the costs of transportation are reimbursed in full by a third party, such as a foreign government or an international agency.

Reimbursement of travel on a foreign air carrier may be denied in the absence of such justification. (<http://www.gsa.gov/portal/content/103191>).

NOTE: Cost is not a factor – saving money for the University or grant, is not a reason to not fly a U.S. Flag Air Carrier if there is one available. (http://spa.wustl.edu/faq/FlyAmericaFAQ_0408.pdf)

Using a Guam-based travel agent. Whether the traveler books a flight themselves with a local travel agent, or has office staff do it for them, Guam law requires that local travel agent usage by the University of Guam, if used, must be spread across all travel agents doing business on the island.

SECTION 9 – TRAVEL COST REIMBURSEMENT

Two methods of claiming reimbursements. There are two options for receiving reimbursement for travel-related costs as follows:

Flat per diem. This allowance is based on the GSA Per diem rate for an Event location. Per diem covers Lodging and M&IE expenses. In cases where lodging costs will in fact exceed the maximum GSA-allowed Lodging cost, the actual cost of lodging will be covered with prior approval (see, Actual costs) and M&IE remain at the GSA rate.

Actual costs. An appropriate administrator must first approve requests where Lodging costs exceed the Event location’s maximum GSA-allowed Lodging expense. As always, receipts are required. In those cases where an appropriate administrator also sees the need to approve additional financial support for meals in a high-cost location, those meal costs must be prudent and not include alcohol and other inappropriate charges.

Per Diem Rates. The University of Guam follows the Federal per diem allowances as promulgated by the U.S. General Services Administration (GSA) under their Joint Travel Regulations. Allowances are at: <http://www.gsa.gov/portal/content/104877> . Per diem has two parts: Lodging, and Meals & Incidental Expenses (M&IE).³

Per diem for Lodging plus M&IE is limited to seven (7) days in one location, after which, the traveler will be reimbursed only for the Lodging portion of per diem based on actual costs. The traveler may opt for reimbursement based on actual receipts for the whole trip or to continue to receive only the M&IE portion of the per diem payment and not maintain actual receipts for the trip . Projected costs for Lodging must be estimated and approved on the TA. Any deviations will require prior approval of the appropriate administrator. NOTE: if the traveler is on the SAME work trip, but then moves to a “significantly different” location(s), as determined by the appropriate administrator, the per diem for Lodging option will reset for another seven (7) days.

Official Travel Status. Begins three (3) hours before scheduled takeoff and ends one hour (1) after the traveler’s plane lands on Guam. All time is counted as Guam time. Travel outside of these limits, including side trips, should be taken as Annual Leave (or as Administrative Leave if granted by the appropriate administrator). **INCLUDE RESUME OF OFFICIAL TRAVEL.**

Event day(s). Event days are determined by the number of midnights on a business trip. Figure 2 shows a 3-day conference and the possible times a traveler might leave an activity to come directly back either to Guam or to start a personal side trip.

Figure 2. Event days

| | | | | |
|------------|-----------|-----------|-----------|---------------------|
| | 15 | 16 | 17 | 18 |
| Option 1. | morning | morning | morning | Travel to Guam |
| | afternoon | afternoon | afternoon | |
| | 15 | 16 | 17 | 18 |
| Option 1a. | morning | morning | morning | Travel back to Guam |
| | afternoon | afternoon | | |

³ The University President and Board of Directors will receive one hundred twenty five percent (125%) of the maximum GSA per diem rate in alignment with Government of Guam travel policy.

| | | | | |
|-----------|-----------|-----------|--------------------|----|
| Option 2. | 15 | 16 | 17 | 18 |
| | morning | morning | morning | |
| | afternoon | afternoon | Go on Annual Leave | |

| | | | | |
|------------|-----------|-----------|-----------|--------------------|
| Option 2a. | 15 | 16 | 17 | 18 |
| | morning | morning | morning | Go on Annual Leave |
| | afternoon | afternoon | afternoon | |

In all cases per above options, the amount of Event days will be counted as 3 days

Understanding how many days are involved with travel and per diem. Table 3 shows examples for a 3-day conference (15th to the 17th) and the calculated per diem that can be claimed. *All travel times are Guam time.*

Table 3. Examples of Lodging per diem and M&IE for various trip distances based on a 3-day conference (15th, 16th, 17th). These examples are for illustrative purposes only.

| | A. | B. | C. | D. | E. | F. | G. | H. |
|----|--|--|-------------------|------------------------|--|--------------------|--------------------|--|
| | Destination | Flight times (incl. transit) | Date leaving Guam | Date Arriving to Event | Rest Days | Date leaving event | Date arriving Guam | Estimated total Subsistence Allowance |
| 1. | Manila, Philippines (Per diem: \$300/night) | 4 hours | 14th (Morning) | 14th | None | 18th (Morning) | 18th (Afternoon) | (\$300 x 4) + 1 M&IE (1 backend) |
| 2. | Honolulu, Hawaii (Per diem: \$294/night) | 7.5 hours | 15th (Morning) | 14th | None | 18th (Morning) | 19th (Evening) | (\$294 x 4) + 1 M&IE (1 backend) |
| 3. | Los Angeles, CA (Per diem: \$209/night). <i>Example of a non-East Coast state.</i> | 15.5 hours to LA, 18 hours for return flight | 13th (Morning) | 13th | 14 th (two days, one night) | 18th (Morning) | 19th (Evening) | (\$209 x 5) + 3 M&IE (1 front & 2 backend) |
| 4. | Washington, DC (Per diem: \$300/night). <i>Example of an East Coast state.</i> | 28 hours to DC, 30 hours for return flight | 13th (Morning) | 13th | 14 th (two days, one night) | 18th (Morning) | 19th (Evening) | (\$300 x 5) + 3 M&IE (1 front & 2 backend) |

Note: Front M&IEs are allowable for a travel duration over 8 hours. (See Appendix B for additional explanations).

Event travel and per diem. As defined in Definitions, an “event” is a course, class, workshop, meeting, symposium, conference, speaking engagement, etc., generally numbering in days to a week. Generally, the traveler will receive a flat location-specific lodging per diem and M&IE allowance, but different types of travel have different allowable expenses (Table 4). Lodging receipts are required for all trips longer than 7 days, but receipts for M&IE are not required if the

per diem method of cost reimbursement is being utilized. Other expenditures must follow the “Allowed & Un-allowed Expenditures” list below (Table 5).

Scenario 1: Travel time within the same area:

| Travel Time (Flight time) | Additional Coverage |
|---------------------------|---------------------|
| < 8 hours | No per diem |
| > or = 8 hours | 1 day per diem |

Scenario 2: HAWAII; refer to Table 3.2 column H

Scenario 3: Travel to U.S. mainland (except Hawaii); refer to Table 3.3 and 3.4 column H

Table 4. General overview of per diem for Lodging and M&IE allowances based on travel situation.

| Traveler & Activity | Maximum Lodging Rate | Lodging by Receipts Only | Maximum M&IE Rate* | M&IE by Receipts Only | Parking at Guam Airport, Taxis to/from Guam Airport (with or without side trips in any part of travel) |
|--|-------------------------|--------------------------|--------------------|-----------------------|--|
| Travel < 24 hours, with no midnight | | | Allowable | | Allowable |
| Event (Actual Lodging cost < Max Lodging Rate) | Allowable | | Allowable | | Allowable |
| Event (Actual Lodging cost > Max Lodging Rate) | | Allowable | Allowable | Allowable | Allowable |
| Student travel to Event/Course (Actual Lodging cost < Max Lodging Rate) | Allowable | | Allowable | | Allowable |
| Student travel to Event/Course (Actual Lodging cost > Max Lodging Rate) | | Allowable | Allowable | Allowable | Allowable |
| Any travel where traveler chooses to stay with family/friends during work. | \$35/night ⁴ | | Allowable | | Allowable |

* Note: Actual food and miscellaneous receipts are required for expenses that exceed the maximum location M&IE.

Lodging for longer-term travel (more than 3 weeks). Because of the potentially large financial burden of paying full lodging per diems over an extended period of time, the traveler should plan to seek a reasonably-priced, commercially available furnished accommodation at the time the

⁴ In the event a traveler lodges in a private residence in lieu of a commercial establishment, the traveler is eligible for a reimbursement of actual lodging expenses not to exceed \$35 per day. Recognizing that the University will save substantially from reduced lodging expenses, this reimbursement policy is intended to facilitate this choice.

travel request is made and approved to reduce the financial burden on the University and project budgets. For lodging on a long-term basis (e.g., weekly or monthly), the daily lodging rate is computed by dividing the total lodging cost by the number of days of occupancy for which the traveler is entitled lodging per diem, and should not exceed the daily rate of conventional lodging. Reimbursement, including an appropriate amount for M&IE, may not exceed the maximum daily GSA per diem rate for the off-Guam work location.

Lodging where event is held. If the Event has official lodging associated with it, the University recognizes that being closer to the activities can translate into benefits for the University. In cases where the actual cost of lodging (plus taxes) is greater than the highest rate allowed by the GSA for the Lodging portion of per diem for that location, the University will pay the additional lodging cost *subject to prior approval*. A request for additional allowance for lodging shall be made on the TA form; NOT after the traveler has returned to Guam. The lodging receipt will be required for this method and the University will reimburse only for actual lodging costs incurred.

Booking lodging prior to traveling. It is strongly recommended that final lodging reservations be made well prior to scheduled arrival at the Event site to take advantage of early-booking savings.

Lodging receipts. All travelers must present lodging receipts with their Travel Clearance for travel longer than 7 days in one location. Those travelers traveling longer than 7 days in one location without lodging receipts will only be entitled to lodging reimbursement at the rate set for staying with friends and family (Table 4). The receipt must state the amount of the charge, the date, the name and the location of the establishment, and an explanation of the charge. Express checkout service, where the hotel bill is placed under the guest's door on the morning of departure, is an acceptable receipt if the traveler has reviewed it and the above requirements are stated. Charges for lodging, meals, phone calls, parking or other services must be itemized. Personal expenses charged to the hotel bill such as in-room movies, mini-bar service, grooming, or exercising expenses are not allowable and are not eligible for reimbursement.

Actual expenses. In general, the cost of Lodging and M&IE cannot be above the GSA approved rate for a location unless authorized by the proper administrator on the TA (<http://www.gsa.gov/portal/content/104877>). In lieu of using flat per diem for Lodging and M&IE, travelers may claim to recover actual expenses based on proper receipts. In general, the cost of lodging will predetermine the allowance option. The chosen reimbursement method must be on the Travel Request and authorized by the proper administrator prior to travel initiation. Other allowable miscellaneous expenses are under Section 10. (Also refer to Section 9, Per Diem Allowance, above).

Lodging deposits and cancellations. When a reservation will not be needed, it is the traveler's responsibility to cancel it. The traveler will not be reimbursed for any charges or fees assessed due to failure to cancel a reservation unless there are circumstances beyond the traveler's control.

Rental car and fuel. Rental cars must be necessary for work. For example, if an Event is in the same hotel as the lodging, a car is not necessary. Reimbursements for rental cars will not be made unless prior written authorization was received by the appropriate administrator on the TA. Vehicles must be sub-compact or compact, unless approved prior to travel by the appropriate administrator. Gas expenses, validated on receipt(s), must be reasonable and work-related. The University of Guam's insurance policy covers official travelers excess liability

for vehicle losses, therefore, travelers should avail of rental car company's Third Party Liability Coverage – *only*. This coverage is liability imposed by law for loss or damage arising from the use or operation of a rented vehicle that results in bodily injury or death to any person or damage to property.

Package deals. When a room, car, meals, etc. package is used, the traveler must list the items in the package. If for example a spa fee were included in the package, that fee would not be reimbursable.

Annual leave during the period of the trip. If a traveler goes on annual leave during the trip, the personal leave starts at 8am, Event location time, on the day following the Event; as validated through an approved Leave Form. (See also, Making departure plans for right before the Event has officially ended, Section 7, for additional rules).

Meals with other employees when all are on travel status. When several employees are on travel status and dine together, the fact that they are dining together does not constitute a business group meal. Since each employee is on travel status, each would have a per diem available and will be reimbursed accordingly.

Per diem check release. A check of 80% of the estimated per diem will be released to the traveler a minimum of three (3) business days prior to travel. The three (3) business days is only a valid time reference when the TA is received, as required, by the Business Office ten (10) business days prior to travel initiation. If the TA is received less than 10 business days prior to travel initiation, it is possible that the per diem check will not be ready prior to travel and the traveler will need to pay for all travel costs subject to reimbursement upon return to Guam.

Layover (scheduled). A traveler is entitled to Lodging per diem (at layover location), with receipts, and M&IE during a layover as dictated by 1) the flight condition, or 2) when it is more cost effective to do so as determined by cost comparison.

Layover (unscheduled). Travelers will not be penalized for flight delays caused by airlines, weather, or other acts out of their control. Traveler should, however, make a best effort to take the next available flight to resume the intended travel. Unavoidable overnight lodging due to flight delays will be reimbursed based on actual receipts unless already paid by the airlines.

Break days between official business travel days. For travel days between official business days, the following applies:

- a) If the break is due to personal reason, the traveler is not entitled to any travel compensation and personal leave of absence will apply.
- b) If there are open days within the official business (ex. in between workshop days in different state/s), these will be considered travel days and the traveler is allowed per diem, subject to prior approval. This should be discussed before the start of the travel with the person authorizing the travel. The traveler is required to stay during the break period in the lower cost location (as identified by the GSA per diem rate for Lodging). For example, if the first Event is in Los Angeles (per diem = \$209/day), and the second is in St. Louis (per diem = \$181/day) a week later, the employee should travel to St. Louis right after Los Angeles to wait for their second Event because it is a less expensive location.

1. When an outside entity pays for some or all of travel, accommodation, and meals. If a traveler is awarded a travel scholarship, they will only be reimbursed for costs that are

considered “allowed” and normal as if they took an “Out & Back” trip. Honorariums may be personally reportable and taxable and that responsibility is left solely to the traveler, but they are outside of the TA. You are required to inform your administrator of a trip where Administrative Leave, rather than personal leave, is requested for this type of travel. In that conversation, it will be determined if the University or some grant will be required to pay some of the costs of this trip. This conversation will determine if the filing of a TA is required.

Flex time replacing travel hours on part-time worker’s private time. See also Section 12 - Salary While On Travel Status. Example, if employee normally work 30 hours because they are part time and the Event agenda, in addition to travel time exceed 30 hours, flex time will be given for the additional time above 30 hours. Similarly, 8 hours per weekend day used, will also be given in flex time to be used within two (2) weeks of returning to work.

Spouses / families of employees. Family members and other companions may accompany employees on business trips if all expenses resulting from their presence are borne personally by the employee or companion. This includes costs for visas/passports for family members accompanying employees on sabbatical leave or business travel, as well as any medical expenses for family members related to such travel. In all instances, the conduct of University business shall be of first importance during business travel. The traveler is responsible for documentation to prove that any personal travel did not result in additional costs for the University.

SECTION 10 – ALLOWABLE AND UNALLOWED MISCELLANEOUS EXPENSES

Reimbursements with receipts. Original receipts must include a business name, a date, an amount, and an itemized description of the product or service purchased.

Reimbursement without receipts. Allowable expenses of \$15 per day may be claimed without receipt on the Travel Clearance with the approval of the appropriate administrator.

Electronic receipts.

- a) Electronic receipts are acceptable provided that the detail contained in an electronic receipt is equivalent to the level of detail contained in an acceptable paper record. For example, an electronic receipt must show the name of the payee, the amount of the charge, the transaction date and the form of payment. When required to ensure adequate documentation of the cost incurred, the traveler is responsible for providing additional detail (e.g. a receipt with itemized hotel charges).
- b) E-mailed or faxed documentation provided by the airline or travel agency for electronic ticketing is acceptable for substantiating such expenses. A copy of the faxed itinerary and receipt, or a copy of the emailed itinerary and receipt printed locally should be attached to the travel completion.

Currency conversion. Use one of the following methods.

- a) OANDA (<http://www.oanda.com/currency/converter/>)
- b) Credit card statement
- c) Currency conversion receipt is acceptable

The following are examples of miscellaneous expenses that are allowed and un-allowed in addition to the per diem allowances (Lodging and M&IE):

Table 5. Allowed and Un-allowed expenses. [3]

| Item of Cost | Allowable | Unallowable |
|---|-----------|-------------|
| Airport Departure Tax(s) | X | |
| Alcoholic beverages / minibar | | X |
| Athletic room fees or other access fees for areas of lodging / optional resort fees/charges | | X |
| Baggage fees for personal items | | X |
| Car rental | X | |
| Car rental insurance - Third Party Liability Coverage – only | X | |
| Cash paid to another traveler | | X |
| Check cashing charges; conversion of currency, cost of traveler's checks | X | |
| Child & Dependent care (in alignment with 2 CFR 200, Section 200.474) http://www.gpo.gov/fdsys/granule/CFR-2014-title2-vol1/CFR-2014-title2-vol1-sec200-474 . Only applicable for federally-funded projects. Requires approval in original proposal and/or by funding agency prior to the initiation of travel. | X | |
| Clerical assistance | X | |
| Clothing purchases [1] | | X |
| Conference/workshop fees | X | |
| Communications charges for business purposes. These include but not limited to fax, telephone to University numbers and addresses or to work-related locations. Reasonable email/internet communications charges are also allowed. | X | |
| Costs incurred by traveling companions and family | | X |
| Drivers of vehicles or boats | X | |
| Entertainment [2] The new federal government's Omni Circular 2 CFR 200, does not allow expenditures for entertainment. Most funding sources of the University of Guam preclude expenditures for entertainment. On rare exceptions such expenses may be allowed when approved in advance by the appropriate administrator. | | X |
| Excess baggage means in excess of the weight or size greater than what the airline companies would allow as "free of charge". Claims for reimbursement will be allowed if excess baggage was authorized or if it becomes necessary to take or bring back workshop or other allowable materials that benefit the University. (Also refer to Section 3.). | X | |
| Flight insurance | | X |
| Frequent flyer program fees or airline clubs | | X |
| Gifts for meeting hosts or friends | | X |
| GPS and GPS SIM cards | X | |
| Guides | X | |
| Interpreters | X | |
| Laundry, cleaning and pressing of clothing. Employees are expected to take enough clothing for 7 travel days. Laundry, at University expense, is allowed if there are eight (8) or more travel days in the trip. | X | |
| Lodging taxes. (See note in Definitions) | X | |
| Mandatory resort fees/taxes | X | |
| Other approved allowable expenses. Miscellaneous necessary expenses incurred by the traveler in connection with transacting University business are allowable when approved by the official authorizing the travel. | X | |
| Parking at the Guam International Airport. Instead of using a taxi, the traveler may park at the Guam airport and claim the parking fees for the duration of the work (portion) of the trip. Prudent use of funds would dictate that a cost effective decision be made in the trade off between parking fees, taxi fares, and mileage in Privately Owned Vehicles. | X | |

| | | |
|--|---|---|
| Parking of rental vehicle. Work-related parking charges will be covered only. | X | |
| Passport and visa fees for official business only. | X | |
| Personal purchases such as reading materials unrelated to official business | | X |
| Premium TV channel charges / in-room movies in hotels | | X |
| Purchases, such as reference books, tools, supplies, small equipment, software, that is authorized by grants and administrators and is needed for work upon arrival back in Guam. | X | |
| Reasonable tips to porters, baggage handlers, bellboys, hotel maids, and similar. Tips to waiters and similar are only allowed when claiming actual expenses. | X | |
| Rental of a room or small equipment when needed in workshops, meetings, and various presentations. | X | |
| Room service | | X |
| Small supplies – perishable supplies, supplies not known to be needed at the start of the travel, supplies to replace those that become inoperative during the travel. | X | |
| Storage of property, includes vault (temporary). | X | |
| Taxi, subway, tram, and similar transportation for work activities such as: transportation to and from airport and to and from business related meetings and to and from business related meals. (Also refer to Section 11). | X | |
| Tours and extra meal costs not related to the business of the trip. | | X |
| Traffic fines or towing charges. | | X |
| Vaccinations/immunizations (required only) if not covered by personal insurance. | X | |

[1] In the event of lost luggage, special accommodations may be made. Contact appropriate administrator as soon as possible.

[2] Exception: Paying for someone else's meal while discussing official business is considered entertainment, but must be specifically authorized on the TA. Entertainment is allowable for expenses incurred by Regents or the President.

[3] There may be expenses, not defined above, that may be allowable under GSA rules.

SECTION 11 – CHANGE IN TRAVEL PLANS

The person authorizing the travel must approve changes to the travel plans before the travel is initiated. If the trip is already underway when a potential change arises, the traveler must contact his/her administrator for written approval to change a trip if a request will be made for the University to cover the cost of the change. The burden of the cost of travel change(s) is subject to the rules of the funding supporting the business travel.

Changes to itinerary before or during travel.

If a traveler changes his or her plane ticket (or other travel expenditure) to suit a personal need or desire or to fix a mistake they made in planning, costs associated with the change will be borne solely out of personal funds, not the University or a grant.

If a ticket is changed (or other travel expenditure) due to unforeseen issues/circumstances not the fault of the traveler, such as a family emergency, the University or grant may cover some or all of the change in costs with appropriate administrator approval.

Traveler gets ill while traveling. If a traveler becomes unable to travel due to illness while on travel status due to no action of his/her own, the traveler will be provided per diem for the additional days of sick leave status until they can return back to Guam. Medical certificate or other form of validation to support illness is required. This time will be considered Sick Leave, and Administrative Leave will be adjusted accordingly. See *Emergency evacuation or emergency medical condition while on official business* below.

Emergency evacuation or emergency medical condition while on official business. If the condition occurred while performing official business, the University will cover reasonable costs.

Postponed or cancelled travel. In the case where a trip is cancelled for any reason, any travel advance will be returned immediately to the Business Office in the form of cash or check. Refundable plane tickets will be refunded and the funds will go back to the original account. Plane tickets that are non-refundable will be used for the employee's next travel. Charges or lost refunds resulting from failure to cancel reservations shall not be reimbursed unless the traveler can show that such failure was the result of circumstances beyond the traveler's control.

Mid-travel changes. Changes to itinerary, either on official travel or personal travel, must be approved by the appropriate administrator prior to the taking on additional expenses. The request must contain a detailed justification how the change will benefit the project, program, University, etc. An email record of the request and approval shall be attached to the TC for official travel. For work-related expenses for University employees during their personal time, receipts for incidental costs (such as an airfare cost change, car rental, per diem), along with the justification and approval email, may be submitted for Direct Payment.

SECTION 12 – SALARY WHILE ON TRAVEL STATUS

The traveler shall be on administrative leave and receive his/her regular salary during the authorized travel time. If a traveler becomes sick during travel and is unable to conduct University business, the traveler will be required to use sick or accrued leave during that period. Overtime pay will not be allowed for employees on travel status. Per diem is available for travelers traveling on weekends or on holidays. Travelers will not be paid additional salary for travel or work that takes place on nights, weekends, or holidays, but all employees may recover that time with Flex Time used within two (2) weeks of returning to work.

SECTION 13 – TRAVEL FOR CANDIDATE INTERVIEWS

The Unit where the candidate will work typically handles travel logistics when the candidate is brought to Guam for an interview. Travel allowances shall be per this policy as if the interviewee was an employee.

SECTION 14 – TRAVEL FOR NEW HIRES

The Unit where the new employee will work typically handles travel logistics when the employee is coming to Guam. These tasks include the arrangement and purchasing of airfare, lodging on Guam, and a rental car. The University provides an allowance for moving household goods to Guam by the least expensive carrier for up to 3,500 pounds for a family, and 1,750 pounds for an employee without dependents. Cost effective decisions will be made by the employing unit to keep travel expenses in line with this policy. There is no cash value to this allowance should some of the allowance not be used. Thus, the most economical and direct route and the least expensive air ticket is what is typically covered. If the new employee chooses to take a longer route, it will be at their expense, less the most reasonable airfare to Guam as indicated by quotes (See Section 9). If additional funds for work equipment or similar are needed, that request will be made in writing, along with an estimate of the additional shipping costs, to the unit administrator well in advance of travel; not after the new employee has arrived on Guam.

SECTION 15 – MAXIMIZING EFFECTIVENESS

It is extremely expensive to send people off island for activities. Therefore, in order to maximize the effectiveness of the dollars spent for travel, employees on travel status are encouraged to take advantage of all reasonable chances to take part in additional training and learning opportunities at the conference or event, i.e. pre-conference classes, applicable roundtable sessions at the end of classes each day, etc. Also refer to Section 8 on lodging venues.

This may include reasonable stop(s) that enhance or benefit the University and its programs. Stops may be allowed either on the out-going, middle, or return legs of travel if the request is *approved by the administrator prior to ticket purchase*, and the traveler provides significant written justification for the need to stop.

SECTION 16 – TRAVEL CLEARANCE

Official Travel Clearance (TC) shall be due to the Dean or appropriate administrator within ten (10) business days starting the first day the traveler returns to work. The Business Office must then receive the approved Travel Clearance within fifteen (15) business days starting the first day the traveler returns to work. The Traveler must sign the travel document to certify that the trip was taken and all expenses were incurred. The Traveler is liable for any false claims. The TC contains the following:

- a) Trip Report (form available on UOG website).
- b) Advances Acknowledgement form (as applicable).
- c) Baggage (excess) for work related goods.
- d) Boarding passes or e-ticket/QR codes (if unavailable, use frequent flyer record, photo of you at the Event with a time stamp, name badge from Event, printed luggage tag, or provide some alternative form of verification that you attended the Event paid for by the University or grant).
- e) Car rental receipt as proof of payment.
- f) Claims for expenses with no receipts in a memo with justification (Section 10).
- g) Copies of Certificates of Completion (if travel included a course of some type).
- h) Foreign currency conversion.
- i) Lodging and M&IE original receipts if claiming “actual costs” reimbursement.
- j) Lodging receipts that are itemized (e.g. room, phone calls, internet service, parking, room taxes, etc.) with proof of payment. Lodging receipts are required on all cases of official travel exceeding 7 days, or when lodging costs exceed federally approved rates.
- k) Mileage Reimbursement. A traveler may be reimbursed for 16 miles of travel costs to the airport and back. For example, the current allowable mileage rate is \$.57 so a traveler would be entitled to a mileage reimbursement of \$9.12 (16 miles times \$.57).
- l) Other receipts for Allowed Miscellaneous Expenses (Section 10). Provide translations for receipts in a foreign language.
- m) Receipts and the administrative approval email(s) for approved additional expenses.
- n) Revised itinerary, if any, and an explanation of the change.

Reminder notices will be sent out by the Business Office 2-3 business days prior to travel clearance due date. If the TC is late, a request for a payroll deduction of advances will be requested the day after 15-day due date.

The TC form shall include an accounting of the costs of the official business travel. If any amount is due to the University, such as from actual lodging costs being lower than the projected costs on the Travel Request, payment (cash or check, no credit cards) must accompany the completed Trip Report form. Failure to return the overpayment will jeopardize the employee's future travel requests.

Final reimbursement payments. Assuming the TC has no errors, a check for the net amount due the traveler will be cut within ten (10) business days upon receipt of the TC.

SECTION 17 – ADMINISTRATIVE COMPLIANCE

- a) Travelers who do not comply with travel policy, guidelines, or procedures are subject to restrictions such as future travel and advances and to offsets of overdue, outstanding travel advances against the traveler's paycheck, retirement pay, or estate without further notice. A traveler will not be authorized further travel until Business Office clears prior travel and advances.
- b) Administrators or administrative officers who submit or approve non-compliant TA's or TC's are subject to loss of authority to approve TA's and TC's following consultation with them and with the approval of their supervisor.
- c) Similarly, if traveler is not a UOG employee, student, contractor, or other authorized traveler, submitting a non-compliant TA/TC, the Business Office will offset total travel costs plus a 20% penalty to a Non-Appropriated Fund (NAF) designated by the Vice President Administration and Finance.
- d) Travelers, administrators and/or administrative officers submitting fraudulent TA's or TC's are subject to disciplinary action.

The Vice President Administration and Finance will monitor administrative compliance and determine appropriate administrative actions in consultation with the Senior Vice President.

Appendix A. Addition Explanation on Table 3.

Table 3. Examples of Lodging per diem and M&IE for various trip distances based on a 3-day conference (15th, 16th, 17th). These examples are for illustrative purposes only.

| A. | B. | C. | D. | E. | F. | G. | H. |
|----|----|----|----|----|----|----|----|
|----|----|----|----|----|----|----|----|

| | Destination | Flight times (incl. transit) | Date leaving Guam | Date Arriving to Event | Rest Days | Date leaving event | Date arriving Guam | Estimated total Subsistence Allowance |
|--|--|--|-------------------|------------------------|--|--------------------|--------------------|---------------------------------------|
| 1. | Manila, Philippines (Per diem: \$300/night) | 4 hours | 14th (Morning) | 14th | None | 18th (Morning) | 18th (Afternoon) | (\$300 x 4) + 1 M&IE (1 backend) |
| 2. | Honolulu, Hawaii (Per diem: \$294/night) | 7.5 hours | 15th (Morning) | 14th | None | 18th (Morning) | 19th (Evening) | (\$294 x 4) + 1 M&IE (1 backend) |
| 3. | Los Angeles, CA (Per diem: \$209/night). <i>Example of a non-East Coast state.</i> | 15.5 hours to LA, 18 hours for return flight | 13th (Morning) | 13th | 14 th (two days, one night) | 18th (Morning) | 19th (Evening) | (\$209 x 5) + 2 M&IE (2 backend) |
| 4. | Washington, DC (Per diem: \$300/night). <i>Example of an East Coast state.</i> | 28 hours to DC, 30 hours for return flight | 13th (Morning) | 13th | 14 th (two days, one night) | 18th (Morning) | 19th (Evening) | (\$300 x 5) + 2 M&IE (2 backend) |
| Note: The M&IE for travel is subject to the approval of the approving authority. | | | | | | | | |

Per Diem

Travelers will be covered for lodging per diem, except from departure from and return to Guam, in which case only M&IE applies (see Table 4). Amounts of per diem for lodging and M&IE as below:

1. When traveling to locations within the same region as Guam, only one day of M&IE can be claimed by travelers. Exception to this are travels requiring 8 or more hours i.e. “island hoppers”, where a traveler will entitled to one day per diem.

Example: A traveler has a conference from the 15th to the 17th in Manila, Philippines. The traveler leaves on the 14th and arrives the same day. The traveler is entitled to 4 days per diem (14th to the 17th), and one M&IE for their return.

2. When traveling to Hawaii, a traveler will be entitled to charge per diem. It is highly advised that the traveler leave the day of the conference/business day on Guam time, so the traveler will arrive to Hawaii the night before the start of their official business.

Example: Conference is from the 15th to the 17th in Honolulu, Hawaii. The traveler should leave on the 15th (Guam time), and will arrive on the night of the 14th. The traveler can claim up to 4 days per diem (14th to the 17th) and one additional M&IE for their return.

3. For business locations in the U.S. mainland, a traveler can claim up to 2 days additional M&IE while airborne (See Table 3, Column H).

Example: Conference from the 15th to the 17th in Los Angeles, California. The traveler leaves on the 13th and arrives on the 13th in California. The traveler is entitled to 5 days per diem (13th to the 17th) and can claim an additional 2 days of M&IE for their return from their location. One (1) day for rest is allowed.

4. For business locations in the U.S. mainland, a traveler can claim up to 2 days additional M&IE while airborne (See Table 3, Column H)

Example: Conference from the 15th to the 17th in Washington DC. The traveler leaves on the 13th and arrives on the 13th in Washington DC. The traveler is entitled to 5 days per diem (13th to the 17th) and can claim an additional 2 days of M&IE for their return from their location. One (1) day for rest is allowed.

Appendix B. Traveler Acknowledgement Form



Administration and Finance

Traveler Acknowledgement Form

I, _____ (traveler's full name), acknowledge that I have read and been informed about the content, requirements, and expectations of the University of Guam's Travel Policy adopted on April 21, 2016. As a University citizen governed by this policy, I agree to abide by the policy guidelines and understand that non-compliance could result in restriction to future official travel and other administrative actions determined by my respective Dean/Director and/or VPAF in consultation with the SVP.

Employee Signature: _____

Employee Printed Name: _____

Date: _____

STATEMENT OF RESPONSIBILITY, RELEASE AND AUTHORIZATION TO PARTICIPATE IN UNIVERSITY _____

I, _____, am a student at the University of Guam (“University”). I have agreed to participate in the _____ during (dates) _____. My participation in this Program is wholly voluntary. In consideration of being allowed to participate in this Program, I hereby state and agree as follows:

1. I represent and warrant that I am and will be covered throughout the Program by a policy of comprehensive health and accident insurance which provides coverage for injuries and illnesses I sustain or experience overseas, while traveling to and from, or while participating in the Program. By my signature below, I certify that my health insurance policy will adequately cover me while outside Guam, and I release and absolve the University of all responsibility and liability for any injuries, illnesses (including death), claims, damages, charges, bills and/or expenses I may incur while I am abroad.
2. I understand that the University reserves the right to make changes to the Program itinerary at any time and for any reason, with or without notice, and the University shall not be liable for any loss whatsoever to participants by reason of any such cancellation or change. The University is not responsible for penalties assessed by air carriers that may result due to operational and/or itinerary changes, regardless of whether the participant or the University makes a flight arrangement. Any additional expense resulting from the above will be paid by the participant. The University reserves the right to substitute hotels or accommodations or housing of a similar category at any time. Specific room and housing assignments are within the sole discretion of the University.
3. I understand and acknowledge that the University does not assume responsibility or liability, in whole or in part, for any delays, delayed or changed departure or arrival times, fare changes, dishonors of hotel, airline or vehicle rental reservations, missed carrier connections, sickness, disease, injuries (including death), losses, damages, weather, strikes, acts of God, circumstances beyond the control of the University, force majeure, war, quarantine, civil unrest, public health risks, criminal activity, terrorism, expense, accident, injuries or damage to property, bankruptcies of airlines or other service providers, inconveniences, cessation of operations, mechanical defects, failure or negligence of any nature howsoever caused in connection with any accommodations, restaurant, transportation, or other service or for any substitution of hotels or of common carrier beyond the University’s control, with or without notice, or for any additional expenses occasioned by any of the foregoing. If due to weather, flight schedules, or other uncontrollable factors I am required to spend additional nights, the University will not be responsible for my hotel, transfers, meal costs or other expenses. My baggage and personal property are at my risk entirely. The University reserves the right to decline to accept or retain me on the Program at any time should my actions or general behavior impede the operation of the Program or the right or welfare of any person, including but not limited to my own welfare. Similarly, if my conduct violates any policy or procedure of the University, I understand that I may be required to leave the Program in the sole discretion of the University’s agents and representatives, and may be referred to the appropriate University officials for further disciplinary or other action. In such an event, no refund will be made for any unused portion of the Program. The right is reserved by the University, in its sole discretion, to cancel the Program or any aspect thereof prior to departure; and, in the University’s sole discretion, to cancel the Program or any aspect thereof after departure, requiring that all participants return to Guam, if the University determines or believes that any person is or will be in danger if the Program or any aspect thereof is continued.
4. I, individually, and on behalf of my heirs, successors, assigns and personal representatives, agree to indemnify, defend and hold harmless the University and the Program and their employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all

liability, loss, damage or expense, including attorneys fees, that they or any of them incur or sustain as a result of any claims, demands, actions, causes of action, damages, judgments, costs or expenses, including attorneys fees, which arise out of, occur during, or are in any way connected with my participation in the Program or any travel incident thereto.

5. I hereby acknowledge that I have read, understand and will abide by each of the terms and conditions of this Agreement.

Dated: _____

Signature

Name (Printed)

Version: This form is an inclusion of the UOG Travel Policy dated _____, 2015