



University of Pittsburgh at Titusville

REIMBURSEMENT OF TRAVEL EXPENSES

(Revised July 18, 2011)

NOTE: For UPT policy on the use of campus cars and vans, please see the policy on "Campus Vehicle Use," which is on the web site under "Faculty and Staff" → "Policies and Procedures" → "Local UPT."

Mileage Reimbursement

The reimbursement rate when a private vehicle is used on University business is currently **55.5¢** per mile. This rate is fixed by the IRS and changes periodically. The most recent change was effective July 1, 2011.

The distance used to calculate all travel reimbursements is from the **UPT campus** to the destination and return, not from the individual's home, even if, in fact, the trip begins and ends there.

Moreover, the University has established a list of standard distances from each Pitt campus to common destinations which should be used to determine the figure for miles travelled when submitting a Travel and Business Expense Report. A copy of distances from Titusville is attached.

Per-Diem Rates

The scale of *per diem* rates for meals and incidental expenses is set by the U.S. General Services Administration. Receipts **are** required. The applicable rate is determined by the *destination city*, and each city falls into one of six categories. Individual rates for breakfast, lunch, and supper are also set by the GSA.

The current rates are as follows:

Meal	<u>\$46.00</u>	<u>\$51.00</u>	<u>\$56.00</u>	<u>\$61.00</u>	<u>\$66.00</u>	<u>\$71.00</u> (Pittsburgh)
Breakfast	\$7.00	\$8.00	\$9.00	\$10.00	\$11.00	\$12.00
Lunch	\$11.00	\$12.00	\$13.00	\$15.00	\$16.00	\$18.00
Supper	\$28.00	\$31.00	\$34.00	\$36.00	\$39.00	\$41.00

Note that Pittsburgh is in the \$71 category. Erie, Bradford, Greensburg, Johnstown, and Titusville are in the \$46 category.

To determine which of the six rates applies for the trip you are taking, please check the “U.S. per Diem” link on-line at the following URL:

<http://www.pts.pitt.edu/Travel/common/perdiem.html>

Select the state to which you are travelling and click on it, then use the “M&IE Rate” column for your destination city. For a city not listed, the rate is **\$46**.

Lodging costs (but not movies, and only one personal phone call per day) are reimbursed 100%, but an invoice showing payment is required.

Airline Tickets and P-Cards

Airline tickets may now be purchased via on-line sites such as Expedia.com. Additionally, both airline tickets and conference registration fees may be paid for by using a University P-card. These are new guidelines; however, P-cards may still not be used for hotel charges or car rentals.

Business Meals

For business meals (as opposed to meals in travel), whether they involve only University personnel or both University and non-University personnel, the following information is required on any T&B submitted:

- A clear statement of the purpose of the meal.
- A receipt. Costs are limited to \$60.00 per person (including tip).
- A list of all the participants at the meal.
- A notation for each individual of his or her affiliation with the University (if any).

For any meals involving only UPT personnel, the T & B must be signed by Dr. Shields. His approval for such events should be secured in advance.

Travel Advances

You may receive funds in advance of your trip. The amount of such a Travel Advance is limited to **the standard per diem meal allowance per day for each day of the trip plus \$100 per trip**. A Travel and Business Expense Form accounting for the use of these funds must be submitted upon your return, and any funds which were not used must be turned back in to the University. You may not submit a second T & B until all previous Travel Advances have been cleared.

Restrictions on Payments

University policy generally prohibits us from using campus funds to make advance room deposits, to guarantee reservations for hotel rooms, or to reimburse expenses well in advance of travel. You must use your own funds for these purposes and request reimbursement after your trip. We can, however, pay directly for **conference registration fees**. Submit a Disbursement Request along with the payment form, or, as noted above, use your P-card.

Exceptions

In extraordinary circumstances, when it is beneficial to the University, the prohibitions in the previous paragraph may be waived. A “Request for Early Reimbursement of Travel Expenses” form justifying the request must be submitted to and approved by the appropriate Senior Staff member (Vice President for Academic Affairs for faculty), and then approved by the Vice President for Business Affairs. The requester must wait until a copy of the form with all the necessary approvals is returned **before** any personal funds are spent. The form is listed under “Forms” on our web page.

Reimbursement for Goods or Services

Finally, reimbursement to individuals who purchase goods or services (as opposed to travel expenses) for University business with personal funds (including a personal credit card) is **limited by University policy to \$200 per transaction**. We cannot exceed this limit, and purchases may not be split to avoid the limit.

The following Pitt policies also relate to these topics:

- University *Policy 05-07-01* and *Procedure 05-07-01* (with attachments)
- University *Policy 05-02-12*

STANDARD DISTANCES FOR MILEAGE REIMBURSEMENT

From Titusville to Pennsylvania Locations

Location	Miles
Allentown	305
Altoona	151
Bedford	215
Bradford	77
Breezewood	223
Clarion	43
Erie	45
Greensburg	135
Harrisburg	229
Indiana	109
Lancaster	269
Lehigh University	313
Ligonier	153
Meadville	28

Location	Miles
Mercer	55
New Stanton	135
Oakland	107
Oil City	15
Penn State U.	138
Philadelphia	355
Pittsburgh	106
Pittsburgh Airport	113
Reading	292
Scranton	279
Seven Springs	158
Temple University	355
Uniontown	163
York	261

From Titusville to Other Locations

Location	Miles
Annapolis, MD	372
Atlantic City, NJ	417
Baltimore, MD	310
Buffalo, NY	121
Cincinnati, OH	360
Cleveland, OH	126
Columbus, OH	250

Location	Miles
Ithaca, NY	246
Morgantown, WV	176
New York City, NY	370
Niagara Falls, NY	143
Rochester, NY	193
Syracuse, NY	269
Washington, D.C.	352
Wheeling, WV	159