NOTE: THIS POLICY, LIKE ALL OTHER COASTAL CAROLINA UNIVERSITY POLICIES, IS NOT A CONTRACT OF EMPLOYMENT AND SHOULD NOT BE RELIED UPON AS SUCH. THIS POLICY MAY BE CHANGED AT ANY TIME BY COASTAL CAROLINA UNIVERSITY.

SUMMARY:

The regulations in this statement govern travel at University expense.

POLICY:

I. POLICY

The regulations in this statement govern travel at University expense. Authorization for travel will not be granted and expenses will not be reimbursed unless the travel is accomplished, barring severe extenuating circumstances as determined and approved of by the appropriate vice president, and unless reimbursement is claimed in accordance with the regulations contained herein.

To obtain administrative approval to travel and to be reimbursed for travel expenses incurred, a Coastal Carolina University Travel Authorization must be submitted to the appropriate approval authorities and forwarded to Accounts Payable. Claims for reimbursement of travel expenses should be submitted on the Coastal Carolina University Travel Reimbursement Voucher as soon as possible after completion of the travel. Department heads must ensure all individuals in their departments who travel or are involved in processing travel expense accounts are thoroughly familiar with and comply with these procedures.

A. Expense Reimbursement Limitations and Receipt Requirements
University employees traveling on University business are reimbursed for actual and necessary expenses incurred, subject to limitations set forth by State laws, regulations, etc., and by this Policy. An original, itemized receipt for each expenditure must be submitted with the Travel Reimbursement Voucher, except for per diem meals, taxi fares totaling less than $25.00, and parking fees less than $5.00. An accurate record must be kept of expenses incurred, since reimbursement will not be made on estimates. Allowances in lieu of expenses will not be approved except in the case of mileage for use of private automobiles and for meal limitations as provided within this policy. If a dependent or other individual accompanies an employee on an authorized business trip, only those expenses which relate to the employee will be reimbursed.

B. Grant and Contract Travel

Travel expenses to be paid from grant or contract funds will be in accordance with provisions of the grant or contract where such instruments specify travel regulations. If there are no specific provisions in the grant or contract pertaining to travel, expenses will be reimbursed in accordance with University regulations. All travel outside the United States, Canada, or Puerto Rico requires prior approval by the traveler’s dean, director, or department head, and the Financial Services Department Grants Accountant.

C. Expenses at Official Station

Expenses incurred at the official station of any officer or employee will not be allowed, including access charges and any long distance charges for personal telephone calls made from cell phones or other telephones.

D. Prudence and Frugality in Conserving Scarce Resources

The limits on travel expenses detailed herein should not be construed as an indication of amounts that should be spent. These are maximum amounts above which reimbursements cannot be made. A traveler should exercise discretion in incurring any and all expenses. Laundry, valet service, health or spa fees, safes, movies, etc., are considered personal expenses and will not be subject to reimbursement on travel expense reports. Excessive costs, unnecessary or unjustified expenses cannot be reimbursed. University employees should be as conservative as good taste and circumstances permit in the expenditure of funds for official travel.

II. AUTHORIZATION FOR OFFICIAL TRAVEL

A. Proper Approval

Individuals traveling on University business should do so only with approval of appropriate officials on a Coastal Carolina University Travel Authorization Form. The Vice Presidents will designate the appropriate officials to authorize travel by staff members in their respective areas of responsibility. These designated officials must ensure compliance with all travel regulations. Before reimbursement will be made, all
Travel Authorizations submitted for employees require the signature of the individual authorized to sign for the account being charged. Any official travel outside the United States, Canada, or Puerto Rico requires prior approval by the traveler’s dean, director, department head, or vice president. Foreign travel to be paid from grant or contract funds must also be approved by the Grants Accountant.

B. Blanket Approval

Individuals traveling on repetitive business trips may submit a Blanket Travel Authorization covering a specified time frame not to exceed one fiscal year. All anticipated locations and expenditures need to be included upon submission of the Blanket Travel Authorization.

C. Basic Information Required

Requests for authorization to travel must show the purpose of the trip, destinations, dates of departure and return, and mode of transportation.

D. Guidelines for Approved Travel

Deans, directors, department heads, and others authorized to approve travel requests will be guided by the following:

1. The travel must be necessary for the proper execution of official University business or in justifiable pursuit of the University’s educational and research objectives.

2. Meetings and conferences to be attended must be of a professional nature directly associated with the individual’s duties and role within the University.

E. Cash Advances for Travel

Employees are encouraged to obtain a Bank of America Travel Card for use when traveling on University business. Information and applications are available on the Accounts Payable Web page and in the Accounts Payable Office. Under extenuating circumstances, cash advances may be made to employees who must travel on official University business. An advance not to exceed eighty percent (80%) of the total estimated reimbursable expenses on the Travel Authorization Form (less any prepayments such as registration fees or airline tickets) will be made to the employee. Student travel cash advances can be made for 100% of the reimbursable expenses.

Cash advance reconciliations will be reviewed by the Accounts Payable staff prior to being processed by the Controller’s Office. When receiving a cash advance, an employee must sign a form authorizing the University Payroll Office to deduct the
amount of the advance from his or her payroll check if the Travel Reimbursement Voucher has not been submitted, approved and reconciled within five (5) business days from the date of his or her return.

A cash advance must be cleared before another one can be made to the same individual, except for when one travel trip ends at or near the beginning of the next travel trip.

III. TRAVEL REIMBURSEMENT CLAIMS

A. Use of Proper Forms

Before travel occurs, an official Coastal Carolina University Travel Authorization Form will be submitted to obtain approval for travel and a Travel Authorization Number will be assigned. Upon the traveler’s return, a Travel Reimbursement Voucher must be completed, approved, and submitted to receive compensation for qualified expenses.

B. The Travel Reimbursement Voucher must be properly completed with the items arranged in the proper columns. Totals must be provided for each column, and the grand total of the claim must be shown. Legible, original detailed receipts must be attached. The expense report must include the full nature and details of the travel, and all costs incurred will be susceptible to validation. All information necessary to prove the claim must be disclosed.

C. A separate travel voucher must be filed for each authorized traveler, except when claiming shared lodging (See Section 103 V. B.).

D. Travel Authorization (TA) forms are available on the Accounts Payable Web page and in the Accounts Payable Office.

E. Forms should be typed or legibly written in ink. Forms submitted in pencil will be rejected.

F. Approval Signatures

The signatures on the Travel Authorization and on the Travel Reimbursement Voucher must be the original signatures of the appropriate individuals or their designees. All Travel Authorization forms must be approved by the budget officer. Reimbursement vouchers require only the traveler’s signature. If an increase has to be made to cover actual expenses, the budget officer must approve the increase.

IV. TRANSPORTATION AND RELATED EXPENSES

A. Travel by Common Carrier

Transportation for individuals traveling alone should be by common carrier (air, train, bus) whenever practical. Advantage of reduced round-trip rates must be taken when
available. Travel must be by the most direct route possible. Individuals traveling by an indirect route must bear any additional expenses.

When discount fares are available which result in a savings to the University by extending a trip using personal time, the reimbursement will be limited to the lesser of the actual expenses incurred (subject to the limitations contained herein) or the amount that would be incurred for the business portion only. The calculations for the business portion of the trip must be made using the least expensive rates available.

Travel by airplane is recommended when the cost of the employee’s time is an important factor or where the travel time by other methods would increase the subsistence expense. Accommodations must be limited to tourist or economy class.

B. Purchase of Tickets

1. Initial Payment by the Individual

Employees must purchase their tickets prior to travel and secure reimbursement through a travel voucher after travel is completed. The traveler’s copy of the transportation ticket showing itinerary and cost must accompany the travel voucher.

Employees that purchase tickets on the Internet must provide an Internet printout of the itinerary and proof of credit card purchase.

2. Direct Payment by the University

a. Air transportation tickets may be purchased in advance directly by the University for individuals authorized to travel on official University business. An approved Travel Authorization Number must be given to the Travel Agent from whom the ticket is purchased. Usually these will be invoiced to the University, and payment will be made by the University.

b. Employees may purchase airline tickets with their University Procurement Card (VISA) or use www.orbitzforbusiness.net, the University-authorized third-party provider. A Travel Authorization form must be processed following normal procedures.

C. Purchase and Delivery of Tickets

The department of the individual traveler must contact the travel agency or airline to arrange for flight schedules.

D. Frequent Flyer Program

State employees while in official travel status will select air carriers based on the cost and time criteria, not on whether frequent flyer premiums are given. State employees
earning frequent flyer premiums while on state business should use them to reduce the cost of subsequent business travel whenever possible.

E. Travel by Private Aircraft

Travel by private aircraft should be limited to those situations for which air travel is justified and where commercial service is not available between departure and destination points or cannot accommodate necessary time frames. Under these conditions, reimbursement for official travel by private aircraft per round trip will be the lesser of (a) the actual rental expenses of the aircraft, or (b) an allowance of $.04 per mile less than the standard business mileage rate per mile as established by the Internal Revenue Service for land miles traveled.

Land miles will be based on the distance between departure and destination point(s) as specified by any reliable mapping source.

Only under unusual and special circumstances will the reimbursement amount exceed the amount of coach or tourist airplane fare.

F. Travel by Automobile

Automobile transportation may be used when common carrier transportation cannot be scheduled satisfactorily or to reduce expenses when two or more University employees are traveling together.

1. If necessity or economy requires travel by automobile, a University rental automobile (under a University rental agreement with a commercial provider) should be used when available. When traveling in a rental automobile provided by the University, the authorized traveler is required to purchase gasoline and/or other items necessary for the operation of the vehicle, to obtain appropriate receipts and to submit them for reimbursement. If a University-owned vehicle is used for travel, the authorized employee will be issued a commercial gasoline credit card. All gasoline receipts for the University-owned automobiles should be obtained at purchase and submitted to the Facilities Management Office upon return of the vehicle.

2. If no University-provided (rental) vehicle is available, a University employee may utilize a personally-owned automobile for official travel provided the University will incur no additional expense above that of other forms of transportation available. Reimbursement for personal automobiles will be at the current standard business mileage rate per mile as established by the Internal Revenue Service (IRS Current Mileage Rate). If an employee of the State shall request for his own benefit to use his or her personal vehicle while traveling on necessary official business whenever state-provided motor pool vehicles are reasonably available and their use is practical, a charge of $.04 per mile less
than the standard business mileage rate as established by the Internal Revenue Service will be allocated for the use of such vehicle.

Note: When mileage is used as the basis for reimbursement of personally-owned automobiles, the employee must bear the expense of gasoline, other supplies, and the total upkeep of the personally owned vehicle.

3. Elected use of a personal automobile when more economical modes of transportation are available entitles the employee to the following reimbursement:

   a. Mileage equal to the amount of coach or tourist airline fare.
   
   b. Vicinity mileage incurred on official business in lieu of using a taxi.
   
   c. Parking fees equal to that which would have been incurred if the automobile had been parked at the airport.
   
   d. Subsistence payments will be based on date and time airline connections would have been made for departure and return. Any period of time exceeding these guidelines will be at the employee’s expense, and no subsistence will be paid.

G. Car Rentals at Destination

Charges for automobile rental at the traveler’s destination will be allowed when it is more economical than alternative methods of transportation or if it is the only practical means of transportation. An original itemized receipt must be obtained and submitted with the request for reimbursement. The State of South Carolina contract for vehicle rentals must be followed before reimbursement will be allowed.

H. Personal Accident Insurance from Car Rental Agencies

Personal accident insurance afforded by car rental agencies, which provides personal benefits for the renter, is a personal expense of the renter and is not reimbursable by the University. If the employee desires this coverage, the charge and applicable tax must be deducted from the car rental receipt prior to submitting the request for reimbursement. The State of South Carolina rental car contract has no deductible for collision damage waiver insurance and is reimbursable if the rental originates outside South Carolina.

I. Miscellaneous Transportation-Related Expenses

1. Tolls- Reasonable tolls will be allowed where necessary. The employee must itemize expense of tolls on the travel expense report and provide receipts.

2. Parking- Necessary charges for parking will be allowed. Receipts must be furnished when airport, hotel or parking garage fees of $5 or more is claimed.
3. Taxi Fares- If an individual travels by common carrier, reasonable taxi fares will be allowed for necessary transportation. It is expected that bus or limousine service to and from airports will be used when available and practical. When traveling between place of lodging and meeting or conference sites, reasonable taxi fares will be allowed. Receipts are required for amounts exceeding $25.00 total.

4. Parking or Traffic Fines- No reimbursement will be made to operators of state-owned vehicles or to operators of personally-owned vehicles used in the course of official travel or business for fines for parking, moving or nonmoving violations.

V. LODGING EXPENSES

Lodging arrangements are the responsibility of each employee, and deposits are not usually prepaid by the University. In the event an employee is required to pay a deposit, the amount of the deposit will be reimbursed as part of the lodging expense. In unusual cases (especially with student group travel) when the renter requires advance payment, the University may make prepayment for lodging, provided an original receipt is furnished showing the daily room charge, applicable tax, and total charge.

Lodging expenses will be allowed subject to the following limitations:

A. In-State or Out-of-State

1. Actual lodging expenses will be reimbursed for employees traveling on official business; however, the more moderately priced accommodations must be requested when a choice is available. Employees should request a state or government rate.

2. No reimbursement will be made for overnight lodging within 50 miles of the employee’s official headquarters and/or residence. If approved in advance and if the employee is required to participate in evening programs, the University may pay for such lodging.

3. En route lodging may not exceed one night each way.

B. Shared Room with Single Bill

The expense for shared lodging may be reimbursed to one employee if only one original itemized lodging receipt is obtained and if the name of the other employee is provided on the request for reimbursement. If a room is shared with someone other than a University employee, actual cost for the single room rate will be allowed. The receipt for the entire amount must be submitted with the request for reimbursement.

C. Meal Expenses

1. In-State
While on official travel within the State of South Carolina, actual expenses incurred for the cost of meals up to a maximum of $25 per day as shown by receipts, or the per diem rate of $25 without providing receipts, will be reimbursed to the employee upon submission to Accounts Payable of a Personal Reimbursement form and a Food Expense Justification (FEJ) approved by the employee’s Department Budget Officer, and by the employee’s Supervisor if the employee is the Department Budget Officer. For fractional days, the $25 maximum reimbursement per day must be prorated as follows: $6 for breakfast, $7 for lunch, and $12 for dinner. For trips which do not require an overnight stay, approved meal repayment amounts will be considered income and will be included in the total wages reported on the employee’s IRS Wage and Tax Statement or W-2.

2. Out-of-State

While on official travel outside the State of South Carolina, actual expenses incurred in the cost of meals up to a maximum reimbursement of $32 per day will be provided, or the employee may elect to receive the per diem rate of $32 without providing receipts. For fractional days, the $32 maximum reimbursement per day must be prorated as follows: $7 for breakfast, $9 for lunch, and $16 for dinner. For trips which do not require an overnight stay, approved meal repayment amounts will be considered income and will be included in the total wages reported on the employee’s IRS Wage and Tax Statement or W-2.

3. Official Banquet Expenses

When the daily limit for meals is exceeded due to the cost of an official banquet, the excess will be allowed provided a receipt or proper explanation for the banquet charge is submitted with the expense report.

Conference registration forms will be reviewed by Accounts Payable staff to ensure that daily allowances for meals are not exceeded. Daily allowances for meals provided by the conference will not be processed.

4. Departure and Return Times for Meal Allowances

The following time schedule for departure from and return to the official station will determine eligibility for reimbursement for meals:

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<tr>
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<th>If Depart Before</th>
<th>If Return After</th>
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<tbody>
<tr>
<td>Breakfast</td>
<td>6:30 a.m.</td>
<td>11:00 a.m.</td>
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<tr>
<td>Lunch</td>
<td>11:00 a.m.</td>
<td>1:30 p.m.</td>
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<tr>
<td>Dinner</td>
<td>5:15 p.m.</td>
<td>8:30 p.m.</td>
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</tbody>
</table>
The hour and date of departure and the hour and date of return must be shown on
the Travel Reimbursement Voucher. Reimbursement for meals is not allowed if
meals are provided as part of the conference fee.

Per diem rates are not normally used for Athletic Department recruiting or team
travel.

VI. MISCELLANEOUS EXPENSES

A. Registration Fees

Registration fees in the amount necessary to qualify individuals to attend conventions,
meetings, conferences, workshops, etc., will be allowed provided attendance at such
functions is appropriately authorized.

The methods of payment for registration fees are:

1. The traveler may pay the fee from personal funds, obtain an original paid receipt,
   and claim reimbursement on the travel voucher, or

2. The traveler may complete the registration forms and a Travel Authorization Form
   and process them through regular channels to the Accounts Payable Office prior to
   the deadline for the meeting. If prepayment is not made, the fee must be paid at the
time of registration.

3. The traveler may pay the fee with a University Procurement Card.

B. Telephone Calls

Charges for long distance telephone calls, telegrams, internet connection fees or
facsimile charges made to conduct official business will be allowed. Personal long
distance communications charges will be allowed if such charges are kept to a
reasonable amount.

C. Other Miscellaneous Expenses

Laundry, valet service, health or spa fees, safes, movies, etc., are considered personal
expenses and will not be subject to reimbursement on travel expense reports. The only
exception is for employees, such as Admissions Counselors, who are required to travel
for several weeks without returning to their home. In such cases the employee may be
reimbursed for reasonable laundry expenses.

Generally gratuities are not an allowable reimbursement for State (University)
employees. When paid as part of a billing for a banquet, luncheon, etc., or for group
tours or excursions, gratuities will be allowed. When traveling outside of the United
States, tips or gratuities provided during the normal course of travel (that are considered usual and customary) are allowed.

Generally, porterage is not an allowable reimbursement for State (University) employees. It may be reimbursed when an employee travels to a major city where there is usually no option concerning baggage handling. Porterage may also be reimbursed when an employee is traveling with heavy excess equipment needed to conduct official University business.

Reasonable expenses for airline baggage charges and meals are allowed. The expenses must be itemized on the travel expense report with original receipts provided.

VII. EXPENSE REIMBURSEMENT FOR VISITORS, GUESTS AND RECRUITS

A. The following reimbursement procedures apply to visitors, guests, and candidates for positions who are authorized to travel at University expense:

1. Meals- The out-of-state meal limitation is applicable for all out-of-state travel and the in state limitation applies to all travel within the State of South Carolina. Airline meals are reimbursable, subject to the limits.

2. Lodging- Lodging accommodations should be arranged at moderately priced hotels or motels, and the actual expenses will be reimbursed. With prior approval, room and tax may be billed directly to the University. Government rates should be requested when available.

3. Travel Reimbursement- A Travel Reimbursement Voucher must be used to submit expenses for reimbursement. Original receipts must be provided for all expenses incurred for transportation and lodging.

B. Approval

The individual being reimbursed should sign the Travel Reimbursement Voucher. Electronic copies are allowed. When it is not practical or possible to obtain the signature, a signed letter from the individual detailing the expenses can be attached to the travel voucher.

There are circumstances when expenditures are made by credit card (corporate travel card) for group travel and are incurred by someone other than the traveler(s). Under these specific circumstances, the signature of the individual incurring the expenses is sufficient for reimbursement, and the signature of the traveler on the Travel Reimbursement Form will not be required. Budget officer approval is required.

C. Group Travel
Group travel is allowed for Coastal Carolina University student groups and participants in University-sponsored programs who are not employees. One Travel Authorization form may be submitted in the name of one individual with an attached list of all others traveling with the group.

D. Student/Faculty Group Foreign Travel

The Office of International Programs and Services (OIPS) develops, or assists in developing the budgets and program prices then oversees the advertising and collection of funds for the majority of the short-term study abroad programs at Coastal Carolina University. The OIPS makes most of the purchases including airline tickets, prepaying hotels, hostel or universities and making advance payment for ground transportation, admission fees, theater tickets and excursions. Whenever possible these expenditures are handled through invoices.

E. Foreign Travel

1. Approval

All travel outside the United States, Canada, or Puerto Rico requires prior approval by the traveler’s dean, director, or department head. All foreign travel to be funded from sponsored program activities must also receive prior approval from the Grants Accountant to ensure compliance with the sponsored program award.

2. Lodging Rate

Actual lodging expenses will be reimbursed for employees traveling on official business.

3. Meals

When traveling outside the United States and Puerto Rico, employees are entitled to reimbursement of actual costs in obtaining meals. Employees may elect to seek reimbursement using the maximum daily rate for meals as established by the federal government per diem rates for travel in foreign areas. These amounts can be claimed without receipts. If reimbursement amounts exceed the federal per diem rates, employees will be required to present receipts in order to substantiate the claims.

4. Automobile Rental

If it is necessary to rent an automobile while in travel status outside the United States, it is recommended the collision damage waiver insurance be obtained. The charge and the applicable tax will be included on the automobile rental statement
submitted with the request for reimbursement and will constitute a reimbursable expenditure.

F. Use of Private Automobile for Local Travel

When frequent use of a privately-owned automobile for official local travel within a fifty (50) miles radius of the employee’s official station is required, the employee may be reimbursed at the rate of $.04 per mile less than the standard business mileage rate per mile as established by the Internal Revenue Service.

Proper authorization is required for reimbursement for local travel. Requests for reimbursement must be submitted using the Local Mileage Reimbursement Log.

G. Use of Private Automobile for Campus Travel

There will be no reimbursement for mileage when an employee drives his/her personal vehicle between buildings on the University campus (to include buildings across Highway 501). Upon approval by management, an exception may be approved for faculty and staff who must drive to satellite campus sites (Waccamaw Higher Education Center in Litchfield and Myrtle Beach Education Center at 79th Avenue North) as part of their job duties. For such exceptions, mileage will be paid between the employee’s home or campus location and the destination, whichever is the more direct route. Mileage must be documented on a semester basis and filed for reimbursement within forty-five (45) days after the end of the semester.

VIII. TRAVEL AND SUBSISTENCE EXPENSES FOR CANDIDATE INTERVIEWS

All candidate travel and interview expenses are borne by the hiring department in accordance with standard University procedures.

A. Reimbursements may not exceed the maximum in-state allowance.

B. As a matter of general policy, University Departments are expected to get the best rates available for airfares and hotel rates, including the scheduling of the visit insofar as practical, to accommodate special discount airfares and hotel rates. An additional night’s lodging may be approved to take advantage of discount airfare. Prepayment of airfares is encouraged.

C. No reimbursement for expenses of family members or others accompanying the candidate is authorized. The University President or his designee must approve exceptions.

D. Advance authorization for reimbursement of costs must be processed prior to the on-campus visit. This is accomplished by completing the Travel Authorization form and submitting it to the Accounts Payable Office. See section I. A. of this policy.
E. At the end of the visit, the host department is responsible for obtaining a signed Travel Reimbursement Voucher, complete with all information necessary for processing. Proper receipts for certain expenses must be attached to the voucher. If some receipts are not available prior to departure, the candidate should be instructed to mail the additional receipts as soon as possible.

F. Reimbursements will comply with the policies, procedures and guidelines of this policy section and, with respect to daily allowances, mileage rates, etc., in accordance with sections IV and V of this Policy.

G. Candidate Travel and Interview Expenses for Academic Positions

The Office of the Provost of Coastal Carolina University has issued a Policy which covers this item for academic positions.

H. Consultant’s Travel

Travel Expenses may be paid to individuals or companies that are doing business with the University. Reimbursements for travel are allowed in accordance with regulations established for State employees unless otherwise stipulated in the consultant’s contract with the University.

IX. RELOCATION EXPENSES

The University may partially or fully reimburse relocation expenses for new employees. Section 89.24L of the General Appropriations Act provides “that the State institutions of higher learning are authorized to reimburse reasonable relocation expenses for new employees when such reimbursements are considered by the agency head to be essential to successful recruitment of professional competent staff members.” (“Agency head” means the University President and “staff members” include both faculty and staff.)

Relocation expenses that qualify as deductible moving expenses as defined by the Internal Revenue Service (IRS) may be paid by the University or a third party acting on behalf of the University. Relocation expenses that are IRS deductible may be reimbursed, and they will not be included as a taxable fringe benefit to the employee. Reimbursements will only be made directly to the employee. The University will not directly contact or make payments to moving companies or other vendors.

Reimbursements for relocation expenses that do not comply with deductible moving expenses as defined by the IRS must be approved in advance by the President or his designee. If reimbursed by the University, these expenses will be treated as a taxable fringe benefit and included in the employee’s form W-2. If the benefit is paid by a third party on behalf of the university then the reimbursed expense will be treated as additional income and included on a form 1099 issued by the third party who paid the expense.
Reimbursement of relocation expenses totaling less than $5,000 will be made upon submission of proper expense documentation (original receipts) and approval of the Budget Officer. Relocation expense reimbursement in excess of five thousand dollars ($5,000) must be approved by the University President.

Any exception to this relocation expense policy must be documented, reviewed, and approved by the new employee’s Vice President and the University President.

A. Expenses Authorized

Relocation expenses may consist of the cost of moving household goods and personal effects of the new employee and those of the members of his or her household from the former residence to the new residence, including the cost of packing, crating, and transporting said items. Travel expenses (including lodging expenses) incurred during the period of travel from the former residence to the new place of residence may also be reimbursed. Non-reimbursable moving expenses include travel expenses, meals and lodging for pre-move house-hunting trips; meals while moving from former residence to new residence; expenses of staying in temporary quarters in the general location of the new principal place of work; and storage of personal household items for more than 30 days. Exceptions to reimbursable moving expenses listed in this paragraph may be authorized in some cases by the new employee’s Vice President and the University President.

B. Required Documentation

1. Moving of Household Goods — The original paid receipt of the moving company is required as documentation for partial or full reimbursement.

2. Other Allowable Expenses — Such expenses must be itemized and appropriate receipts attached. University travel regulations and limits must be followed.