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## TRAVEL AND REIMBURSEMENT POLICY

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In addition to department policies, it is your responsibility to review and understand the following:

- University Policy 3-030: Travel Policy (<https://regulations.utah.edu/administration/3-030.php>)
- University Policy 3-010: Expenditure of University Funds & Personal Reimbursements (<https://regulations.utah.edu/administration/3-010.php>.)

If you have any questions, please send an e-mail to [bmetravel@utah.edu](mailto:bmetravel@utah.edu), call 801-581-8528, or stop by the BME department office in SMBB 3100 during business hours.

**The Biomedical Engineering Department has the right to deny or revoke any travel authorization or reimbursement request that is not in compliance with Department or University policies and procedures.**

### Travel Registration

- **All travel must be registered in advance. Failure to register will forfeit your reimbursement.**
  - All domestic travel must be registered at least **24 hours prior to your departure date.**
  - All international travel must be registered at **least three (3) weeks prior to the departure date.**
    - International travel is any travel *outside* of any of the 50 states, US territories and possessions, and Canada.
    - All International travel for University business must purchase travel insurance through the University regardless of funding source or any travel insurance previously purchased.
      - Indicate on your Travel Request Form whether the insurance fee should be charged to the provided chartfield, or if you intend to use a personal card and request reimbursement.
- To register your trip, you must submit a Travel Request Form, which can be found on the BME website. (<https://www.bme.utah.edu/forms/>)
  - If you wish to have the department retain your personal information (top half of the form) for future travel registration, please indicate this in writing to the Travel Coordinator.
  - You must submit a Travel Request Form for each trip.
  - All forms must be complete and have approval from the PI providing the funding.
- You will receive a confirmation e-mail from the Travel Coordinator once your trip has been registered.
  - **It is your responsibility to ensure that a trip is registered.** If you do not receive a confirmation e-mail, it is your responsibility to follow up with the department to ensure policy compliance.
- **No employee may register or approve their own travel. The department must review and approve any trip utilizing University funds, even if you are the account executive of the funding source.**
  - If the funding is *entirely* from another department or project/activity not associated with the BME department, contact the funding department to register your travel.

- If you are receiving *partial* funding from another department, please contact the Travel Coordinator prior to submitting a request. It is your responsibility to get written approval for your travel registration prior to submitting a request.
- Once your trip is registered, we strongly encourage you to book airfare through the department where possible.
  - The Travel Coordinator can either send you flight options, or you may submit specific flight(s) with your travel request form.
- You are permitted purchase your own flights, lodging, meals, and transportation, then submit receipts for reimbursement after your trip, but **your trip must be registered before these arrangements are made and you must have prior approval for the estimated expenses before you travel.**
  - You are responsible for ensuring any accommodation or expense is in accordance with Department and University policy. If you are unsure, please contact the Travel Coordinator.
- Trip registration, travel insurance for international trips, and airfare are the only expenses that can be paid in advance using the provided chartfield. All others must be reimbursed after the trip has concluded.

### Conference Registration

- Any request for Conference Registration fees must be separately submitted as a purchase request through the Department Purchasing System (<https://admin.coe.utah.edu/purchasing>).
  - Instructions on how to complete registration must be provided with the purchase request. Incomplete requests will not be processed until all details have been provided.
    - This includes any required personal information.
- Once your request has been approved: if a login is required for registration, you may either share the credentials in the notes section of the purchase request or visit the BME office when you're ready to check out and the Travel Coordinator will enter payment information.

### Reimbursement Requests

- University Expenditures must be **reasonable** in amount, **necessary** to a legitimate business purpose, **appropriate** for the circumstances, **allowable** to the funding source and **allowable** to the sponsored project when using contracts and/or grants.
- All reimbursements must be submitted **within 21 calendar days of your trip's end date, regardless of multiple trips.**
  - E.g. If you take a trip that is May 1 – 5 and another trip from May 6 – 20 without returning to SLC, your receipts for the first trip are still due May 26<sup>th</sup>.
  - **If you fail to submit for reimbursement by the 21 calendar day deadline your reimbursement will be forfeited.**
- You will only be reimbursed for your own expenses. You cannot request reimbursement for covering any other traveler's expenses.
- You are responsible for obtaining any and all documentation required to process your reimbursement request. Department staff will not facilitate any receipt requests, etc. from vendors on your behalf.

- Scan and e-mail all required documentation to [bmetravel@utah.edu](mailto:bmetravel@utah.edu) or turn in directly to the Accounting Specialist in SMBB 3100.
- Required documentation for a reimbursement request:
  - Original and itemized receipts
    - Missing receipts should be obtained from the vendor prior to requesting reimbursement.
      - If unable to obtain receipts after multiple efforts, documentation of the efforts can be submitted instead of the receipts.
    - Foreign Travel receipts
      - Must be converted to U.S. Dollars for the date of purchase on the receipt.
        - Use online converter <https://www1.oanda.com/currency/converter/> and select the date.
      - Expenditures must be in English either on the receipts or detailed in a cover letter and referencing the receipts.
    - If you shared a hotel room, you must have your final bill be split between you and the other guest. Your receipt should only reflect your expenses.
      - You will not be reimbursed for inappropriate bill splitting.
  - Full conference program or schedule.
    - A printed or saved copy is required – a link to the main conference website is not sufficient.
- Reimbursements will be processed within **10 business days** at the department level, but may take an additional **2-4 weeks** to be approved through Travel Accounting, for a **total processing time of 4-6 weeks**.
  - Reimbursement requests that involve multiple funding sources or travel awards may take additional time. Please contact the Accounting Specialist with any questions.
  - If you have been waiting longer than four weeks for your reimbursement (*after* the date where all documentation has been turned in) please contact the department.
- The department processes reimbursements in the order they are received, not by travel date. In times of high volume travel (e.g. BMES) it is recommended you submit your reimbursement request as soon as possible.
  - Your reimbursement request will not be processed until all required documentation is in hand. Any incomplete reimbursement request will be moved to the bottom of the queue.