
Travel Policy & Procedures

November 25, 2019

Policy Owner: Financial Services
Approval Date: November 25, 2019
Approved By: President's Council
Last Revision: November 25, 2019

Purpose

The purpose of the Travel Policy is to provide employees with specific guidelines associated with all types of BYU-Idaho sponsored travel, to ensure the best use of University resources, and to safeguard the welfare of employees, students, and guests as they travel on University business.

Policy

BYU-Idaho supports appropriate use of University funds for travel in furtherance of its mission. Approval for travel in accordance with established procedures is required prior to incurring any expenses. Employees are expected to spend funds prudently, follow the travel policies and procedures, and complete reconciliation for travel expenses in a timely manner. In most cases, the use of personal credit cards for University travel expenses is not approved. Expenditures for personal travel should not be charged to the University.

This policy expressly incorporates all procedures listed in the BYU-Idaho Travel Policy and Procedures. Procedures are subject to change and are applicable to all employee, guest, and student travel.

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1.0 Pre-Travel

1.1 Spend Authorization

Spend Authorizations are requests for University-sponsored travel that include an estimate of expected travel expenses. Spend Authorizations are submitted through Workday where they route to Supervisors and Cost Center Managers for approval. Spend Authorizations provide details on the nature of the trip, associated costs, and anticipated risks allowing the University to have greater accountability of travelers. An approved Spend Authorization is required for all employee, guest, and student travel prior to making travel arrangements and commitments. For reporting and risk management, an approved Spend Authorization is required regardless of whether there is expense to BYU-Idaho, with the exception of same-day employee travel. ([Spend Authorization Tutorial](#))

1.2 Travel Approval

The authority to approve travel lies with Cost Center Managers, Department Chairs, College Deans, and University Vice Presidents. Spend Authorizations must be submitted and approved through Workday with an estimate of expenses prior to booking travel or committing funds.

1.3 Travel Companions

The purpose of University travel is to benefit the University and/or the students. Consideration should be given when bringing a travel companion to avoid distraction or diminish from the purpose of the trip.

1.3.1 Mixed Gender/Companion Travel

Work responsibilities often require mixed-gender groups to travel together to the same event. While separate transportation may be requested by an employee in order to avoid the appearance of impropriety, individual departments and employees should not develop travel policies or practices that discriminate against employees based on gender. This includes practices that would curtail work, promotion, or travel opportunities. Travel practices should not be applied in a way that would limit the ability of employees to accomplish their job responsibilities, to attend business meetings or conferences, or to pursue development opportunities. Employees should nonetheless use wisdom and prudence while traveling to avoid inappropriate conduct and the appearance of impropriety.

1.3.2 Traveling with Family

The University recognizes that travelers may occasionally choose to have family members accompany them on trips for which the primary purpose is University business. Travelers should receive approval from their Supervisor prior to making family travel arrangements. The employee should keep track of all expenses on an individual basis and only submit expenses for reimbursement pertaining specifically to his or her business related portion of the trip or activity. University funds cannot be used to cover spouse or dependent expenses.

1.3.3 Faculty Learning Fellowship (Extended Travel)

Spouses and/or dependents may accompany employees when approved and appropriate. University funds may be used to cover certain expenses with prior approval by the Cost Center Manager.

1.3.4 Traveling with Students

Non-related University students and employees should not travel by vehicle one-on-one. (Travel by common carrier is allowed.) Any additional travel costs that may result from this policy are authorized and will be budgeted and borne by the impacted University unit.

Spouses may accompany employees on student travel when appropriate. If additional advisors are needed, spouses may be approved by the Vice President or their designee as an advisor. If a spouse is performing advisor duties, University funds may be used as approved by the Cost Center Manager. If the spouse is not a pre-approved advisor, University funds cannot be used to cover any of the spouse's travel expenses. Dependents may accompany trip managers or advisors only if they are at least sixteen years old, enrolled as a paying program participant, and do not deter from employee responsibilities. Enrolled students are given priority for participating.

2.0 Seminars/Conference Registration

Seminars/conference fees require an approved Spend Authorization prior to registering.

Fees should be paid by a University Credit Card or other approved University payment method. If a University Credit Card is used to pay for registration/conference fees, the traveler should submit the charge on an Expense Report linked to the Spend Authorization and Trip Number by the 15th of the month following the transaction. If a check is required, create a Supplier Invoice Request and include the Trip Number as an additional work tag. The check will be mailed by the Accounting Office.

The University encourages employees to take advantage of early bird registration and group discounts.

3.0 Transportation

3.1 Air: Commercial

Airline reservations require an approved Spend Authorization prior to booking.

All University employees are required to purchase airfare through the BYU-Idaho Travel Office or the I-Travel online booking tool. When traveling domestically to a single destination or city, employees should use the I-Travel on-line booking tool to make airline reservations. Contact the Travel Office for the following: traveling to multiple destinations, internationally, group travel, University guest reservations, or traveling with non-University personnel.

The traveler is responsible to contact the Travel Office to change or cancel any airline reservations.

Occasionally travel arrangements from outside sources are in the best interest of the University. Pre-approval for outside source booking must be obtained from the Travel Office prior to booking. An email confirming pre-approval must be attached with your Expense Report and receipts. Airline tickets purchased outside the Travel Office without prior approval are not authorized by the University and will be the personal responsibility of the individual.

The Travel Office will charge the Cost Center or reassign applicable airfare charges for inclusion on the employee's Expense Report.

Necessary baggage fees are reimbursable expenses and should be included with a receipt on the Expense Report.

3.2 Air: Private Aircraft

Travel in a private aircraft requires approval from a University Vice President.

3.3 Local Business Travel

University vehicles should be used whenever possible for local travel. If a personal vehicle is used, refer to the *Personal Vehicle policy section 3.7*

3.4 Shuttle, Public Transportation, and Licensed Transportation Services

BYU-Idaho requires travelers to use the most economical and safe mode of transportation available. Approved transportation includes: hotel shuttles, taxis, ride sharing, contracted services, or public transportation.

A list of preferred providers can be found on the [Travel Webpage](#) under *Travel Resources and Tips*.

3.5 Vehicle: Bus Rentals

All domestic bus rentals must be coordinated through Fleet Services. International bus rentals should be coordinated through the Travel Office.

The recommended bus driver tip is 5% or up to \$50 a day. If cash is needed prior to the trip, follow the *Cash Advance policy section 10.4*.

3.6 Vehicle: Fleet/University

Fleet vehicles are used for official University business. An approved Spend Authorization is required when requesting a vehicle for employee overnight travel, student day travel, and student overnight travel. Vehicle reservations for employee day travel do not require a Spend Authorization and can be reserved on the [Fleet Services Website](#).

Travelers should use University vehicles whenever possible before seeking other alternatives. Fleet Services assigns vehicles in order of travel priorities and vehicle availability. If Fleet Services determines a rental vehicle is the best option, they will make the necessary arrangements.

University Credit Cards should be used for fuel and other vehicle expenses when traveling.

All drivers must abide by applicable driving laws and regulations.

3.7 Vehicle: Personal

The University authorizes reimbursement for business mileage when a personal vehicle is used to travel on University business. The reimbursement will be at the full IRS approved mileage rate for the first 150 miles of the trip, and half of the approved mileage rate for the remaining miles. The IRS calculates the standard costs (e.g. fuel, insurance, wear and tear, repairs, etc.) of operating an automobile for business that are included in the mileage reimbursement rate. No additional reimbursement will be paid for a personal vehicle.

The University does not assume liability or responsibility for parking tickets, moving violation citations, repairs, deductibles, damage to your personal vehicle, injuries to its occupants, damage to third party property, (including vehicles) or injuries to third parties.

Damage to personal vehicles used on University business will be covered by the employee's automobile insurance policy. In the event of an automobile accident, the vehicle owner's insurance will also be the primary policy to the full extent of its coverage limits for damages to the property of others, and/or bodily injury claims.

3.8 Vehicle: Rental Car

University employees are expected to use I-Travel or the Travel Office when making any rental car reservations. Vehicles booked under BYU-Idaho contracts include all insurances, unlimited miles, and discounted rates. Booking outside of approved contracts require purchasing full insurance coverage at the department's expense.

Full insurance coverage is required on all international vehicle rentals which must be coordinated through the Travel Office. Driving in foreign countries may require an international driver's license.

University Credit Cards should be used for fuel and other vehicle expenses when traveling.

Contact the Travel Office to cancel all vehicle rental reservations.

Information on rental car options and contracts can be found on the [Travel Webpage](#) under Travel Resources and Tips.

3.9 Vehicle: Other Expenses

Expenses for parking, toll roads and tips for appropriate transportation costs are reimbursable.

Parking tickets and moving violations are not reimbursable.

3.10 Student Transportation

The University has no responsibility to provide transportation for students traveling to University-approved programs and activities, or to fulfill course requirements. To promote proper safety and insurance coverage, when the University opts to provide transportation - all such transportation must be by University vehicle, public commercial carrier, or other expressly approved modes of transportation. Any exception must be in writing with approval of a Vice President or designee.

Travel by private vehicle is strongly discouraged when the University provides transportation. Students traveling by private vehicle should not be required to carry passengers, but may voluntarily elect to do so. (*Refer to Personal Vehicle Policy section 3.7*)

All road travel between the hours of 12 a.m. and 5 a.m. is prohibited unless by commercial carrier or traveling to and from the Idaho Falls or Pocatello Airports.

All student drivers who operate University vehicles are required to obtain the appropriate permit through [Fleet Services](#).

All drivers must abide by applicable driving laws and regulations.

4.0 Lodging

Travelers should use standard accommodations in reasonably priced, commercial-class properties. BYU-Idaho has negotiated rates at specific hotel chains and properties. Travelers are encouraged to use I-Travel to reserve these properties whenever possible. The Travel Office is also available to assist with lodging needs.

All house rentals (Airbnb, VRBO, etc.) condominiums, hostels, guesthouses, bed and breakfast rentals, or groups with more than 10 rooms must be booked or coordinated through the Travel Office. A price comparison at a comparable hotel will be required and provided by the Travel Office for the Expense Report.

In-room movies, concierge services and other services are not allowable charges. Any food/beverage charges are subject to the meals policy and procedures. All personal charges are the responsibility of the individual. (*Refer to Travel Meal Policy Section 5.0*)

Travelers do not receive reimbursement for lodging costs when they stay with friends or relatives.

If a University Credit Card is used to pay for a lodging deposit, the traveler should submit the charge on an Expense Report linked to the Spend Authorization and Trip Number by the 15th of the month following the transaction. If a check is required, create a Supplier Invoice Request and include the Trip Number as an additional work tag. The check will be mailed by the Accounting Office.

Use of hotel reward programs must not influence the traveler's decision when arranging travel for University business. Reward program membership fees may not be reimbursed. Hotel rewards may be retained for personal use.

The traveler is responsible for contacting the Travel Office to change or cancel lodging reservations made through the Travel Office or I-Travel. If the traveler makes the reservation, it is their responsibility to cancel the booking to avoid any charges.

4.1 Employee Lodging

Employees of the same gender are permitted to share rooms, but are not required to do so. All employees are required to have their own individual bed. Employees and students are not allowed to share the same room unless they are an immediate family member.

Housing contracts for long-term housing agreements (20+ days) must be coordinated through the Travel Office.

4.2 Student Lodging

It is required that all student lodging be booked or coordinated through the Travel Office.

Commercial

Two students and preferably three or more students of the same gender should be assigned to a room if enough beds are available. Sharing beds is not allowed; students are required to have their own individual bed. Employees and students are not allowed to share the same room unless they are an immediate family member.

All house rentals (Airbnb, VRBO, etc.) condominiums, hostels, bed and breakfast rentals, or guesthouses are discouraged and will only be considered on a case-by-case basis. Prior approval is required and all reservations must be booked or coordinated through the Travel Office.

Non-Commercial

All domestic performance tours requesting housing with private parties will require adherence to current CES policy, which also requires advance scheduling and approval by Area Presidencies. Students may be housed in private homes only when local Priesthood leaders feel it will be mutually beneficial and not a burden to the members. On rare occasions for international performance tours, local Church members may be asked to assist with housing and meals. When staying in personal residences, students may not share beds and there must be a minimum of two students of the same gender per residence.

Private home lodging for academic tours and field trips will not be permitted.

Camping

Camping is not an approved lodging option for students unless it is a course requirement, or an approved University sponsored program where camping is expected.

For courses that require camping as part of the curriculum, Trip Managers must arrange sleeping accommodations so that male and female participants do not sleep in immediate proximity to each other or share the same tent. Students may not stay in the same tent as a BYU-Idaho employee.

5.0 Travel Meals

Travelers should dine at reasonably priced establishments and exercise good judgment. Actual meal expenses directly related to overnight travel within the recommended meal caps will be paid by the University. To comply with IRS regulations regarding travel expenses, meals during same day travel are not reimbursable.

When a meal is provided by the hotel, conference, vendor, or any other means, additional meal expenses are not allowed for that meal.

Grocery purchases for multiple meals are allowed and should be itemized by meal on the expense report.

5.1 Individual Meals

Individual travel meals purchased with the University Credit Card within the allowable amount are not required to have a receipt:

\$12 breakfast
\$17 lunch
\$30 dinner

If the meal is over the allowable amount or was purchased with a personal card or cash, a receipt will be required.

5.2 Group Meals

A group meal may be appropriate in lieu of an individual travel meal. An itemized receipt and a list of attendees will be required when reconciling. For groups of 13 or more, a group name and number of attendees may be used instead of providing individual names. Only expenses for approved student and employee travelers will be allowed.

5.3 Business Meals

There may be an occurrence during travel where a business meal may be appropriate. In accordance with IRS publication 463, sufficient evidence must be provided to prove the expense and support that the business meal was required to conduct University business.

(Refer to Travel Expense Reconciliation Section 15.0)

6.0 Miscellaneous Travel Expenses

Receipts are required for all miscellaneous reimbursable expenses. If you are unsure whether an expense is reimbursable, communicate with your supervisor before incurring the expense if possible. Accounting Services is available to advise employees on reimbursement questions. The following are examples of expenses that will be accepted for reimbursement when they are directly related to University business:

- Business telephone calls and limited personal calls
- Tips (consistent with local customs)
- ATM and credit card fees for cash advances
- Passport and visa
- Required immunizations

7.0 Non-reimbursable Travel Expenses

Expenses that are not considered business expenses and are not reimbursable include, but are not limited to, the following:

- Travel meals during day trips
- No-show fees for hotel rooms, airfare, or car services that were not properly cancelled
- Airfare booked with a personal credit card without prior approval
- Traffic fines, court costs, attorney's fees, parking tickets, or moving violations
- Air Travel Insurance and personal trip insurance
- Frequent flyer, sky clubs, and hotel loyalty program costs
- Baggage Insurance
- Personal reading materials, such as books and magazines
- Health spa or gym memberships
- In-flight or in-room movie rentals or local entertainment
- Pet or home sitting
- Shoe shine
- Souvenirs and personal gifts
- Dependent Care
- Credit card membership fees
- Toiletries and other personal items
- Lodging costs while staying with a friend or relative

8.0 Traveling at Vendor's Expense

Employees should not accept complimentary travel, hotel, or food expenses paid by a vendor where the intent of the vendor is to sell or promote a product or service. This does not apply to training trips regarding equipment or services that the University has or will make payment for as part of the purchase price.

Reimbursement checks from vendors for payments of expenses should be made payable to the University to avoid tax implications to the traveler.

9.0 Personal Travel Associated with a Business Trip

When a traveler chooses to combine business and personal travel, personal travel dates must be included on the Spend Authorization questionnaire for risk management purposes. Expense items on the Spend Authorization should only include estimated business expenses.

Personal expenses should not be paid with a University credit card. Mixed travel expenses (i.e. hotel, car rental, etc.), need to be itemized on the Expense Report by selecting personal charge on the expense item and checking the personal expense box. These amounts will be charged to the employee's personal account.

9.1 Employee Deviation from Business Travel

Any deviation from business travel for personal benefit that incurs additional expenses are the responsibility of the employee.

Deviations may include the voluntary acceptance of a voucher or credit for an alternate flight or other travel accommodations. If a voucher or credit is given, the employee may keep the benefit for their personal use. Applicable vacation or Human Resources policies may apply.

Deviations from the planned itinerary must be communicated to the Supervisor and the Travel Office prior to the proposed itinerary change. When unforeseen circumstances arise, call 496-TRIP (8747) for after-hours assistance.

9.2 Student Deviations from Group Travel

All student deviations must be requested by the Faculty Supervisor for coordination with Travel Administration. A signed Deviation From Itinerary Request form will be required for any student deviating from the planned group itinerary and submitted to traveladmin@byui.edu.

Any additional cost caused by the deviation will be the responsibility of the student.

10.0 Payment Methods

University Credit Cards are the approved and preferred method of payment for travel related expenses. Personal Credit Cards should not be used for University expenses. If you are unable to make a payment with a University Credit Card, contact Accounts Payable for other payment options.

To view the University Card Policy and/or request a University Credit Card visit the [Financial Services Website](#).

Personal charges should not be made with University Credit Cards.

10.1 University OneCard

OneCards are used for everyday business related purchases (subscriptions, office supplies, etc.) and business travel. All non-student employees who travel are expected to have a University OneCard, which they are responsible for reconciling.

10.2 Department/Society Credit Cards

Department and Society Credit Cards are used for everyday business related purchases (subscriptions, office supplies, etc.) when an area needs the ability for authorized employees or students to use a card without having their own OneCard. The Department/Society Card is issued to a card steward that has responsibility for the card and reconciling. Travel-related charges are blocked from being used on this Card. Fuel expenses, entrance fees, and other same day travel related expenses are approved use for department cards.

10.3 Group Travel Credit Card

Group Travel Credit Cards are used for authorized student travel-related expenses (food, hotel transportation, etc.) when the standard OneCard limits do not suffice, the employee needs access to cash advances from ATMs, or long term increased card limits are required.

10.4 Cash Advance

Cash advances are allowed for student travel and employee travel situations where using the University OneCard is not possible or recommended. The cash advance expense item should be included on the Spend Authorization for approval by Accounting Services. Disbursement of cash advances are requested by the employee through an expense report at least 7 days prior to departure and will be paid by check or direct deposit.

A detailed accounting of the cash disbursement needs to be reconciled within 7 days of returning from the trip. Excess funds should be converted to U.S. dollars and deposited at the Cashier's Office. The receipt of this deposit should be turned into Accounting Services. Any funds not accounted for will be charged to the requestor's personal account.

10.5 Wire Transfers

Wire transfers for travel related expenses must be requested through the Travel Office.

(Refer to the Financial Services Wire Transfer Policy)

11.0 International Travel

The University is strongly committed to the safety of employees and students as they travel abroad. The Travel Administrator works closely with International Security Advisors and various resources when evaluating potential safety and security risks. Additional scrutiny is given to countries identified as high-security-threat levels that may compromise the personal security of BYU-Idaho travelers, increase liability, and threaten future opportunities for the University and/or the Church.

11.1 International Health Insurance

International Health Insurance (GeoBlue) is required for all employees and students traveling abroad participating in University-sponsored activities. Travel Administration will contact international travelers once the Spend Authorization is approved to gather the required information to complete insurance enrollments.

GeoBlue covers medical and dental expenses as well as political, security, and natural disaster evacuation. Any injury or sickness that requires medical attention while traveling abroad needs to be coordinated through GeoBlue and Travel Administration. In order for Travel Administration to assist in processing of claims, information regarding the incident must be submitted in a timely manner.

11.1.1 Employee International Health Insurance

Employees' International Health Insurance will be paid by the University and charged to the Cost Center associated with the Trip Number. Employees have the option to purchase International Health Insurance for a spouse or dependent that may be traveling with them. International insurance charges for family members will be billed to the employee's personal BYU-I account.

11.1.2 Student International Health Insurance

Academic Tours

Students participating in an Academic Tours will be enrolled in GeoBlue International Health Insurance. The cost of the insurance premium will be included with the program participant fee.

International Internships

Students approved for an international internship will be contacted by Travel Administration and automatically enrolled in GeoBlue. The cost of the insurance premium will be charged to the student's BYU-Idaho personal account.

11.1.3 Immunizations

Employees planning to travel internationally should be aware of potential diseases in areas of travel, and must refer to the Centers for Disease Control and Prevention website (www.cdc.gov) for immunizations that may be recommended or required. When immunizations are required, it is the responsibility of the employee to receive the required immunizations.

12.0 Emergency Protocol

If you have an emergency while traveling on University business, contact the appropriate local authorities or go immediately to the nearest physician or hospital. For after-hours assistance, call **208-496-TRIP (8747)**. This number is available for booking assistance as well as emergency or non-emergency medical incidents, hospitalization, accidents, credit card issues, and security information.

As soon as possible, call the Travel Help Line 208-496-TRIP (8747) to notify Travel Administration of an itinerary change, emergency, or incident.

12.1 Sexual Misconduct

The University prohibits sexual misconduct (dating/domestic violence, sexual assault, stalking, sexual harassment, etc.) perpetrated by or against University students, University employees, and participants in University sponsored programs whether the behavior occurs on or off campus. University employees who become aware of or reasonably suspect any incidents of Sexual Misconduct must **promptly report** all available information to the Title IX Coordinator, including names, relevant facts, dates, times, and locations.

Title IX Office, 290 Kimball Building, 208-496-9209, titleix@byui.edu.

<https://www.byui.edu/titleix/policy/sexual-misconduct-policy>

12.2 International Assistance

12.2.1 Medical Emergency

If you have a medical emergency while traveling abroad on University business, go immediately to the nearest physician or hospital. As soon as possible after arrival, contact GeoBlue International Health Insurance. GeoBlue will take the appropriate actions to assist and monitor the medical care until the situation is resolved. By contacting GeoBlue first, it increases the likelihood that the incurred medical expenses will be covered. GeoBlue will also assist in the initial claim management, try to arrange for payment directly to the care provider rather than having the employee or student pay the provider and later seek reimbursement from GeoBlue.

As soon as possible, call the Travel Help Line 208-496-TRIP (8747) to notify Travel Administration of the emergency.

GeoBlue can be reached 24 hours a day, 7 days a week by calling them collect at +1.610.254.8771.

12.2.2 Injury or Sickness (Non-Emergency)

For non-emergency related injuries or illness, contact GeoBlue before seeking medical attention. GeoBlue will direct you to a trusted healthcare facility and will take the appropriate actions to assist and monitor the medical care until the situation is resolved. By contacting GeoBlue first, it increases the likelihood that they will pay for these services. GeoBlue will also assist in the initial claim management, try to arrange for payment directly to the care provider rather than having the employee or student pay the provider, and later seek reimbursement from GeoBlue.

GeoBlue can be reached 24 hours a day, 7 days a week by calling them collect at +1.610.254.8771.

12.2.3 Non-Medical Emergency and Security Concerns

For non-medical emergency and security concerns, contact GeoBlue. They will evaluate the situation and provide services accordingly. GeoBlue will work with the University to determine the best solution to resolve the situation.

IF EVACUATION SERVICES ARE NEEDED, GEOBLUE MUST BE INVOLVED AND MAKE THE ARRANGEMENTS OR THEY WILL NOT PAY FOR ANY EXPENSES.

GeoBlue can be reached 24 hours a day, 7 days a week by calling them collect at +1.610.254.8771.

13.0 Guest Travel

Non-University employees such as guest speakers, instructors, contractors, and others who travel at the University's expense must be approved through Workday as Guest Travel. It is required that the sponsoring department submit and obtain approval through a Spend Authorization. Travel arrangements should be made through the Travel Office.

If your guest needs to be reimbursed for expenses or requires a payment, a Supplier Request must be submitted. You will **not** need to reconcile your Spend Authorization by submitting an Expense Report.

If you need to submit a Supplier Invoice Request and your guest or the organization represented by the guest is not listed as a contracted supplier in Workday, you will need to submit a **Supplier Request** (visit **Submitting a Supplier Request** for more information). Make sure you submit the Supplier Request **immediately** after submitting a Spend Authorization so that the approval process can be completed as quickly as possible.

14.0 Travel Expense Reconciliation

14.1 Creating an Expense Report

University travel expenses are reconciled by creating an Expense Report in Workday and linking it to the approved Spend Authorization and Trip Number. For more detailed instructions, a tutorial for creating an Expense Report can be found [here](#).

14.2 Reconciling Expenses

14.2.1 University Credit Card Expenses

All travel transactions paid with a University credit card will be automatically loaded into Workday and must be reconciled by the 15th of the month following the transaction date. If the transaction is not reconciled and approved within this time, the cardholder's department will be charged a fee and the card limit will be turned down to zero.

NOTE: Wait until the credit card transaction is loaded into Workday before completing an Expense Report. (Typically 3-5 business days)

If a charge includes business and personal use, the personal amount should be itemized on the Expense Report and will be charged to the employee's personal account.

14.2.2 Out of Pocket Expenses

If you were unable to use your University credit card on your trip for any transactions on behalf of the University and need to be reimbursed for out-of-pocket expenses, you will need to include these expenses and receipts on your Expense Report.

Reimbursements will be paid by a check and mailed to the employee's home address unless the employee's payment election for Expenses is set up for direct deposit in Workday.

14.3 Receipts for Travel Expenses

Receipts are required for all transactions except in the following cases:

- Meals purchased using a University credit card with a total cost under the allowable amounts (breakfast \$12, lunch \$17, dinner \$30).
- Parking, tips, and tolls under \$10
- International Credit Card Transaction Fees

If a receipt is missing or lost, contact the vendor to get a duplicate copy. If you are unable to get a new receipt, contact Accounting Services. A copy of the credit card statement is not considered a receipt. Receipts should include details of items, meals, or services purchased.

15.0 Student Travel

15.1 Approval

The authority to approve student travel lies with Cost Center Managers, Department Chairs, College Deans, and BYU-Idaho Vice Presidents. Any exceptions to travel policies and procedures must be authorized by a University Vice President or his/her designee.

15.1.1 Evaluation Criteria

The following criteria will be used for authorization approval:

1. **Purpose or Benefit**- The experience should enhance the overall educational experience of students and/or advance the institution.
2. **Individual Well-Being** - Travel should be executed in such a way where risks, liability, student time away from classes, and impact on adult supervisors are manageable and acceptable.
3. **Cost** - The cost of the experience should be kept to a minimum, thereby making it as affordable to students as possible. Student travel should not impose an unbudgeted financial burden on departments or the institution as a whole.
4. **Accountability** - Those sponsoring student travel are responsible for ensuring that institutional travel policies and procedures are followed
5. **Time Away from Classes** – Faculty should consider their time away from other classes when requesting travel with students outside the allotted class time.

15.2 Spend Authorization

Spend Authorizations are requests for University sponsored travel that include an estimate of expected travel expenses. Spend Authorizations are submitted through Workday where they route to Supervisors and Cost Center Managers for approval. Spend Authorizations provide details on the nature of the trip, costs, and anticipated risks allowing the University to have greater accountability of travelers. An approved Spend Authorization is required for all student travel prior to making travel arrangements and commitments. For reporting and risk management, an approved Spend Authorization is required regardless of whether there is expense to BYU-Idaho. [Spend Authorization Tutorial](#)

Employees should review applicable travel policies and procedures prior to submitting a Spend Authorization for student travel through Workday.

15.3 Academic Student Travel

15.3.1 Required Academic Travel

Student travel is considered to be required if the travel is necessary for the student to fulfill the requisites of a course or to participate in an official activity, the trip is organized by the University, and involves the supervision of University faculty member or personnel.

Faculty taking students on required academic travel must provide participating students with copies of the Student Authorized Absence Form at least two weeks in advance of the trip departure so students may obtain signatures from faculty members whose classes they will miss. The signed form must then be submitted to the sponsoring faculty member to verify that the student has made appropriate arrangements in his or her coursework.

Students participating in required travel are allowed to make up in-class activities and are not penalized for their lack of attendance. Even so, faculty members should exercise prudence in scheduling travel so as not to impact students' other classes adversely. All required student travel should be included in the course syllabus. (Faculty Guide)

Approved student fees for required student travel will be assessed by the Accounting Office upon enrollment in the course.

15.3.2 Elective Student Travel

Elective travel experiences are evaluated for value and impact. Where possible, elective travel experiences should be detailed in the course syllabus. If the elective experience provides students with points or extra credit, an alternative experience yielding the same reward should be offered to students who cannot or choose not to attend.

Students participating in elective student travel are required to sign an activity waiver prior to departure. Departments should scan and attach copies of waivers to their Spend Authorization or email them to Travel Administration (traveladmin@byui.edu) prior to travel.

The department should assess applicable student participant fees through the Funds Request tool. Funds for student participant fees should not be collected directly by department personnel.

15.3.3 Academic Student Day Travel

Student day travel can be both travel that occurs during the scheduled time of a course as well as travel beyond the scheduled time. The sponsoring faculty member must submit a Spend Authorization and receive approval by the Department Chair prior to travel, with a notification automatically sent to the Dean through Workday. Additional advisors do not need to submit a separate Spend Authorization for student day travel, but should be listed on the sponsoring faculty member's questionnaire. It is required that a final participant list is attached to the request prior to travel. The Travel Administrator must also be notified of any changes to the participant list or itinerary prior to or during travel.

Faculty, Administrative, or Staff Personnel are encouraged, but not required, to accompany students in same-day travel when such travel does not exceed 300 miles. It does require, at the very least, a properly trained student supervisor with appropriate University driving permits. If the travel exceeds 300 miles, and is by vehicle, the accompaniment of a faculty member is required.

15.3.4 Academic Student Overnight Travel

It is required that all overnight student travel requests are submitted and approved in Workday prior to travel or incurring any expenses. The sponsoring faculty member is required to fill out the Spend Authorization using “Student Travel” as the Business Purpose and may include his/her own expenses on the same authorization. If additional faculty advisors are participating on the trip, each advisor will submit their own Spend Authorization under the Business Purpose “Employee Travel”.

Spend Authorizations for overnight student travel are reviewed by the Department Chair, College Dean, and Travel Administrator. A preliminary participant list and itinerary should be attached to the request at least two weeks prior to travel. A final itinerary and participant list with emergency contact information are required three days prior to departure. The Travel Administrator must also be notified of any changes to the participant list or itinerary prior to or during travel.

Overnight student travel requires a minimum of two advisors. One must be a full-time faculty member or administrator to supervise travel plans and to accompany the students. Other advisors including staff members, teaching assistants, spouses, etc. are considered on a case by case basis. Any exceptions must be approved by the appropriate Vice President.

15.4 Eligibility

Participants in student travel must be officially admitted to the University as a traditional or non-degree seeking student and must adhere to the BYU-Idaho Honor Code including Dress and Grooming Standards. Non-degree seeking students or student spouses may travel with a student group where space is available without increasing costs for the University or student participants. Even though a student’s spouse or a non-degree seeking student may accompany a group, participation must be authorized by the Trip Manager and the Travel Administrator prior to travel.

Recent graduates (within 1 year) may travel with a student group if there is a legitimate, approved University business purpose to do so. Incurred expenses may be authorized by the Cost Center Manager.

Those students who are placed on a Suspension Withheld Sanction with the Student Honor or Title IX Office may not travel with official University groups or on University business, except to fulfill academic requirements. (*See Suspension Withheld Sanction Policy 16.12*)

15.4.1 Students with Disabilities

It is the responsibility of BYU-Idaho to provide equal access to all students including those with disabilities. For more information about assistance available to students with disabilities while participating in a University sponsored trip, contact [Disability Services](#) at 496-9210.

15.5 Emergency Protocol

If you or a student have an emergency while traveling on University business, contact the appropriate local authorities or go immediately to the nearest physician or hospital. For after-hours assistance, call **208-496-TRIP (8747)**. This number is available for booking assistance as well as emergency or non-emergency medical incidents, student mental or behavioral health concerns, hospitalization, accidents, credit card issues, and security information.

If a student requires overnight or extended medical attention or has conduct problems, an advisor must remain with the student until the student is able to continue travel or accompany the student home. Based on the circumstances, when a advisor remains with a student, the Emergency First Responder may need to join the group on short notice.

As soon as possible, call the Travel Help Line 208-496-TRIP (8747) to notify Travel Administration of the itinerary change, emergency, or incident.

15.5.1 Student Conduct Concerns

For student conduct concerns while traveling on a University sponsored activity during business hours, contact the Dean of Students Office at 208-496-9200. For after-hours assistance, call 208-496-TRIP (8747).

15.5.2 Student Mental Health Issues

For student mental health issues while traveling on a University sponsored activity, contact the Dean of Students Office at 208-496-9200. For after-hours assistance, call 208-496-HELP.

15.5.3 Sexual Misconduct

The University prohibits sexual misconduct (dating/domestic violence, sexual assault, stalking, sexual harassment, etc.) perpetrated by or against University students, University employees, and participants in University sponsored programs whether the behavior occurs on or off campus. University employees who become aware of or reasonably suspect any incidents of Sexual Misconduct must **promptly report** all available information to the Title IX Coordinator, including names, relevant facts, dates, times, and locations.

Title IX Office, 290 Kimball Building, 208-496-9209, titleix@byui.edu.

<https://www.byui.edu/titleix/policy/sexual-misconduct-policy>

15.5.4 International Travel Assistance

15.5.4.1 Medical Emergency

If you or a student have a medical emergency, go immediately to the nearest physician or hospital. As soon as possible after arrival, contact Geo Blue International Health Insurance. Geo Blue will take the appropriate actions to assist and monitor the medical care until the situation is resolved. If Geo Blue feels it is necessary, they will use other agencies including but not limited to SOS International. By contacting Geo Blue first, it increases the likelihood that the incurred medical expenses will be covered. Geo Blue will also assist in the initial claim management, try to arrange for payment directly to the care provider rather than having the University or the student pay the provider and later seek reimbursement from Geo Blue. As soon as possible, call the Travel Help Line 208-496-TRIP to notify Travel Administration of the emergency.

GeoBlue can be reached 24 hours a day, 7 days a week by calling them collect at +1.610.254.8771.

15.5.4.2 Injury or Sickness (Non-Emergency)

For non-emergency related injuries or illness, contact Geo Blue before seeking medical attention. Geo Blue will direct you to a trusted healthcare facility and will take the appropriate actions to assist and monitor the medical care until the situation is resolved. If Geo Blue feels it is necessary, they will use other agencies including but not limited to SOS International. By contacting Geo Blue first, it increases the likelihood that they will pay for these services. By contacting Geo Blue first, it increases the likelihood that they will pay for these services. Geo Blue will also assist in the initial claim management, try to arrange for payment directly to the care provider rather than having the University or the student pay the provider, and later seek reimbursement from Geo Blue.

GeoBlue can be reached 24 hours a day, 7 days a week by calling them collect at +1.610.254.8771.

15.5.4.3 Non-Medical Emergency and Security Concerns

For non-medical emergency and security concerns, contact Geo Blue. They will evaluate the situation and provide services accordingly. Geo Blue will work with the University to determine the best solution to resolve the situation.

IF EVACUATION SERVICES ARE NEEDED, GEO BLUE MUST BE INVOLVED AND MAKE THE ARRANGEMENTS OR THEY WILL NOT PAY FOR ANY EXPENSES.

GeoBlue can be reached 24 hours a day, 7 days a week by calling them collect at +1.610.254.8771

15.6 Funding

15.6.1 Required Student Travel

The costs of required student travel will generally be paid from department budgets, fees listed in the catalog, or other means approved by a Vice President. Approved student fees will be assessed for required student travel by the Accounting Office upon enrollment in the course.

15.6.2 Elective Student Travel

The department should assess the student participant fees for elective student travel through the Student Funds Request Tool.

CAMPUS DEPARTMENTS ARE NOT AUTHORIZED TO COLLECT FUNDS DIRECTLY FROM STUDENTS

15.6.3 Academic Tours

When an Academic Tour is approved, the Accounting Office will provide access to the Tour Management System where the Trip Manager and/or the Office Assistant will enter student participants and assess fees. Fees will be charged to the student's personal account. Students may make payments at the Cashier's Office or to their personal account online. The Trip Manager is responsible to ensure that all participating students have paid their travel fees in full before the travel occurs. A report of charges and payments is available at any time through the Tour Management System.

The sponsoring department will be responsible to pay any deficit incurred by the tour.

CAMPUS DEPARTMENTS ARE NOT AUTHORIZED TO COLLECT FUNDS DIRECTLY FROM STUDENTS

15.7 Immunizations

Those planning Academic Tours should be aware of potential diseases in areas of travel, and must refer to the Centers for Disease Control and Prevention website (www.cdc.gov) for immunizations that may be recommended or required. When immunizations are recommended, it is the responsibility of the student or employee to receive the recommended immunizations. The Trip Manager is responsible for ensuring required immunizations are received prior to travel.

15.8 Insurance and Liability

15.8.1 Field Trip Insurance

Field Trip Insurance can be purchased by a Department to provide additional accident and injury insurance for students and volunteers participating in University-sponsored, scheduled, and supervised activities. The cost of the insurance can be paid by the Department or built into a class or program fee.

The Field Trip Insurance policy provides limited coverage for bodily injury claims that may occur while participating in an activity. The policy typically covers a student's out-of-pocket medical expenses due to an accident. This policy **does not** cover medical expenses for illness. All participants in the activity are required to have their own primary health insurance policy. The Field Trip Insurance is secondary to the participants' primary health insurance. Additional information can be found on the [Risk Management website](#). Contact Travel Administration at 208-496-1974 for enrollment details and coverage limits.

For help filing a claim or insurance coverage questions, contact Risk Management at 208-496-5602 or burnsro@byui.edu.

15.8.2 Student Medical Insurance

In accordance with University policy, all participants traveling on a University-sponsored trip are required to have their own primary health insurance policy.

15.8.3 International Health Insurance

BYU-Idaho sponsored International Health Insurance (GeoBlue) is required for all employees and students traveling abroad participating in University-sponsored activities.
(*See International Travel Insurance Policy 11.1.2*)

GeoBlue covers medical and dental expenses as well as political, security, and natural disaster evacuation. Any injury or sickness that requires medical attention while traveling abroad needs to be coordinated through GeoBlue and Travel Administration. In order for Travel Administration to assist in processing of claims, information regarding the incident must be submitted in a timely manner.

Academic Tours

Students participating in an Academic Tours will be enrolled in GeoBlue International Health Insurance. The cost of the insurance premium will be included with the program participant fee.

International Internships

Students approved for an international internship will be contacted by Travel Administration and automatically enrolled in GeoBlue. The cost of the insurance premium will be charged to the student's BYU-Idaho personal account.

15.9 Lodging / Housing

It is required that all student lodging be booked or coordinated through the Travel Office.

Commercial

Two students and preferably three or more students of the same gender should be assigned to a room if enough beds are available. Sharing beds is not allowed; students are required to have their own individual bed. Employees and students are not allowed to share the same room unless they are an immediate family member.

All house rentals (Airbnb, VRBO, etc.) condominiums, hostels, bed and breakfast rentals, or guesthouses are discouraged and will only be considered on a case-by-case basis. Prior approval is required and all reservations must be booked or coordinated through the Travel Office.

Non-Commercial

All domestic performance tours requesting housing with private parties will require adherence to current CES policy, which also requires advance scheduling and approval by Area Presidencies. Students may be housed in private homes only when local Priesthood leaders feel it will be mutually beneficial and not a burden to the members. On rare occasions for international performance tours, local Church members may be asked to assist with housing and meals. When staying in personal residences, students may not share beds and there must be a minimum of two students of the same gender per residence.

Private home lodging for academic tours and field trips is not permitted.

Camping

Camping is not an approved lodging option for students unless it is a course requirement, or an approved University sponsored program where camping is expected.

For courses that require camping as part of the curriculum, Trip Managers must arrange sleeping accommodations so that male and female participants do not sleep in immediate proximity to each other or share the same tent. Students may not stay in the same tent as a BYU-Idaho employee.

15.10 Mixed Gender / Companion Travel

Work responsibilities often require mixed-gender groups to travel together to the same location. Wisdom, sensitivity and good judgement should be exercised when making travel arrangements for University business or other sponsored trips to avoid compromising the integrity of appropriate relationships or reflecting poorly on the individuals, the University, or the Church.

Non-related University students and employees should not travel by vehicle one-on-one. (Travel by common carrier is allowed.) Any additional travel costs that may result from this policy are authorized and will be budgeted and borne by the impacted University unit.

15.11 Pregnancy and Nursing Infants

Pregnant students are permitted to travel. However, if the travel extends into the 24th week of pregnancy, written permission from the student's doctor is required. The doctor's permission documentation should indicate an estimate of the due date. If the trip will take the student to within 30 days of the due date, then the student may not travel. For travel by air, the guidelines of the specific airline should also be followed.

Children of students are generally not permitted to travel with student groups. However, at times, student mothers will submit requests to bring a nursing infant on a student trip. Although instructors are not required to consent to these requests, they may authorize them based on the best interests of the infant, the mother, and all participating students, under the following conditions:

- The infant should not pose a distraction from the learning environment.
- The nature of the trip should not pose an inordinate safety risk to the infant or other participants.
- If the travel is required for a course, an alternative means of fulfilling any related class assignments should be offered to the mother.
- Participation must be authorized by the sponsoring faculty member and Travel Administration.
- A liability waiver for the child's travel must be signed by the mother and submitted to Travel Administration prior to the travel.
- The infant must be secured into an infant safety seat during all automobile travel.
- Housing accommodations should be made for the mother and infant that are appropriate for the situation.
- Any additional costs due to infant travel (extra vehicle rental, etc.) must be borne by the mother.
- The details of this exception must be made clear on the Spend Authorization when it is submitted.

15.12 Student Transportation

The University has no responsibility to provide transportation for students traveling to University-approved programs and activities, or to fulfill course requirements. To promote proper safety and insurance coverage, when the University opts to provide transportation - all such transportation must be by University vehicle, public commercial carrier, or other expressly approved modes of transportation. Any exception must be in writing with approval of a Vice President or his Designee.

Travel by private vehicle is strongly discouraged when the University provides transportation. Students traveling by private vehicle may not be required to carry passengers, but may voluntarily elect to do so. (*Refer to Personal Vehicle Policy section 3.7*)

All road travel between the hours of 12 a.m. and 5 a.m. is prohibited unless by commercial carrier or traveling to and from the Idaho Falls or Pocatello Airports.

Student drivers must obtain a University driving permit to drive a Fleet Vehicle. Contact [Fleet Services](#) for training and questions.

All drivers will abide by applicable driving laws and regulations.

15.13 Supervision

15.13.1 Student Day Travel

Faculty, Administrative, or Staff Personnel are encouraged, but not required, to accompany students in same-day travel when such travel does not exceed 300 miles. It does require, at the very least, a properly trained student supervisor with appropriate University driving permits. If the travel exceeds 300 miles, and is by vehicle, such accompaniment is required.

15.13.2 Student Overnight Travel

Overnight student travel requires a minimum of two advisors. One must be a full-time faculty member or administrator to supervise travel plans and to accompany the students. Other advisors including staff members, teaching assistants, spouses, etc. are considered on a case by case basis. Any exceptions must be approved by the appropriate Vice President.

The advisor/student ratio for international travel is 1:15 with a minimum of three advisors.

The advisor/student ratio for Performance Tours in the United States and Canada is 1:20 with a minimum of three advisors.

For all other domestic travel, groups must have an adequate number of advisors and backup advisors as determined by the appropriate Vice President or his/her Designee.

Backup advisors (Emergency First Responders) should be available and prepared to join the group in the event of an emergency. The name and after-hours contact number of the Emergency First Responder must be provided to the Travel Administrator prior to departure.

15.13.3 Trip Manager and Advisor Guidelines

Trip Managers and Advisors should adhere to the following guidelines:

- Minimum expectations for dress and grooming is the University classroom dress standard. Exceptions may be made to the policy dependent on circumstances.
- Trip Managers and sponsoring Faculty members should clearly state the policy of the University regarding behavioral and academic requirements of all students.
- Trip managers should be aware of and take reasonable and necessary precautions against potential dangers associated with student travel.
- When Sunday travel is necessary, the advisor should arrange schedules so the group can attend a regularly scheduled sacrament meeting service.
- If a student becomes sick, is hospitalized, is involved in an accident, or dies while traveling internationally, the Travel Administrator and GeoBlue International Health Insurance should be notified immediately, and the GeoBlue Claim Policy instructions should be followed. *(See Emergency Protocol Policy 15.6)*
- Trip managers and advisors should enforce University policy concerning sexual harassment and inappropriate gender-based behavior and maintain a high level of propriety in faculty/student relationships. *University Sexual Misconduct Policy*
- If a student requires overnight/extended medical attention or has conduct problems, an advisor must remain or travel with the student until the student is able to continue or, if necessary, accompany the student home. Based on the circumstances when an advisor remains with a student, the Emergency First Responder may need to join the group on short notice. *(See Emergency Protocol Policy 15.6)*

15.14 Suspension Withheld Sanctions

Students who are on Disciplinary Suspension Withheld may not participate in activities or programs where their involvement in the program or activity would be viewed as *being a representative* of the University or until such time as they are removed from Disciplinary Suspension Withheld.

Students and employees with questions about the disciplinary status and travel should contact the respective office that issued the sanction.