WORK-RELATED TRAVEL

USM employees from time to time are expected to travel on University business. Faculty members may receive financial support for travel from their school or college or from an outside funding source, such as a grant or contract. Reimbursement for work-related travel is made for expenses incurred. It is the traveler's responsibility to document such expenditures.

Employees are expected to minimize travel-related expenses by making choices that result in the least expense to the University, providing this does not result in ineffective use of the employee's working time or excessive inconvenience. By minimizing travel costs, employees can help to ensure that University funds are used effectively, and provide additional travel funds for others. Employees should take advantage of any significant savings opportunities that may not be explicitly spelled out by these policies. If federal funds are used for travel and federal requirements are more restrictive than the University's, the federal requirements will control.

Supervisor approval for travel must be received prior to a trip by means of the Travel Advance Request/Approval Form or some other appropriate written mechanism even though a travel advance may not be required. For out-of-state trips, approval must be received for each trip. Recurring in-state travel may be covered by one request in each Fiscal Year. Prior approval of travel is essential for traveler insurance purposes, as well as to assure proper financial control.

Employee reimbursements are provided for mileage only when an employee must utilize a personal vehicle for business travel. Motor Pool vehicles should be utilized when they are available and practical. The UMS reimbursement rate is .44 cents per mile. University PCards should only be used to purchase fuel when business travel includes the use of a rental vehicle (not to be used for fueling personal or Motor Pool vehicles).

Since we must report all out of state travel to our State Legislature within the calendar quarter that the travel occurred, please submit your travel reimbursement requests as soon as possible upon your return and include all costs associated with your trip (including conference registration fees, etc.). Please visit www.usm.maine.edu/purchasing/travel-and-expenses for forms related to travel.