TRAVEL REIMBURSEMENT FOR CONTRACTORS

While under contract with the University, Contractors shall be subject to the following travel reimbursement terms & conditions and limits.

All travel paid or reimbursed to Contractors from University-administered funds must be done in accordance with University policies, regardless of the funding source.

Contractors are expected to exercise good judgment when incurring travel costs. Contractors will only be reimbursed for reasonable and necessary travel expenses actually incurred in the performance of official duties in accordance with the provisions in the contract.

Contractors shall not seek reimbursement for expenses not incurred; expenses provided free of charge; or expenses which will be paid or reimbursed from another source.

The University has U-Wide contracts with travel vendors (e.g. hotels, car rental) which Contractors may use. (Web Link: [http://uwidecontracts.umn.edu](http://uwidecontracts.umn.edu))

**Receipts**

Original itemized receipts are required for reimbursement of travel expenses (e.g. airfare, hotel, car rental, meals, etc.). Original itemized receipts are actual vendor receipts not credit card charge slips or statements.

**Airfare**

Unless the award document or Contract for Professional Services (CPS) specifies otherwise, Contractors shall incur air travel expenses consistent with University Travel Policy. (Web Link: [http://policy.umn.edu/finance/travel](http://policy.umn.edu/finance/travel))

Under policy, first class travel will not be reimbursed; business class travel is reimbursable on flights of 8 hours or longer. The University does not reimburse air travel obtained using personal frequent flyer miles.

**Frequent Flyer Miles**

University employees are not allowed to accrue frequent flyer miles for personal use when the airline travel is paid for with public funds.

Minnesota State Statue 15.435, section 20 stipulates:

> “Whenever public funds are used to pay for airline travel by an elected official or public employee, any credits or other benefits issued by an airline must accrue to the benefit of the public body providing the funding.”

At its discretion, the University may require the same for Contractors if there is a possibility that the business relationship will last long enough for the Contractor to accrue enough miles to earn a free airline ticket(s). In this case the Contractor would be required to use a free ticket(s) for University business.

**Lodging**

Contractors are encouraged to use the U-Wide Local Hotel contract properties, which are located in areas surrounding the Twin Cities Campuses.

To ensure U-Wide pricing, contact properties directly at numbers listed on U-Wide Contract Web site ([http://uwidecontracts.umn.edu](http://uwidecontracts.umn.edu)) under lodging in the Travel Category.

Contractors are expected to obtain hotel facilities with room rates that are reasonable for their destination using U-Wide Local Hotel Contract rates as guidelines, unless otherwise specified in their contract with the University.

**Mileage Use of Personal Vehicles**

Contractor’s use of personal vehicle(s) for University business must be pre-approved by the University Contract Administrator.

The University will not reimburse mileage to exceed the current IRS maximum allowed rate. Mileage rate includes gas, vehicle maintenance and other vehicle related costs for which University will not pay separately.

Mileage reimbursement for use of personal vehicles shall not exceed the lowest cost (advanced booking, Saturday stay over, etc.) of comparable coach airfare. Contractors will not be reimbursed for any extra lodging or meal expenses incurred as a result of using a personal vehicle rather than flying.
Car Rental
If necessary to rent a vehicle, pre-approval is required by the University Contract Administrator.

Contractors are encouraged to rent from the University’s U-Wide Contract car rental supplier. Rental must be at midsize rate or less, unless specified otherwise in the Contractor’s contract with the University.

The University will reimburse gas charges for University business only, not personal use of a rental vehicle.

Meals
Contractors are encouraged to use the U.S. State Department Meal Per Diem daily amounts, unless otherwise specified in their contract with the University. The maximum meal rates include tax and tip.

Meals included in the cost of airfares, lodging, or as part of an event are not reimbursable.

Tipping
Reimbursement for tipping will be limited to what is considered industry standard. This includes tipping for meals, baggage handling, shuttle services, housekeeping services, etc.

Meals - 15% - 20% (pre-tax)

Baggage Handling - $1.00 - $2.00 per bag

Shuttle Services - $1.00 - $2.00 per ride or per bag

Housekeeping Services - $1.00 - $2.00 per day for maid service or $1.00 - $2.00 per occurrence for special services

Miscellaneous Expenses
The following are NOT reimbursable expenses to hired consultants or contractors:
- Lost or stolen cash or personal property
- Personal items and services
- Laundry, dry cleaning, pressing costs for trips of three days or less
- Traffic citations, parking tickets, and other fines
- Excess cost of circuitous or side trips for personal reasons
- Repairs, towing, etc. for personal vehicles
- Personal entertainment or sightseeing
- Excess baggage charges for personal items
- Airline, car, hotel, club memberships
- Childcare costs
- Kennel fees
- Late payment penalties and interest on credit cards