**MET Travel Policy, Oct. 2, 2020**

In addition to the University’s Travel policy, below please find travel procedures that are specific considerations for MET Faculty and Staff:

**Pre-Approval**

MET faculty/staff are required to obtain **Supervisor/Chair and Dean’s funding pre-approval** for all travel using the MET Travel Approval Form at the links below. *This requirement replaces all previous practices of verbal pre-approval or pre-approval by email.* MET IT recommends use of Firefox or Chrome, not Internet Explorer, when accessing the Form:

Faculty: <https://www.bu.edu/met/for-faculty-staff/forms/faculty-travel-approval-form/>

Staff: <https://www.bu.edu/met/for-faculty-staff/forms/staff-travel-approval-form/>

Obtain approval of your travel request through the Form **before booking travel expenses such as transportation, lodging and conference registrations***.* To ensure competitive airfares and timely pre-approval, please submit your requests as soon as you have a travel plan. It is generally necessary to book airfare at least 30 days in advance to get a competitive rate.

Booking all travel through Shorts Travel is strongly recommended. You may call 617-353-1700 or email travelbooking@bu.edu

If initial trip cost estimates increase by more than 20% during reservation process, you must seek **re-approval** through a new funding request in the Approval Form for the total revised amount of funding. This will replace your previous request.

Any funding request must include:

* Purpose of travel and justification
* Accurate estimate of all costs, including airfare, lodging, conference fees, meals, ground travel
* Anticipated external funding or compensation, such as provided by a grant or by host

**Allowable Travel Expenses**

Keep in mind the following matters of BU and MET Policy when filling out the Form and when booking/planning travel:

* **Air travel is reimbursable at standard economy rate.** Additional charges beyond standard economy rate require business justification as well as additional supervisory review and approval.
* **Non-destination overnight stays without a verifiable business purpose will not be reimbursed.** Should a non-destination overnight stay be unavoidable, you may request Dean’s approval for funding through the MET Travel Approval Form.
* **Purchase of additional trip protection insurance (also known as travel insurance or flight insurance) is *not* reimbursable**. You are encouraged to use Shorts Travel for your travel arrangements. A Shorts credit for cancelled travel can be used within a year.

<http://www.bu.edu/travelservices/services/booking/>

<http://www.bu.edu/travelservices/files/2020/02/Travel-Policy-December-2019.pdf>

* **Before booking lodging, make sure your hotel rate is less than per diem lodging rate for your travel city, provided at links below.** If an exception is justified (for example, your hotel is also your conference location), make sure this is requested in the MET Travel Approval Form and pre-approved before booking.

Domestic: https://www.gsa.gov/travel/plan-book/per-diem-rates

Foreign: https://aoprals.state.gov/web920/per\_diem.asp

* **Only actual receipts can be used for lodging reimbursement**.
* **Regarding expenses for meals/incidentals:**
* Itemized meal receipts are required, except when using per diem. Non-itemized credit card signature slips are not sufficient.
* Choose either to use the per diem method for all meals and incidentals, or provide actual receipt for all meals and incidentals. You cannot use both methods in the same report.
* Make clear the business-related purpose of each meeting/meal.
* Meetings/meal expenses with multiple attendees require a list of attendees (with titles).
* **Mileage Reimbursement**: Employees who are required to commute distances longer than his/her “normal” commute are eligible to be reimbursed for mileage using standard IRS rates The annual standard mileage rate is available at <https://www.irs.gov/tax-professionals/standard-mileage-rates> “Normal” commute is defined as the distance the employee typically travels to/from his or her primary residence to place of employment. This must be supported in the expense report via evidence of additional distance and business reason for the additional commute.
* For all **non-travel** related goods and services, please purchase using Guided BUying or PCard. Non-travel goods and services which include such items as subscriptions, software licenses, books and supplies are not to be purchased with the University Travel card.
* **Any purchases from Amazon (while traveling or otherwise) must be done through the University’s Amazon Business Account**. This requires either a purchase requisition created in ARIBA Guided BUying oryour department’s Purchasing Card (PCard) holder making the purchase with their PCard. They can have the purchase shipped to you.
* Requests for personal reimbursement for Amazon purchases made with a personal credit card are no longer permitted.
* No payments can be made to Amazon using the Travel Card.

**Concur Report Submission**

Within 30 days after returning from your trip, you must complete and submit:

* Travel report on the Concur Travel and Business Expense system via SAP/Employee Self-Service.
* Travel Summary Report on MET Travel Approval Form.

**Additional Resources**

Boston University travel policies and training resources:

[**http://www.bu.edu/travelservices/resources/**](http://www.bu.edu/travelservices/resources/)

Thank you for adhering to these policies and procedures.

Please contact MET-Finance or the Office of the Dean if you have any questions or concerns.

10/2/2020