

PEX and TRAVEL PARAMETERS

Part of the OVU budget has been entrusted to you. This is a refresher on the established procedures and parameters for your responsibility. You will soon get a copy of last year's budget numbers and a copy of this year's revised budget.

The business office will work on negotiating lodging discounts or release websites where you can check rates. Meantime, do the best you can on rates.

Once travel is completed, receipts must be turned in immediately for verification.

Planning

Planning is a key to efficiency. PEX PO's must be approved a minimum of FOUR business days before funding. It takes that long for the money to transfer to PEX bank. It is not necessary to wait until four days before departure to make the requests. Earlier requests allow for unexpected delays in funding.

ALL travel must be approved before departure even if you expect to use your own funds and be reimbursed.

Rental Cars

All car rentals are to be made with Enterprise through the IXX portal if there are no OVU vehicles available.

If you prefer to drive your own vehicle, you will be reimbursed at \$.42 per mile. You may check out an OVU gas card for the gas purchases, which eliminates part of the taxes. (Any gas purchased on the card is then deducted from the mileage reimbursement.) By law, mileage is not reimbursable for traveling from your home to your place of employment or vice-versa.

Meals

If OVU business requires an overnight stay with a full day of absence, your meals may be covered.

Meal costs should not exceed

- \$6 for breakfast (if not included with the room)
- \$10 for lunch
- \$14 for dinner

Customary tip not to exceed 15% may be added

PEX PO requests for team travel must include the number of persons for each meal and the number of rooms at the hotel. Hotel costs should include breakfast, if possible, and not exceed \$85 nightly per room, if possible. Use hotel with negotiated rates, if at all possible.

According to IRS guidelines, lunch expenses charged to the university when not accompanied by an overnight stay or for entertaining clients are considered as taxable income and should not be paid by the university. In most cases, meals for work in town should be at the employee's expense.

When entertaining, the person(s) being entertained must be included on the request.

Entertainment should be limited to usual and customary venues that include meals and soft drinks. When dining services are available, it is preferable to feed guests in the campus dining hall and charge it to the appropriate budget.

It is not appropriate to use OVU funds to entertain family members or other employees. Exceptions would be for entertaining when your spouse is required to be present.