



UNIVERSITY OF MICHIGAN STANDARD PRACTICE GUIDE

CONCUR USERS

Appendix 1

Travel and Business Hosting Expense Policy Exceptions for Development Activities

Due to the nature of development activities (e.g., donors deciding locations/venues of events and meetings), the following exceptions from the general travel and business hosting policy are in effect:

Local Mileage

Development officers and staff will be reimbursed for local mileage if travel is a significant part of their job duties. Please follow Section III-G, "Use of Private Vehicles" section of the policy. This provision applies primarily to a limited number of predetermined development officers and staff (rather than those working from a single campus location who do not travel as extensively to do their work). Travel back and forth to the office from home is not reimbursed.

Development Activities Hosting Donors

- When development activities involve **hosting donors**, reimbursement for alcohol will be at the actual amount incurred. The expense must nevertheless be reasonable from a business standpoint for the type of activity taking place.
- The expense may exceed the alcohol per person limit of \$20 so long as the unit approves the alcohol expense incurred.
- **Hosted** meal limits remain at \$25 Breakfast, \$25 Lunch, and \$55 Dinner for development and alumni relations activities. If these limits are exceeded, approval from a senior University official (i.e., Director, Dean, or similar higher administrative authority) for an exception to this policy is required. The P-Card may continue to be used for all hosted activities.

Use of the P-Card on Travel Status

Employees on travel status are permitted to use the P-Card for reimbursement of meals and incidental expenses when that travel is related to development activities. Per diem limits still apply. In effect, the maximum amount reimbursed is the per diem and any charges above this amount are considered personal and subtracted from the expense reimbursement.

In general, the University recommends that the P-Card not be used for travel meals and expenses (that fall within the per diem) due to the additional administrative burden it creates. In instances when the P-Card is used, if one or more meals are provided as part of another event, the traveler must indicate "meals provided" on their expense report and a reduction in reimbursement will take place based on the meal breakdown rates on the GSA web site (www.gsa.gov). Failure to reconcile the P-Card properly and in a timely manner may lead to elimination of P-Card privileges.