



*Conflict of Interest*). Individuals involved in any transaction that violates University policies, laws, regulations, rules, contracts, grants, and donor restrictions will be held personally liable regardless of when the approval occurred. Departments and/or grants may impose restrictions in addition to those listed in University policies and procedures.

**D. Alcohol** -The purchase and use of alcohol places significant legal exposure on the University. Therefore, the use of alcohol for business meals and entertainment purposes should be kept to a minimum. Alcohol may never be charged to federally sponsored projects. Any meals being charged to a federal grant must have all alcohol clearly itemized on the expense report and must be charged to a non-federal funding source.

### **E. General Considerations**

1. Travelers should neither gain nor lose personal funds as a result of business travel on behalf of the University of Denver.
  2. Obtain necessary approvals and travel documents prior to your travel.
  3. When deciding on transportation, lodging, and airfare options, the traveler must determine the most reasonable cost for the University and exercise sound judgment using factors such as convenience, necessary accommodations, and safety issues.
  4. Travelers shall use University contracted travel suppliers, credit card, and booking and expense management tools. See the Chart of Allowable Travel and Entertainment Expenses below for further guidance.
  5. Book airline tickets as far in advance as possible (ideally 14 days or more) to obtain advance purchase discounts and optimal travel times.
  6. Follow the terms of sponsored research agreements for travel under such agreements.
- F.** Individual units (e.g., schools, departments, institutes, and divisions) have budgetary oversight for travel expenditures and therefore may establish travel procedures that reduce allowable expenses to a level below that available through the University policy. A unit may also require a greater degree of documentation for expenses than the University level (e.g., the unit may require receipts for meals over \$25, instead of the o67 Tm0 g0 G[so)-3(u)-55e ul10(o)-3 judgment



please see [accountable plan rules](#) (login required).

#### **D. Approvers**

Approvers are responsible for verifying that funds are available for the trip and that any required approvals have been obtained prior to departure (e.g. approval for foreign travel under sponsored projects or high-risk travel areas). Approval of the Expense Report in Pioneer Travel and Expense will be evidence of the reasonableness of the claim, the availability of funds, and the need for the trip (in the case of business travel).

#### **E. Pre-Trip Approval**

The traveler is responsible for

## **G. Emergency Contacts**

Travelers must complete and maintain their profile information, including mobile phone numbers and contact details, within the Pioneer Travel and Expense system (Concur). This information will be used to contact you in the event of an emergency or safety check.

## **H. Emergencies When Traveling Overseas**

The University has contracted with a Travel Assistance company to provide worldwide access to emergency and medical assistance serv BDC3du612 792 re2 Tf1 0 r43

must be justified as having a direct benefit to the research.

### **M. Travel Time**

Individuals can fly on either University or personal time based on best flight times. See [FLSA rules](#) regarding compensation during travel time.

### **N. Documentation**

To maintain compliance with IRS regulations and the University of Denver's Accountable Plan, a statement of business purpose must be recorded for all transactions processed using University funds along with detailed receipts as required.

The business purpose statement provides a clear concise explanation of how each transaction is necessary and beneficial to the University. To substantiate the expense, the following should be documented:

1. What was purchased or what services were provided
2. Who the expense is for or who was in attendance (University affiliation should be included)
3. When and where the expense took place
4. Why the expense is reasonable and appropriate for University business



- C. **“Original Receipt”** - The original merchant receipt or invoice issued by the supplier or service provider to document and substantiate the business transaction. A digital image of the original receipt is allowable if it is legible, and the paper receipt is destroyed once it is verified that the digital image is attached to the expense report
  
- D. **“University Funds”** Includes all funds controlled or administered by the University of Denver. This includes, but is not limited to, base operating budget funds, endowment funds, gift funds, grant funds, investment funds, etc.

V.