

REVISED
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THE UNIVERSITY OF CONNECTICUT TRAVEL PROCEDURES

Office of Travel Services, Accounts Payable Dept
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THE UNIVERSITY OF CONNECTICUT TRAVEL PROCEDURES

Procedures and policies, as approved by the Board of Trustees, for the guidance of employees and students of The University of Connecticut while traveling on official University business.

PRIOR TO DEPARTURE

AUTHORIZATION FOR TRAVEL

1. Prior departmental authorization of travel plans is required for all outside the contiguous United States. This authorization to the traveler from their Dean, Director, or Department Head may be in the form of an email, written note, fax or signed travel authorization. The traveler or traveler's department shall retain this authorization in their department.
2. In addition, the following form must be submitted to the Travel Office at least five days prior to the date of departure:
 - a. **Travel Authorization for Travel Outside the contiguous United States (TA)** is required for all travel outside the contiguous United States.
 - b. **Travel Information Form for Travel within the contiguous United States (TIF)** is required for travel within the contiguous United States only when the following is requested:
 - A travel advance
 - Air travel to be processed through a contracted travel agency
 - Parking permit for Bradley Airport
3. The Travel Authorization requires the signature of the employee who will travel and the Department Head, Dean or Director, or designee as appropriate. Approval of estimated expenditures as tabulated on the travel authorization will constitute approval for payment of the total trip cost, including reimbursement to the traveler in an amount that may exceed the estimate by a maximum of 10% or \$200.00, whichever is greater. Within this limit, no duplicate approval of the traveler's expense reimbursement will be required.
4. The travel authorization will not be processed in the event that funds are not available.
5. A Travel Authorization (TA), at "no cost to the University", is required only if a parking permit for Bradley International Airport is to be requested. However, written permission of the Department Head must be on file in the Department Office.
6. Supporting documents are required as follows:
 - Research Foundation, AAUP or UCPEA travel award letters when traveling on these funds.
7. When a trip is cancelled, the Travel Office must be advised of the cancellation via email, fax or by sending a copy of the original TA or TIF marked cancelled.

TRAVEL ADVANCES

Travel advances over \$250.00 are available for out-of-state and foreign travel. A request for a travel advance must be indicated on the Travel Authorization for Travel outside the contiguous United States (TA) or Travel Information Form for Travel within the contiguous United States (TIF) and forwarded to the Travel Office, at least 10 days prior to the departure date. The advance will be limited to:

1. 75% of all other costs. "All other costs" may not include air tickets, either obtained through direct billing to the University or purchased by the traveler, or any other form of direct payment including prepaid registration fees. This check, made payable to the employee, must be picked up by the payee or a person authorized in writing by the payee from the Accounts Payable Department, second floor, New Central Warehouse Building. It is the responsibility of the traveler to ensure that the advance is in their possession prior to departure.
2. Advances will not be given when an employee has had an outstanding advance, which has been due for more than 30 days. The request will be held until such time as the outstanding balance has been paid or a reimbursement request has been filed with the Travel Office. Failure to submit a reimbursement or to repay an advance within 30 days may jeopardize your ability to obtain future advances. In cases where a travel advance had been issued, reimbursement must be filed within 120 days or considered to be taxable income. (IRS Pub. 463)

PREPAID REGISTRATION FEES

Prepaid registration fees for conference registration may be paid either with:

- University of Connecticut Procurement Card
- Corporate credit card
- Personal check or credit card payment

Payment with University Procurement Card

Prepayment of conference registration fees may be paid with a department procurement card. Prepayment request for a check through the Travel Office will no longer be processed.

See rules and regulations for use of procurement card at:

<http://www.purchasing.uconn.edu/>

Personal Payments for registration fees

Conference registrations paid by corporate credit card, personal credit card or personal check will not be reimbursed until after the conference has taken place.

PARKING AT BRADLEY INTERNATIONAL AIRPORT

1. Free parking at Bradley International Airport is available to employees on official State business. Parking must be in the State approved lot.
2. The Travel Authorization for Travel outside the contiguous United States (TA) or Travel Information Form for Travel within the contiguous United States (TIF) must indicate that a "PARKING PERMIT IS REQUESTED" if the employee is using Bradley International Airport. The parking permit will be prepared in the Travel Office and will be available for pick up or mail as necessary. It is the responsibility of the traveler to ensure that they have the permit in their possession prior to departure. You may contact the Travel Office to inquire about the status of your permit.

ALLOWABLE EXPENSES

TRANSPORTATION EXPENSES

AIR TRAVEL

Air travel arrangements, may be made by the employee in one of two ways:

1. The employee may make travel arrangements through an agency or airline of his/her choice. The employee will pay the agency directly. Reimbursement will be requested when the trip is completed by submitting a Travel Reimbursement Form available on the web at <http://www.travel.uconn.edu/forms.html> with all necessary original receipts attached within one week of return date. Claims for trips involving air travel must include the original air ticket receipt and an airline boarding pass. In the absence of a boarding pass, in addition to the air ticket receipt, further documentation is required that the travel took place such as a hotel receipt, restaurant receipt or an original receipt indicating that the destination was reached.
2. The employee may make travel arrangements directly with one of the two travel agencies with whom the University has contracted to provide travel reservations and ticketing services to University employees. The agencies and their telephone numbers are available on our web site. When the order is placed, the Travel Authorization (TA) or Travel Information Form (TIF) number, the employee number and the department FRS account number must be given to the agency. Forward all appropriate travel form to the Travel Office, Box U-6220, **immediately upon placing the order.** The contracted travel agencies will bill the University directly for all air travel or rail services. Original boarding pass must be submitted along with travel reimbursement form at completion of the trip.

Cancelled non-refundable tickets or tickets ordered without an approved TA or TIF will be charged to the departmental operating account. Changes during the actual travel period due to weather or changes in schedule can be made on tickets already issued by calling the travel agency from which the tickets were obtained.

Federal Grants: A U.S. flagship must be used when commercial air transportation is the means of travel between the United States and a foreign country or between foreign countries, and shall not be influenced by factors of cost, convenience, or personal travel preference. In the event a U.S. flagship is not available between foreign countries documentation from the booking agency must be attached to the travel package.

All air travel will be reimbursed at no more than the published coach rates for domestic flights. Business class will be reimbursed for international flights. **First class air travel rates will not be paid.** Use of private or individual-charter aircraft will not be authorized.

Special air travel arrangements, which would result in net savings to the University, including the cost of an extra day(s) lodging, meals or other additional cost, are permissible. It is the responsibility of the requesting employee to demonstrate to the supervisor approving the Travel Authorization that the proposed arrangements are the most economical for the University.

RAIL TRAVEL

1. Standard accommodations will be provided for rail journeys of less than four hours. First class rail travel rates will not be paid.
2. One seat in a sleeping car or club car will be allowed when the continuous rail journey is more than four hours in duration. Accommodations superior to a standard lower berth may be allowed provided the employee certifies that it was the lowest first-class accommodation available at the time reservation was made.
3. Rail tickets may be booked through one of the contracted travel agencies and will be paid by the University directly to that agency.

TRAVEL BY STATE-OWNED CAR

1. Employees must use State-owned vehicles for in-state travel whenever possible. State owned cars may be authorized by the Campus Transportation Office for reasonable travel distances.
2. Condensed rules and regulations governing operation and use of all State-owned motor vehicles and personally-owned motor vehicles used on State business are covered in the Department of Administrative Services-Bureau of Purchases-Fleet Operations Directive entitled "Policies Governing the Use of State-Owned Motor Vehicles and Personally-Owned Motor Vehicles Used on "State Business" on the Department of Administrative Services website at: <http://www.das.state.ct.us/HR/om/GL115.PDF>
3. Charges for garaging State-owned vehicles will be permitted. However, no such rent will be paid if the garage is owned by the employee or a member of his family or is part of the premises rented to the employee and included in his total rent.

4. Charges for tolls and parking when a State-owned vehicle is used will be permitted on out-of-state travel. Parking charges will be permitted on in-state travel.

TRAVEL BY PRIVATELY-OWNED CAR

1. Mileage reimbursement will be at the rate specified in collective bargaining contracts for those employees covered by union contracts. In the absence of a union contract, mileage reimbursement will be at the prevailing Federal GSA rate. Reimbursement cannot exceed airfare to the same destination. Any comparisons to air fares, for any purpose, will be based upon assumed flight origin at Bradley International Airport.
2. Transportation of any kind between an employee's home and official duty station is not reimbursable.
3. Additional meals and other travel expenses due to the use of an automobile in lieu of public transportation will not be allowed if their inclusion would raise the cost of the automobile trip above the airfare to the same destination.
4. Airport parking will be paid, except at Bradley. Free parking at Bradley International Airport when on official State business is available as explained under Transportation Expenses, "Parking at Bradley International Airport". Claims for reimbursement for travel by personally-owned car should be submitted on a Travel Reimbursement Form.

PRIVATE CAR RENTAL

1. Employees who have a corporate credit card with Diners Club should use the credit card to obtain a rental car. The order for a rental car may be placed directly with the rental car company and charged to the credit card. Reimbursement will be requested on a Travel Reimbursement Form along with the other expenses of the trip. The card program provides collision damage insurance on rental cars at no charge by Diners Club. An employee using the corporate credit card for a rental car must decline the rental company's insurance coverage. This will result in a direct savings to travel budgets and will also avoid putting the individuals' personal policy rates at risk.
2. Employees who do not participate in the corporate credit card program may charge car rentals to a personal credit card. An employee renting a car using a personal credit card is required to obtain the insurance coverage offered by the rental car company. Cost of the coverage is reimbursable and will be charged to the trip expense account.

To obtain a rental car, employees may either:

- Order a rental car for pickup at the airport through one of the University contracted travel agencies at the same time other travel arrangements are made. You must however be prepared to use one of your own credit cards for the payment, as this cannot be charged directly to the University.
- You may order the rental car directly from any rental car companies.

LOCAL (IN-STATE) PRIVATE CAR RENTAL

An agreement has also been made with Enterprise Rent-A-Car to provide local pickup of a rental car when a University Car Rental Operation (fleet) vehicle is not available for local in-state travel. All requests for local rental of a car must be made through the University Car Rental Operation. A Vehicle Request Form (PS-3) must be completed and either sent or carried to the University Car Rental Operation Office at 1501 Storrs Road (in the rear of the Traffic Services building). If a University or State vehicle is not available, the University Car Rental Operation will order a rental car from Enterprise Rent-A-Car. Enterprise will either deliver a car to campus or furnish transportation from campus to their office at 1040 Main Street Willimantic, where the car may be picked up. These cars are for round trips only and must be returned to the Mansfield office of Enterprise. Enterprise Rent-A-Car will bill the University directly for use of the car. A rental car from Enterprise may not be used if a University Car Rental Operation car that meets the needs of the trip is available.

OTHER MEANS OF TRANSPORTATION

Costs for use of bus, taxi, airport limousine or other usual means of conveyance will be reimbursed.

SUBSISTENCE EXPENSES – MEALS

GENERAL LIMITATIONS

1. Meal allowances are not authorized within the limits of any employee's official duty station except as provided by Collective Bargaining Agreements.
2. Payment may not be claimed for meals provided as part of a conference.
3. Expenses of luncheon or dinner meetings held in connection with University business or with the entertaining of guests visiting the University on official business are allowable.
4. Official travel for which subsistence expenses are payable begins at the time the employee leaves home, official duty station, or other official State location and ends when the employee returns to his/her home, official duty station or other official State location at the conclusion of his/her trip.

MEAL RATES

1. NON-CLASSIFIED EMPLOYEES

The Board of Trustees has established rates for employees in the following bargaining units, which do not have contractual per diems:

- AAUP
- UCPEA
- Managerial and Confidential NP Plan
- Managerial and Confidential
- UConn Non-Represented
- Special Payroll Employees

Employees in these units may claim reimbursement for meals in either of two ways, by receipt or per diem. Regardless of the method used, the same method must be used for the entire travel period. An employee may not use the "per diem" method one day and the "actual expenses" method for the remainder of the trip.

▪ **By Receipt:**

Employees may submit original receipts for actual meal expenses. Reimbursement will be paid up to a daily maximum rate of \$54.00 inclusive of all taxes and tips. The rates applicable to individual meals are: Breakfast \$10.00, Lunch \$15.00, Dinner \$29.00. Amounts for eligible meals may be aggregated up to a daily maximum for the sum of all receipts for the day. Original meal receipts must be attached to the Travel Reimbursement Form and submitted along with other expense receipts to the Travel Office. For the purpose of determining actual travel days, meals taken for out-of-state travel will be allowed according to the following time schedule:

MEAL	DEPARTURE BEFORE	ARRIVAL AFTER
Breakfast	7:00 A.M.	8:00 A.M.
Lunch	11:00 A.M.	2:00 P.M.
Dinner	6:00 P.M.	7:00 P.M.

Departure and return time must be indicated on the request for travel reimbursement.

▪ **By Per Diem:**

Employees in the units specified above may receive Federal per diem meal rates currently at \$39.00, \$44.00, \$49.00, \$54.00, \$59.00, and \$64.00 (including tax and tips) dependent on the locality. A detailed listing of the per diem rates of all localities in the Continental United States is available on the travel webpage at:

<http://www.travel.uconn.edu/tools.html>

The full daily rate is applicable for a day of travel from 6:59 A.M. to 7:01 P.M.

Partial days of travel must be prorated according to Federal regulations, which allow one fourth of the daily meal for each six-hour quarter of the day during which an employee is traveling away from home:

1:01 A.M. to 7:00 A.M. - 1/4 day

7:01 A.M. to 1:00 P.M. - 1/4 day

1:01 P.M. to 7:00 P.M. - 1/4 day

7:01 P.M. to 1:00 A.M. - 1/4 day

Receipts are not required under this method.

Travel Policy and Procedures Manual

2. CLASSIFIED EMPLOYEES

Travel reimbursement rates for employees in P-5, P-2, NP-5, NP-3 and NP-2 bargaining units are as follows:

	ADMIN. RESIDUAL P-5	AFSCME SOCIAL P-2	PROTECTIVE SERVICES NP-5	AFSCME CLERICAL NP-3	MAINT. SERVICE NP-2
Breakfast	10.00	7.50	5.00	6.00	5.00
Lunch	12.00	9.00	7.00	8.00	7.00
Dinner	24.00	20.00	16.00	18.00	16.00
Miscellaneous			5.00		4.00
Tips	15%	15%	15%	15%	15%
Mileage reimbursement	.445 GSA per mile, \$2/day minimum	.445	.445	.445 per mile, \$2/day minimum	.445
Personal Car Use	\$3.50/day for avail.; \$4.50 for each day of required usage	\$4.50/day if used 50%			
Tolls/Parking	Actual	Actual	Actual	Actual	Actual
Undocumented Lump Sum if 2 consecutive full work days	10.00 If two (2) consecutive full work days \$6/Day for premium city	\$5.00 If two(2) consecutive full work days	5.00	5.00	5.00
Conference Registration	300.00 per year	\$500.00/year or \$1000 1 event in 2 years	\$1700/year	\$400.00 per event, 2 events per year	\$1000.00 per event, 2 events per year
Need union approval					

Employees in these units may claim reimbursement for meals in either of two ways: by receipt or per diem. Regardless of the method used, the same method must be used for the entire travel period. An employee may not use the "per diem" method one day and the "actual expenses" method for the remainder of the trip.

▪ **By Receipt:**

Employees may submit original receipts for actual meal expenses. Reimbursement will be paid up to per diems allowed by Union contracts. Amounts for eligible meals may be aggregated up to a daily maximum for the sum of all receipts for the day. Meal receipts must be attached to the Travel Reimbursement Form and submitted with other expense receipts to the Travel Office.

▪ **By Per Diem:**

Employees may continue to receive per diems as allowed by Union contracts and be taxed on any amounts exceeding Federal rates, currently at \$39.00, \$44.00, \$49.00, \$54.00, \$59.00 and \$64.00 (including tax and tips) dependent on the locality. A detailed listing of the per diem rates of all localities in the Continental United States is available on our web page at <http://www.travel.uconn.edu/> Taxability of per diem payments will be determined by comparison to the Federal daily meal rate. The full daily rate is applicable for a day of travel from 6:59 A.M. to 7:01 P.M.

Partial days of travel must be prorated according to Federal regulations, which allow one fourth of the daily meal for each six-hour quarter of the day during which an employee is traveling away from home:

Day is divided by:

1:01 A.M. to 7:00 A.M. - 1/4 day

7:01 A.M. to 1:00 P.M. - 1/4 day

1:01 P.M. to 7:00 P.M. - 1/4 day

7:01 P.M. to 1:00 A.M. - 1/4 day

Receipts are not required under this method.

3. FOREIGN TRAVEL RATES

All receipts in foreign currency must be converted to U.S. currency exchange in effect at the time of the trip. Foreign per diem rates are available at the Travel Office. Per diem rates at the time of travel must be used, not at the time of filing. Foreign travel is coded to subcode 2621.

SUBSISTENCE EXPENSES – LODGING

When overnight accommodations are required to conduct official State business, reimbursement for lodging will be the actual cost of lodging at the lowest cost reasonable, commercial single accommodations available. Consideration will be given to high cost areas as well as proximity of such lodging to the area of work, conference or training site. Reimbursement requests must be supported with original receipts. Tax on lodging will be reimbursed.

TELEPHONE, TELEGRAPH AND MISCELLANEOUS SERVICES

1. Charges for telephone calls made for official State business will be allowed provided that proper documentation is maintained involving the number of such calls, destination and the rate per call.
2. Expenses incurred for stenographic, typing, photography, use of a fax machine, personal computer or other personal services associated with official State business are to be submitted for reimbursement on a Travel Reimbursement Form and supported by original receipts.
3. Gratuities for porters, bellhops, etc. may be claimed at a rate of \$5 for each day of

actual travel. As an example, the gratuities reimbursed for a single trip would be \$10, \$5 for the outbound day and \$5 for the day of return travel.

4. Expenses not covered by the preceding paragraphs, but incurred in conjunction with the performance of official State business will be paid if justified. However, personal expenses such as newspapers, magazines, toiletries, laundry and dry cleaning and repairs to a personally-owned automobile will not be reimbursed.

ROUTING OF TRAVEL

1. All travel must be by the most direct route possible.
2. Travel by an indirect route for personal convenience will be at the expense of the employee and reimbursement will be based on the most direct route. Expense of additional meals and lodging due to an indirect route will not be reimbursed.

LIMITATION OF REIMBURSEMENT

1. Advantage must be taken of round-trip rates.
2. Claims for trips involving air travel must include an airline boarding pass. In the absence of a boarding pass, in addition to the air ticket receipt, further documentation is required that the travel took place such as a hotel receipt, restaurant receipt or an original receipt indicating that the destination was reached.
3. Transportation of any kind between an employee's home and official duty station is not reimbursable.
4. Costs for theatre tickets, guest meals, entertainment and similar extraordinary expenses will not be reimbursed unless such charges relate directly to the purpose of the trip and are documented and approved as part of the original travel authorization.
5. Costs for personal items, prescriptions, toiletries, and laundry will not be reimbursed.
6. Altered receipts will not be reimbursed.
7. Under no circumstance will parking fines, traffic violation tickets, towing charges or other fines be reimbursed.
8. Interest on credit cards will not be reimbursed.
9. Personal expenses such as childcare or boarding fees will not be reimbursed.

10. Reimbursement is not allowed for local taxis near duty station. Mileage reimbursement claims must be cumulative to over \$25.00 in order to be submitted for reimbursement.

AUTHORIZED FOR TRAVEL REIMBURSEMENT COLLECTIVE BARGAINING UNITS

By statute, employees, through their legally designated representatives, have the right to bargain with the State concerning travel expenses. Accordingly, some collective bargaining contracts may vary from the reimbursement regulations contained herein. For such cases, collective bargaining contracts take precedence, i.e., the contract is controlling.

RECEIPTS AND VOUCHERS

Travel reimbursement (TR) must be submitted within 1 week of return from trip.

1. Original receipts are required for all claims for lodging, for meals when requesting reimbursement of actual expenses, and in addition, receipts are also required for any miscellaneous claims against the State exceeding twenty-five dollars excluding mileage.

Original receipts are to be attached to the claim for reimbursement. Credit card statements are not acceptable.

2. All claims for reimbursement of travel expenses must be submitted to the Travel Office, Box U-6220, second floor, New Central Warehouse Building on a Travel Reimbursement Form, with original receipts attached, within one week of return from the trip. Each employee in a party must submit a separate claim. Failure to submit a travel expense report will jeopardize an individual's ability to obtain further advances or reimbursements for subsequent trips.
3. Claims for trips involving air travel must include the original air ticket receipt and an airline boarding pass. In the absence of a boarding pass, in addition to the air ticket receipt, further documentation is required that the travel took place such as a hotel receipt, restaurant receipt or an original receipt indicating that the destination was reached.
4. Claims involving Research Foundation, AAUP or UCPEA funded travel must include a copy of the award letter for all travel outside the contiguous United States.
5. All receipts for common carrier travel, claimed or unclaimed, as well as the original boarding pass must be attached to the reimbursement request.
6. Altered receipts will not be reimbursed.

7. All claims must be filed within 6 months of the end date of the trip. Those reimbursements filed more than 6 months after the end date of the trip will not be processed.

TRAVEL EXPENSES FOR STUDENTS

Students may be reimbursed for their expenses while traveling on University business by any one of the following procedures, depending on which is most appropriate and convenient.

1. Undergraduate or graduate students may travel in-state or out-of-state under the same regulations and procedures as any University employee. A Travel Authorization for Travel outside the contiguous United States (TA) is required. A Travel Information Form Travel within the contiguous United States (TIF) is required only if the student is using a contracted travel agency to book an air or rail ticket, is requesting a travel advance or is requesting a parking permit for Bradley Airport. Upon return from the trip, a Travel Reimbursement Form must be submitted to the Travel Office, New Central Warehouse Building, second floor, Unit 6220, with all required original receipts attached. Reimbursement of expenses will be at rates in effect for University of Connecticut non-classified employees.
2. A student may obtain a travel advance under the same procedures used by employees. However, student advances are the responsibility of the sponsoring department. If a travel Reimbursement Form is not submitted to clear the advance, the department will be charged for the amount of the advance.
3. When student(s) travel with an employee, a list of the students and their Social Security numbers may be attached to the employee's Travel Reimbursement Form and submitted to the Travel Office, New Central Warehouse Building, Box U-6220. The employee will submit the Travel Reimbursement Form with receipts covering aggregate expenses of the employee and all students.
4. When a student receives an award, which covers other expenses as well as travel, a lump sum payment to the student in the total amount of the award may be processed by submitting to Accounts Payable, New Central Warehouse Building, Box U-6080, an Invoice/Voucher Form (CO-17UC) made payable to the student at least three weeks prior to the need for the money. Neither itemized reports of expenses nor receipts are required; no further paperwork is necessary.

TRAVEL BY CLASSIFIED EMPLOYEES ON UNION FUNDS

These regulations do not apply to classified employees traveling on Union funds. These employees should contact the Travel Office for more information.

MISCELLANEOUS

CORPORATE CREDIT CARD

The University has entered into an agreement with Diners Club to provide corporate card service to UConn travelers. The Corporate Card program provides employees the option of receiving a free credit card to be used for charging business travel expenses.

The card account is established in the employee's name, and monthly statements will be mailed to the cardholder's home address. All charges on the account are the individual's responsibility, just as if the account were a personal card. Participating employees enjoy the advantage of holding a no annual fee account, which allows them to segregate all business-related expenses from their personal accounts. Credit lines of personal cards are not tied up. Moreover, balances on a Corporate Card account are not reported on personal credit records.

Participation in this card programs is purely voluntary, though it offers a convenience not to be easily dismissed. In addition to providing a special credit line, the corporate credit card program includes primary collision damage insurance for rental cars, which will result in a direct savings in travel budgets, since it will no longer be necessary to purchase this coverage nor will it put the traveler's personal policy rates at risk. Employees also have the option of enrolling at extra cost in the Diners Club Reward Program. The University neither endorses nor discourages this program, nor accepts any liability consequent thereto. Participation fee for this program is the employee's responsibility and is not reimbursable by the University.

The following table lists the features of this program. Informational material and instructions for enrolling in either program may be obtained from the Travel Office in the New Central Warehouse Building or at our website at:

<http://www.travel.uconn.edu/diners.htm>

This is a PDF file using Adobe. All full-time Faculty, Managerial and Professional employees are eligible.

Classified employees who travel on official University business may also participate in this program upon written request from the employee's supervisor submitted to the Executive Director of Procurement, Unit 6076.

BASIC BENEFITS OF COLLEGE/UNIVERSITY CORPORATE CREDIT CARD

LIABILITY	Individual liability on individually billed card
ANNUAL FEES	None
ELIGIBILITY	Full-time employees, no salary requirements
SPENDING LIMITS	No spending limits
CAR RENTAL INSURANCE	Automatic PRIMARY FULL VALUE worldwide collision damage coverage on cars, 8 & 15 passenger vans, no fee, when charged to card
ACCIDENT INSURANCE	\$350,000 on domestic or International travel when on common carrier (plane, train, bus, ship, taxi)
BAGGAGE INSURANCE	\$1,250 Carry-on or checked replacement value.

Travel Policy and Procedures Manual

	In excess of airline provided insurance
LOCATIONS	2.4 million service establishments. All U.S. airlines, major hotels, and major car rental agencies
REWARDS PROGRAMS, optional, extra fees payable by individual)	Club Rewards - \$40 annual fee. Array of travel awards merchandise and gifts, frequent flyer miles on every major U.S. airline, some International as well. Frequent stayer points with nine major hotel chain programs.

For additional information about the Diners Club Corporate Card program you may go to Memo from Dale Dreyfuss regarding Corporate Card Program at:
<http://www.travel.uconn.edu/diners.htm>

RENTAL CAR COMPANIES

The University of Connecticut no longer has a direct-bill voucher arrangement with these Rental Car companies. These phone numbers and Corporate ID numbers may be used for the purpose of obtaining pricing information.

COMPANY NAME TOLL-FREE NUMBER CORPORATE I.D. NUMBER

Alamo Rent-A-Car	1-800-732-3232	BX 270579
National Rent-A-Car	1-800-227-7368	5006898
Thrifty Car Rental	1-800-367-2277	0010187120

CORPORATE CREDIT CARD COMPANY

Diners Club

1-800-2-DINERS (234-6377)

DESIGNATED TRAVEL AGENCIES

Sanditz Travel

14 Station St.

Simsbury, CT 06070

1-860-658-1901 or 1-800-878-1905

Worldtek Travel

111 Water Street

New Haven, CT 06511

Telephone: 1-800-278-3976

TRAVEL FORMS

Travel forms in EXCEL are available on our website at: www.travel.uconn.edu/forms.html

Travel Authorization for Travel outside contiguous United States	TA
Travel Information Form for Travel within the contiguous United States	TIF
Travel Reimbursement Form	TR

Contractual Union Travel Form	STOCK NUMBER
State Travel Authorization	* CO-112 7321.0224

* (Use only for travel reimbursed from contractual union funds)