**GWS Department Business Procedures**

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|  | **Procurement Card** | **Reimbursement** | **DAV** | **Restricted** | **Comments** |
| **Airfare-UK vendor, business travel only** | Yes- forward receipt to Michelle & Betty | Yes: submit receipt w/ total amt. & method of payment |  |  | For business travel only: Either charge directly to procard or pay personally and ask for reimbursement. Only use UK vendors: Concur, AAA, Avant. |
| **Airfare- alternate/**  **non-UK vendor** | No | Yes: pay personally. Need cost comparison for reimbursement. |  |  | If you are not using UK Travel, do not charge airfare to procard. Pay personally and print out Concur cost comparison on the same day you purchased your tickets showing alternate vendor is less expensive.\* |
| **Airfare- personal and business travel** | No | Yes: pay for airfare personally. Need cost comparison for reimbursement |  |  | If personal is combined with business travel: Do not charge to procard. Pay personally and print out Concur cost comparison for business part of trip on same date you purchase your tickets. \* Reimbursement will be for cheaper fare. |
| **Motor pool** | No | No | No |  | Call motor pool to make reservations. Give motor pool dept. no. 8E002. Get cost center # from Betty so that motor pool knows which acct. to charge. Have MVR form on file.\*\* |
| **Rental car** | No | Yes: pay personally & submit receipt. Need cost comparison if using rental car instead of flying |  |  | If you are using a rental car instead of flying and are asking for reimbursement, you will need to print a Concur cost comparison 3 weeks before your trip showing that the cost of driving is less expensive than airfare.\* Have MVR form on file. Gas is reimbursable with receipts. |
| **Personal car** | No | Yes: only mileage can be reimbursed.  Need cost comparison if driving instead of flying. |  |  | If you are using a personal car instead of flying and are asking for reimbursement, you will need to print a Concur cost comparison 3 weeks before your trip showing that the cost of mileage is less expensive than airfare.\* Have MVR form on file. Gas cannot be reimbursed. |
| **Lodging-business travel only** | Yes: Have hotel fax cc authorization form to Betty before trip. Need receipt for documentation | Yes: submit receipt with total amt. & method of payment |  |  | For business travel only: Either charge directly to procard (have hotel send cc authorization form before the trip) \*\*\* or pay personally and ask for reimbursement. Please submit a receipt regardless of how you purchase lodging. Only room, tax, parking, & internet can be charged. No food! |
| **Conference registration fee** | Yes: only registration fee. No memberships, banquets, etc… Submit receipt for documentation | Yes: pay personally and submit receipt. Submit conference reg. form & agenda |  |  | Only the registration fee can be charged: no memberships, banquets, meals, extras, etc… If asking for reimbursement, also submit registration form showing what was included in fee and agenda. |
| **Meals -**  **during travel** | No | Yes: Do not need receipts. Per Diem rate will be used. |  |  | A per diem rate will be used to calculate meal reimbursements during business travel. |

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| **Misc. travel expenses- parking, baggage fees, etc…** | No | Yes: pay personally and submit receipts for reimbursement |  |  | Submit receipts with total amount and method of payment for reimbursement. |
| **Individual**  **Membership** | No | Yes | No | Yes | Memberships are considered a personal expense and cannot be paid by UK funds. The only exception is for Endowed Chairs. If a membership is tied to a subscription than an exception may be made for reimbursement only. \*\*\*\* See Betty for approval on case by case basis. |
| **Subscriptions** | Yes: only subscription. No memberships. |  | Yes |  | Only journal subscriptions allowed. No memberships. |
| **Amazon** | Yes |  |  |  | Use dept. acct to order **books and films only.** Make sure to ship to your specific address and not Betty’s address. |
| **Office Supplies** | Yes: needs to be pre- approved and purchased through approved vendor by Betty/Michelle | Needs to be pre-approved by Betty and purchased through approved vendor |  |  | Office supply requests should be sent to Betty so that it can be ordered through an approved vendor. Do not purchase office supplies through Amazon or other vendor with the procard. |
| **Special**  **Orders-**  **software, equipment, etc…** | Yes: needs to be pre- approved and purchased through approved vendor by Betty/Michelle | Needs to be pre-approved by Betty and purchased through approved vendor |  |  | Special requests should be sent to Betty so that it can be ordered through an approved vendor. Do not purchase non approved items with the procard. |
| **Alcohol** | No | Yes: only for recruitment or guest speakers | No: see note | Yes: see note | Only alcohol for the candidate or guest speaker can be reimbursed. Alcohol cannot go on a DAV. It must be paid personally and then reimbursed. |

\* Instructions for how to obtain a valid cost comparison are in the GWS Dept. Business Procedures. These can be found on the faculty forms page on the GWS Dept. website. For international travel: if you use AAA to book airfare, you can also obtain the cost comparison from AAA instead of using Concur. Concur cost comparisons: If you do not get a list of airfare prices or get a “click here for quote” message when preparing a cost comparison, make sure that the “schedule” option is unchecked. Unchecking this option should allow you to get a list of airfare costs.

\*\* Motor Vehicle Release (MVR) form must be on file with the University before traveling by personal, rental, or motor pool vehicle. This form only needs to be submitted once to be on file.

\*\*\* When you ask the hotel to fax over a credit card authorization form, please make sure to send Betty your confirmation number and dates of stay so she can fill out the form. Also, let her know if you need internet and/or parking. In order for the hotel to be charged to the procard, this authorization form must be completed and faxed before you leave for the trip.

\*\*\*\* Exceptions may be made if (1) the journal subscription cannot be purchased separately from the membership, or (2) if the cost of purchasing the journal subscription separately from the membership costs more than purchasing the membership and journal combined. Documentation must be provided showing proof that either (1) the journal cannot be purchased separately, or (2) the journal is more costly to purchase separately, and therefore it is a savings to purchase it along with the membership.