IBI/BMI Travel Policies and Procedures

Faculty travel

1. A minimum of two weeks before travel, fill out the travel request form and absence request and email these to Jill Cioci. (If a section of the travel request form does not apply, leave that section blank.)
2. Jill will verify that sufficient funds are available and forward to Dr. Zhang for approval.
3. Jill will email the signed forms to the traveler and to Connie Vaughn so that flights can be arranged.
4. Flights need to be scheduled by Connie through AAA. If the traveler finds a lower fare, they may purchase their own flight to be reimbursed. However, the university requires a cost comparison be obtained through AAA for the same dates of travel.

Student travel

• Same procedure as faculty travel, except there is no absence form. The travel request form should be filled out by the student and signed by their faculty advisor before sending to Jill.
• Although students are encouraged to attend academic meetings and conferences, they must consult with their faculty advisor about funding their travel, and should avoid taking trips that are beyond their ability to cover the upfront costs.

Combining vacation with professional travel

If vacation will be taken along with the professional travel, then the traveler must make their own flight arrangements and the cost paid by the traveler. In order to be reimbursed for the business portion of the trip after travel is complete, a cost comparison must be obtained for the same dates of travel. See Connie regarding the cost comparison. The comparison needs to be done on the same day the airline tickets are purchased.

Travel costs and reimbursement

• Travelers are to make their own arrangements for registration, hotel, car rental, etc. and pay for these services. Reimbursement can be requested once the trip is complete.
• All receipts for registration, hotel, car rental, parking, cabs, etc. are to be forwarded to Connie immediately upon return from the travel. Connie will enter the receipts and information into TRiPS for traveler reimbursement. Obtaining and forwarding these receipts is the responsibility of the traveler, and after 60 days there will be no reimbursement of travel.
• The traveler will be responsible for all incidentals and meals while traveling. If receipts are not provided for meals, the per diem rate will apply for all meals. If a meal is provided at a conference, then no per diem will be paid (even if the traveler opted out of the complimentary meal and paid for a different meal). This is a University policy, and therefore an agenda of the conference must also be submitted for conference attendees.

International travel

It is university policy for the traveler to register each international trip.
• Faculty register at http://international.uky.edu/IHSS/RegistryFaculty
• Students register at http://international.uky.edu/IHSS/RegistryStudents

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