

VITERBO UNIVERSITY EMPLOYEE TRAVEL POLICY

GENERAL PRINCIPLES

1. For this policy, an individual's principal relationship with Viterbo University is the applicable status. (For example, employee status is principal for part-time, adjunct, and full-time employees and non-VU student/employee interns. For a student with a Viterbo work-study position or graduate student with an assistantship, the student status would be the principal relationship.) Students who are also part-time, adjunct, or full-time employees would fall under the Employee Travel Policy as their principal relationship with the University is employee. For students with a Viterbo work-study position or graduate students with an assistantship, the student status would be the principal relationship. Regardless of travel status, all students and employees are required to abide by any and all handbooks that govern behavior (student and employee). Any questions regarding Travel Policy principal relationship or status should be directed to the supervising vice president.
2. Supervising coordinators, deans, vice presidents, and/or the president reserve the right to cancel, modify, or substitute any student or employee travel for any reason and at any time.
3. Any exception(s) to this policy must be approved via the Travel Policy Approval electronic form by the supervising dean, vice president, and/or president.

INFORMING SUPERVISORS AND UNIVERSITY OFFICIALS

1. Viterbo employees must inform their immediate supervisor of travel for university business or university-related travel no less than one week prior to departure.
2. All university-related international travel must be pre-approved via the Travel Policy Approval electronic form by the supervisor and supervising dean and/or vice president no less than two weeks before departure.

FLIGHT RESERVATIONS

Viterbo University has an arrangement with Travel Leaders Travel Agency that provides benefits related to cancelations and modifications as well as coordination assistance. While utilization of Travel Leaders is recommended, it is not required. Those interested in utilizing Travel Leaders should call 800-657-4528 or 791-8375 to reserve flights and work with the Business Office to ensure protocols are followed. Viterbo University permits economy travel for reimbursement; any upgrades must be funded by the employee and documentation must be provided.

REIMBURSEMENTS

1. For national lodging reimbursement rates, please refer to: <http://www.gsa.gov/portal/category/21287> for reimbursement rates. International travel lodging expenses should not exceed rates listed here: https://aoprals.state.gov/web920/per_diem.asp.
2. The maximum reimbursement for international phone/data service while traveling is \$10.00/day. Exceptions should be negotiated with supervisor.
3. Viterbo University will reimburse employees for meal expenses incurred for out-of-town travel. Such travel must be for an approved University purpose, and must be properly documented regarding date, time, place, and purpose. University employees are not required to substantiate actual meal expenses

(i.e. meal receipts are not required to be submitted with the Travel Expense Form) if the total daily meal purchases do not exceed the daily per diem rates outlined in the link above. Employees/ supervisors may to minimize the impact of per diem reimbursements on their department budget by electing reimbursement for actual meal expenses only, not to exceed the per diem rates. If actual expense reimbursement is desired, the Travel Expense Form, available on the Business Office [website](#), should be utilized to request reimbursement, authorized by the appropriate budget officer, and submitted within 45 days of the last day of travel or five business days before the end of the fiscal year in which the expense was incurred, whichever time period is sooner. Reimbursement for individual meals will be made at an amount not to exceed the rates listed below; please utilize the first and last day of travel reimbursement rates for the corresponding days of travel. No claim may be made for meals provided as part of the registration cost of a conference or training. Per University policy, no institutional funds may be used to cover alcohol purchases associated with travel; limited exceptions may apply and must be approved by the supervising vice president.

National: <http://www.gsa.gov/portal/category/21287>

International: https://aoprals.state.gov/web920/per_diem.asp

6. Employees will be reimbursed mileage for personal auto use at the federal rate: <https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>. Mileage will not be reimbursed for miles driven to commute to work either within or outside of the employee's normal working hours.

FLEET VEHICLES

When possible, fleet vehicles should be utilized. Employees of Viterbo University are advised not to transport students in personal vehicles. Employees using personal vehicles for university business must carry personal auto insurance as Wisconsin state law states "drivers and owners of motor vehicles are required to show proof of insurance at traffic stops/accidents if requested by law enforcement" (Wisconsin Department of Motor Vehicles). Drivers and passengers traveling on university business and/or with university funds are required to comply with applicable traffic laws and regulations. Drivers and passengers traveling on university business and/or with university funds are required to comply with applicable traffic laws and regulations.

Viterbo University maintains a limited number of fleet vehicles. Policies for vehicle reservation and use can be found at: <http://www.viterbo.edu/physical-plant/fleet-vehicle-policy>

1. Personal use of fleet vehicles of any kind is prohibited.
2. Pre-approval is needed from the supervising coordinator, dean, and/or vice president for fleet vehicle travel over 300 miles one way or 600 miles roundtrip.
3. Operation of a Viterbo University fleet vehicle without authorization may result in disciplinary action and those involved may be liable for the damages and injuries resulting from any accident.
4. Only Viterbo employees with a valid driver's license are permitted to operate a Viterbo University vehicle.

VEHICLE RENTAL

1. Hertz / Enterprise Corporate Car Rental Agreement –Viterbo has established business accounts with Hertz Rental Car Company (608-782-6183) and Enterprise Rental-A-Car (608-785-7400).
 - A. The agreement allows Viterbo employees to receive a discount of 5% to 20% percent off car rental rates. This discount is available for business or personal use. While it is strongly recommended that employees use Hertz or Enterprise for university-related travel due to the discount, it is not required.
 - B. To obtain a discount, provide the agent with Viterbo’s account number (Hertz CDP number 1780621) or (Enterprise a/c # XZ44G76). They will then quote you a rate based on our discount.
 - C. Neither company will bill Viterbo. The employee will pay for the rental and request appropriate reimbursement. The Business Account only provides Viterbo a discount and a way to track car rental usage.
 - D. If you are renting for business purposes, please inform Hertz or Enterprise that the vehicle will be for business use, supply them with a certificate of insurance available at <http://www.viterbo.edu/business-office/forms> and use your Viterbo-issued corporate credit card to pay for the transaction. This will ensure that Viterbo’s auto insurance will be the primary insurance carrier.
 - E. If you have any questions, please contact the Asst VP of Finance and Administration.
2. If an employee of Viterbo leases a vehicle for authorized Viterbo business, the vehicle and driver/passengers will generally be covered under Viterbo’s auto insurance policy as long as the employee, subject to the terms of Viterbo’s auto insurance policy:
 - A. Informs the rental agency that the vehicle will be used for business purpose,
 - B. Supplies the rental agency with a certificate of insurance available at <http://www.viterbo.edu/business-office/forms>, and
 - C. Pays for the rental with their Viterbo corporate credit card. (If the employee does not have a Viterbo credit card, payment may be made with personal credit card.)
3. If an employee leases a vehicle without following the aforementioned procedures (A, B, & C), their personal insurance shall be the primary insurance carrier with Viterbo’s auto insurance being subordinate.
4. The rental or use of a 15-passenger van poses a safety risk and is prohibited.

INFORMATION FOR TRIP LEADERS FOR TRIPS INVOLVING STUDENTS

All trips involving student participants must abide by the Student Travel Policy; please review that policy to ensure compliance before advertising the trip, incurring expenses, or making reservations. Generally, two Viterbo employee trip leaders are required to travel with students. Examples of possible exceptions* to this employee trip leader requirement include the following:

1. Students traveling to attend and/or present at a conference or workshop without a trip leader.
2. Student groups of 7 or fewer driving a total of 450 miles or fewer in one day may travel with one (1) employee trip leader.
3. Registered student clubs or organizations for whom at least two students have successfully completed the Student Life Trip Leader Training may have two trained students serve as trip leaders. Student trip leaders who will also be transporting students will be required to submit additional documentation for approval (i.e. active auto insurance, driving record acceptable to

the university). Students interested in completing this training should contact campusactivities@viterbo.edu.

**Any exceptions, including those listed above, must be approved by the supervising dean and/or vice president at least two weeks in advance of the start of travel.*

SAFETY, CONDUCT, AND EMERGENCY PROTOCOLS FOR TRIP LEADERS FOR TRIPS INVOLVING STUDENTS

1. For reasons of health and safety, Viterbo employees are only permitted in sleeping quarters occupied by students, or rooms joined by a common entrance occupied by students, in the event of an emergency, to give brief instructions, or to check occupancy. Employees are prohibited from sleeping in the same room as student (or any room joined by a common entrance to a student room).

2. If any activity raises concerns about the ability of Viterbo University or its agents to conduct the experience within reasonable bounds of safety and security, the trip leaders should alert their supervising dean or vice president as soon as possible. If an activity is canceled due to safety concerns, an alternative learning experience may be conducted. Trip leaders should keep the following in mind to ensure a safe and meaningful learning experience for students:

a. Students must never be put in a situation in which they do not have the appropriate training or skills to execute an activity that entails risk (i.e. students who cannot swim must not be expected to take canoe trips with an environmental science class).

b. If a trip requires a physical activity that might be challenging for students, students need to be made aware ahead of time and can opt out or participate in an alternative activity identified by the trip leader. In no case may a student be forced to participate in a field activity that poses a danger that the student feels they cannot negotiate.

c. On occasion, students may refuse to travel to a particular destination or to engage in a particular activity because of a public safety threat. Trip leaders should take reasonable steps to accommodate such student concerns.

3. Students may not unreasonably use safety concerns to avoid assignments that are essential to the completion of a course or requirement. For example, a student teacher may not completely opt out of student teaching, but the student must discuss their concerns with their supervisor and work through a solution that completes the requirement while also mitigating the student's concerns.

4. Students are not permitted in sleeping quarters occupied by employees or persons of other genders except in the event of an emergency, or with approval from the university.

5. Students and employees traveling must conduct themselves according to trip leader expectations and university policy including, but not limited to those outlined in student handbook (i.e. Code of Student Conduct; Alcohol, Tobacco and Other Drug Policy; etc.) and the employee handbook.

a. Any student misconduct occurring during travel, or any university-sponsored activity, must be reported as soon as possible via Viterbo Speaks Up for follow-up in accordance with the Code of Student Conduct.

b. Any employee misconduct occurring during travel or any university-sponsored activity must be reported to Human Resources at humanresources@viterbo.edu for follow up; misconduct during any university-sponsored activity may result in disciplinary action.

6. If an emergency occurs during a trip, the trip leader is responsible for contacting the supervising dean or vice president immediately to describe the emergency and to discuss plans to address the situation. The supervising dean or vice president may choose to:

- a. End any trip immediately,
- b. Send personnel to the location for assistance,
- c. Contact local authorities in the location of the group, and/or
- d. Act to protect the safety and interests of students, employees, trip leaders, and Viterbo University.

In the event of an emergency warranting immediate assistance that cannot be delayed, the trip leader may first contact emergency services before contacting the supervising dean or vice president. After the initial emergency is addressed, the trip leader and/or supervising dean/vice president must complete a Viterbo Speaks Up incident report via www.viterbo.edu/viterbo-speaks-up as soon as possible.