



University of Michigan

Administrative Information Services

Travel Guidelines for Consultants and Contractors

EFFECTIVE: July 1, 2007

These guidelines apply to all consultants and contractors assigned to the University of Michigan's Administrative Information Services (MAIS). Exceptions may only be granted by a director (or the associate VP for administrative information services) and must be in writing. All travel expenses must conform to the following policies and travel guidelines, as well as the University of Michigan's Standard Practice Guide travel practices. MAIS guidelines will be enforced when variations occur between MAIS and UM Standard Practice Guide. University of Michigan travel expense guidelines can be found at:

<http://www.procurement.umich.edu/travelbusinesshostingexpensereports.html>

Reimbursement

- Billable hours will not include travel time. Off-site work to be performed away from MAIS must be negotiated in advance and documented in writing.
- Any supplier-provided consultant/contractor traveling to work within 75 miles of the Ann Arbor campus shall not be reimbursed for travel expenses.
- An original receipt is required for all lodging and non-taxi transportation expenses, regardless of amount.
- Copies of all expense receipts must be submitted with expense invoices. Photocopies are acceptable provided vendor maintains original receipts on file for audit purposes. Periodic requests for receipts may occur to insure adherence.

Air Travel

- Reimbursement for air travel is limited to coach fare or less, whenever such reduced fare accommodations are available. Consolidator tickets will be reimbursed at the actual price paid by the traveler.
- The University will not reimburse fare amounts greater than the 14-day advance purchase rate.
- If the selected carrier uses a ticketless system, the original itinerary/receipt must be available for review.
- Shortest routes must always be used when they are the least expensive fare.
- US Carriers must be used whenever possible.
- Each consultant/contractor will be limited to one round-trip ticket to Ann Arbor per week.

Car Rentals

- Use of individual rental cars is limited to when use of commercially available transportation services would be more expensive or not available.
- The lowest possible rates must be used whenever possible. The maximum rate for reimbursement will be at the "Compact Rate" per day.
- Car rental is for one week or less and excludes weekends. Car rental insurance will be the responsibility of the consultant/contractor's company.
- Rental company gas re-filling services may only be used when less expensive than prevailing self-service rates.
- If the individual consultant/contractor is in Ann Arbor for extended periods of time, other arrangements will need to be negotiated.

Ground Transportation

- Bus, train and taxi are reimbursed at cost.
- Taxi fare between Ann Arbor and Detroit Metropolitan Airport is reimbursable only if the Commuter Transportation Co. service is not available or cannot be used due to time constraints.
- When local, taxis may only be used to travel between a hotel and the Administrative Services Building. Campus transportation must be used whenever possible.
- When a taxi is to be used, the maximum allowable reimbursement will be \$50.00 for a one way trip from the contractors home to airport, or airport to home. A receipt MUST be provided with the contractors expense report regardless of amount.
- The reimbursement rate for personal automobile mileage is available at:
www.procurement.umich.edu/files/mileage.pdf.



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Meals

- Reasonable meal expenses, including gratuities, incurred when consultant traveler is traveling outside of their home city on University engagement business will be reimbursable.
- The maximum allowable meal reimbursement for non-local staff is \$35 for a single day, \$25 for staff living in long-term housing arrangements.
- Alcoholic beverages will not be reimbursed.

Lodging

- The maximum reimbursable nightly rate for single occupancy room is \$125 per night (taxes excluded).
- For extended assignments, an apartment may be leased or may be the only accommodation reimbursed for the contracting company. Long-term accommodation application fees and security deposits/cleaning fees are the responsibility of the contracting company. Long-term hotel and apartment rental shall not exceed \$50/day. Reimbursement will not be granted for hotel reservation no-shows. It is the responsibility of the consultant/contractor to cancel hotel reservations.
- When a consulting staff member shares lodging facilities with a non-consultant, reimbursement for the single occupancy rate will be allowed if this rate is documented in writing by the hotel.
- Internet service provided by hotel is covered up to \$15 per day.
- Consulting staff may be asked to secure a local rental property based on the length and type of their engagement. For more information regarding rentals contact Barry MacDougall, 2019 Ad Services Building.

Parking

- All contractors/consultants traveling from within the 75-mile radius of the Ann Arbor campus shall not be reimbursed for parking or tolls.
- Parking in University lots (Yellow, Orange, and Blue) is available for a fee. Parking fees are non-reimbursable. Consultants/contractors can obtain a Parking Permit Request form at the MAIS Reception Desk - 2019 Ad Services Building
- MAIS is not responsible for any parking ticket expenses incurred by consultants while they are on site.
- For contractors/consultants traveling from outside the 75-mile radius of the Ann Arbor campus (non-local), parking fees and tolls shall be reimbursed at cost. All parking reimbursement must be documented with copies of original receipts.
- Valet parking is excluded from reimbursement.
- Rental cars are not to be stored at airport long-term (extended) paid parking facilities without prior approval of the University of Michigan.

Telephone

- Business related telephone calls only will be reimbursed at cost (including taxes). Personal calls are not reimbursable.

Laundry

- No laundry costs are reimbursable unless the trip is for 7 or more consecutive business days.

Other Expenses

- Reasonable expenses incurred for handling, storage, and checking of baggage are allowed.
- Copies, office supplies, and other non-travel related items may not be charged back to the University via travel expense reimbursement.
- Apartment setup costs are not a reimbursable expense.

University of Michigan: Travel Office Web Site: Source for Lodging and Travel Locations & Discounts:
<http://www.umich.edu/~finops/TravelOffice/>