



# Baylor University

OFFICE OF THE VICE PROVOST FOR RESEARCH

## Baylor Travel and Business Expense Policy (BUBS 110) – OVPR Addendum

Effective August 1, 2024

Revised on June 11, 2025

**Applicable Departments:** 30510~Institute for Studies of Religion; 30511~Institute for Global Human Flourishing; 30530~Baylor Collaborative on Hunger and Poverty; 31405~Vice Provost for Research; 31410~Baylor Research and Innovation Collaborative; 32410~Baylor Sciences and Facilities; 31420~Research Administration; 31430~Innovation & Economic Development

**Purpose:** Departmental policies and/or externally funded projects can be more restrictive than the University policy. The OVPR addendum to the travel and business expense policy is intended to provide clarification on the allowability of expenses. It is important to review and comply with both the Baylor Travel and Expense Policy and this OVPR addendum to ensure all expenditures are permissible.

- 1. Qualifying Travel Dates:** Travel is considered reimbursable for up to one day before and one day following the business function. When applicable, the traveler *must* include an attachment of the conference agenda on their expense report. The conference agenda and/or hotel folio will be used to determine the business duration of your trip. Additional days are considered personal and are not reimbursable unless a specific business purpose is provided. Exceptions to this policy include overnight or delayed/canceled flights, which must be supported with an airfare receipt.
- 2. Travel Authorizations:** OVPR requires all travel, regardless of total cost, to be approved prior to travel. Individuals who incur travel expenses without prior approval bear the risk that their expenses may not be reimbursed. Travel Authorizations are approved by line managers; however, the authorization does not mean all expense items on an expense report will be approved by the Business Office.
- 3. Travel Cards:** All OVPR employees wishing to travel on behalf of Baylor University will be *required* to obtain their own individual Travel Card to use on eligible expenses. Purchases unrelated to Baylor University travel and/or on behalf of others are not permissible on university travel cards.
- 4. Concur/CTP:** Concur/CTP is the preferred method for booking all Baylor University travel. Third-Party Travel Sites (e.g. Priceline, Hotels.com, Kayak, etc.) are not allowable and will not be reimbursed. Travel booked outside of Concur/CTP should be direct from the service provider and a price comparison should be included as an attachment for justification.
- 5. Per Diem and Meals:** Using the GSA per diem rate is preferred for meals and incidentals. Meals cannot be charged to your travel card if claiming per diem. Using your travel card for

meals will require you to submit all meal reimbursements as actual cost expenses. Per diem and actual cost meal expenses cannot be combined on the same trip and/or expense report.

6. **Air Travel:** Next class of service upgrades on flights, TSA Precheck, Global Entry Programs are not allowable under OVPR policy. Air travel should be booked at least three weeks in advance; failure to do so will require justification. Travelers are encouraged to utilize the Waco Regional Airport for air travel.
7. **Lodging:** OVPR will not reimburse state tax for hotel charges in Texas. The traveler is responsible for submitting the hotel tax exemption. OVPR requests that travelers check the tax and compliance website for other possible exemptions and submit proper documentation for exemptions when available. For all campus travel, travelers should abide by the [Waco Hotel Program](#) list unless an exception is granted in advance by the Business Officer.
8. **Ground Transportation:** Uber/Lyft/taxi expenses will be reimbursed for business purpose use only. For any transportation expenses unrelated to specific purpose of trip, a justification will be required. Description of expense should include the starting and ending location (e.g. Uber from hotel to conference site).
9. **Parking:** Parking will be reimbursed at a maximum rate of \$25 dollars per day and for a duration not to exceed seven days.
10. **Conference Registrations and Conference Add-ons:** Conference add-ons, such as optional meals, tours, and activities that are not directly related to the conference, will not be reimbursed. Per diem can be applied towards these optional conference add-ons.
11. **Honorarium Payments:** Baylor employees who receive an honorarium from another entity related to their travel are required to disclose the amount and deduct it from the amount of reimbursement sought from Baylor.
12. **Guest Travel:** University guests are required to adhere to all Baylor policies and OVPR addendums. The Baylor University host of the guest is responsible for ensuring their guest is made aware of all relevant policies and allowable expenses.
13. **Receipt Documentation:** The business office may require receipts prior to expense report approval for items submitted less than \$68, should they appear unreasonable in nature based on expense type, number of charges on the expense report, and comparable expense reports.
14. **Expense Report Submissions:** Expense reports must be submitted for approval within 30 days after the trip concludes. The “Purpose” field *must* include: Specific Business Purpose, Location, and Travel Dates (e.g. 2024 ABC Conference; Waco, TX; 6/1/24-6/5/24).

Non-compliance may result in payroll deduction, suspension of Travel Card, loss of travel privileges, notification of administration, and disciplinary actions up to and including termination of employment. Actions will be coordinated with the appropriate University stakeholders, such as Human Resources, Internal Audit, Procurement and Payment Services, and Departmental leadership.