ACU TRAVEL

We have recently updated our Travel Policy to more appropriately align with our current processes and the implementation of Concur. A link to our new Policy can be found at acu.edu/travel, but I have highlighted important changes below.

All University travel and entertainment expenses should be paid for using your ACU Travel Card and all expense reports and reimbursements submitted through Concur.

Travel Card Credit Limits will be set at **$500**, but a travel request should be made for pre-approval of all trips unless you have been designated a frequent traveler.

All reports should be submitted **within 30 days** from the end of your trip or **monthly** if you are a Frequent Traveler.

While traveling on University business, **expenses for meals are based on actual, reasonable expenses incurred**. Travelers are to use their University issued travel card to pay for meals while traveling and itemized receipts submitted with expense report.

All business meals away from ACU's campus (even those still in Abilene) should be paid for using the employee's Travel Card.

When electing to drive your personal vehicle, please note that the total reimbursement for mileage, tolls, and parking is limited to:
The total cost of economy airfare plus estimated local transportation, or
The cost of a car rental and fuel expenses for the trips duration.

All student and guest travel costs should be purchased with your Travel Card.

Cash advances should only be used if the ACU traveler will be unable to use their travel card at some point during the duration of their trip. Every attempt should be made to pay for all travel costs utilizing the ACU issued Travel Card. Travelers are responsible for documenting the use of the advance and return any unused funds to the Cashier's Office.

For all Federally Grant Funded Travel please reference ***page 9*** of Travel Policy.

Please contact Stephanie Knight with any questions at snk18a@acu.edu.