

DEARBORN ADMINISTRATIVE GUIDE

Section: Business and Financial Services  
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Reimbursement may be allowed to faculty, staff and others for reasonable and necessary expenses incurred in connection with approved travel on behalf of the University. Payment is allowed only when reimbursement has not and will not be received from any other source. Completed [Travel and Business Hosting Expense Reports](#) should be submitted to U-M Dearborn, Financial Services, 1161 AB.

Travel, Hosting, and Personal Gifts/Prizes/Awards are contained in section [501.4-1](#) of the Standard Practice Guide. You may access the entire document by clicking below:

- [Travel & Business Hosting 501.4-1 \(Full File\)](#)

For questions concerning the policies, please email [noelhorn@umd.umich.edu](mailto:noelhorn@umd.umich.edu) or call 313-593-5410 for the Dearborn campus or email [accounts.payable@umich.edu](mailto:accounts.payable@umich.edu) or call 734-764-8212 for the Ann Arbor Campus.

**Designated Travel Agents**

The University of Michigan has designated preferred travel agents to provide air fare, hotel and car rental services for the Ann Arbor, Dearborn and Flint campus. Purchase orders for travel services may be written to the designated travel agents listed below:

Travel Agency	Web Address	Telephone
American Express	<a href="http://www.americanexpress.com">www.americanexpress.com</a>	1-800-621-6517
Boersma Travel	<a href="http://www.boersmatravel.com">www.boersmatravel.com</a>	1-800-325-5307
Conlin Travel	<a href="http://www.conlintravel.com">www.conlintravel.com</a>	1-800-426-6546
Huron Valley Travel	<a href="http://www.huronvalleytravel.com">www.huronvalleytravel.com</a>	1-734-668-1300
Jetaway Travel	<a href="mailto:jetaway@ic.net">jetaway@ic.net</a>	1-800-994-7885
Landmark Tours & Travel	<a href="http://www.landmarktravel.com">www.landmarktravel.com</a>	1-800-432-8636
Lovejoy-Tiffany	<a href="http://www.lovejoy-tiffany.com">www.lovejoy-tiffany.com</a>	1-800-968-8636
Regency Travel, Inc.		1-800-223-6122

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More information is available at <http://spg.umich.edu/pdf/501.04-1.pdf> Appendix B.

### **Travel Advance**

All Travel/Business Hosting Expense Advance forms must be numbered, prior to processing, by the Cashiers Office. Your department is accountable for these numbers. If you are using a computer-generated form and do not have an assigned range of numbers, please call Cashiers at 593-5255 to receive an assigned range of numbers.

A current University employee may obtain a travel advance of a minimum \$500 from Cashiers if the following conditions are met:

1. Travel costs are to be incurred on approved University business.
2. Duration of travel is 30 days or less, otherwise a [Lump Sum Advance](#) may be applicable. Contact Noel Hornbacher in Financial Services (3-5410) for assistance.
3. A request for an advance must be made on a [Travel/Business Hosting Advance Request/Promissory Note](#) and be approved by an individual of higher administrative authority than the traveler. The Travel/Business Hosting Advance Request/Promissory Note form must be pre-numbered by the Cashier's Office. Do not use the form directly from the website; the links are for example only.
4. All advances must be cleared within 30 days after the date the traveler returns by filing a [Travel & Business Hosting Expense Report](#).
5. Advances that have not been properly accounted for within 30 days, will be processed by a payroll deduction to recover the advances from University employees.
6. If a payroll deduction becomes necessary to account for an outstanding travel advance for a University employee, that employee will not be eligible to obtain a travel advance in the future.

### **Reimbursement by Travel & Business Hosting Expense Report**

Within 30 days after returning from the trip, claims for reimbursement must be submitted on the [Travel & Business Hosting Expense Report](#). Please send **the original report (with receipts)** to Karen Erridge in the Financial Services Office. If the expenses are less than the amount advanced, deposit the difference (either cash or check made payable to University of Michigan-Dearborn at the Cashiers Office, staple the deposit receipt to the report and submit it to Financial Services. Also include on the check the trip number noted on the Travel Advance Request/Promissory Note. If the expenses are greater than the advance, the difference will be direct-deposited to the traveler's bank account unless otherwise designated. The [Travel & Business Hosting Expense Report](#) must be signed by

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the traveler, a higher administrative authority, and an approved signer on the chartcom charged, when neither traveler nor approving authority are authorized to sign for the chartcom account.

Reimbursement can be expected approximately four-to-six weeks (if advance) after the approved [Travel & Business Hosting Expense Report](#) has been received by Ann Arbor or two-to-four days (no advance).

[Instructions](#) for preparing the [Travel & Business Hosting Expense Report](#) are available when downloading the form.

The completed [Travel & Business Hosting Expense Reports](#), along with the required original supporting documentation, should be sent to Karen Erridge, Financial & Budget Services, 1161 Administration Building.

### **PETTY CASH PAYMENT OF REGISTRATION FEES**

Registration fees may be paid through the UM-D Cashiers Office by using a [UM-D Special Check Request form](#). Exceptions to the \$200 petty cash limit are allowable with an appropriate signature of higher authority.

### **PETTY CASH TRAVEL REIMBURSEMENT FORM**

Per [SPG 501.4G](#), the University does not reimburse commuting costs, i.e., the costs associated with driving a car between home and the normal place of work or business. Dearborn Campus faculty and staff can receive reimbursement for local travel consisting of mileage and/or parking in the form of a [Petty Cash Travel Reimbursement \(aka: Mileage Report\)](#). This procedure supersedes the use of the Travel Expense Report for local mileage expenditures. However, this form cannot be used for any trip that also includes meals, lodging, airfare, car rental or a travel advance. Use of the [Travel & Business Hosting Expense Report](#) will continue to be required for any hosting expenses.

To receive reimbursement, the traveler must complete all of the sections of the form in full and submit the form to the Cashier's Office for reimbursement. The signature of someone of higher authority is required. Signature of an authorized signer for the chartcom charged is also required if the person of higher authority is not an authorized signer for the account specified. The department may indicate a "Reference" number of three digits in the upper right hand corner box.

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The Cashier's Office will audit your travel using University standards, and the traveler will be expected to adjust any amount in excess of those limits. Accepted mileage for frequently visited sites are as follows: (one way)

Ann Arbor	40 miles
Lansing	95 miles
Flint	90 miles
Detroit	15 miles

For more cities & current mileage rate, please see the [Mileage Chart](#)

Mileage reimbursement can be less than the stated miles listed on the chart, but cannot exceed, unless a map is provided. If traveling to a location not listed on the chart, a map must be done from/to campus and from/to the destination. Useful websites are [mapquest.com](http://mapquest.com) or [expedia.com](http://expedia.com).

More restrictive Travel and Business Hosting Expense policies and procedures mandated by specific programs, schools, departments or offices will take precedence over University policies.

**Petty Cash Reimbursement Signatures Required**

Signature authority procedures will be the same as those in practice for the travel expense report.

The [Petty Cash Travel Reimbursement \(aka: Mileage Report\)](#) is available on the [web](#) or may be obtained from Cashiers.

Forms referenced in this document include:

- [Travel/Business Hosting Advance Request/Promissory Note](#)
- [Travel Lump Sum Advance](#)
- [Travel & Business Hosting Expense Report](#)
- [Petty Cash Travel Reimbursement \(aka: Mileage Report\)](#)

Additional [Travel Tips](#) are available on the web.