



## Policy 2.91 Travel Payment Options

**Responsible Official:** Vice President for Finance/Chief Finance Officer

**Administering Division/Department:** Procurement Services

**Effective Date:** February 14, 2013

**Last Revision:** August 20, 2014

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### Overview

The purpose of this document is to describe the approved payment options for individuals traveling on behalf of the University.

### Applicability

The Travel Policies apply to faculty, staff, students, and non-employees traveling on behalf of the University and seeking reimbursement or payment for travel-related expenses from Emory University funds, regardless of the funding source.

### Policy Details

#### Traveler Responsibility

Travelers are required to use the payment methods outlined below that are designed to ensure accurate, effective and timely reimbursement or payment. Exceptions will be considered on a case-by-case basis and are subject to documented approval accompanying the Travel Expense Report.

#### Responsibility of Higher Level Approvers

Higher Level Approver must ensure that:

- the traveler is aware of the Emory Travel Policy in advance of the travel;
- travel expenses were incurred while conducting authorized University business;
- travel expenses were necessary, reasonable and consistent with University policies and the stated business purpose;
- an expense report includes the required documentation; and
- travel expenses meet any and all Sponsored Program guidelines, if applicable.

Several payment options are available to individuals traveling on behalf of the University.

#### Air Travel Providers

It is required, unless an exception is approved in advance of travel, that a traveler will use Emory's Air Travel Providers to purchase plane tickets. Tickets purchased through the Emory travel agencies can be billed directly to the department budget, charged to a Corporate Card, or charged to a personal credit card.

## Corporate Cards

Please refer to [Policy 2.119 - Use of the Visa Corporate Card](#) for the full Corporate Card policy.

## Personal Funds

When not using the Corporate Card, personal funds may be used, and reimbursement requested for legitimate business expenses. However, reimbursement for the use of personal funds cannot occur until after the travel takes place. It is the sole responsibility of the traveler to complete an Expense Report to request reimbursement in a timely manner.

## Other

In situations when the Corporate Card and personal funds cannot be used, travelers may request Payment Services to issue a check or a foreign draft (payment in foreign currency).

## Related Links

- Current Version of This Policy: <http://policies.emory.edu/2.91>
- [Paying for Travel](https://www.finance.emory.edu/home/travel/payingfortravel.html) (https://www.finance.emory.edu/home/travel/payingfortravel.html)
- [Use of the Visa Corporate Card](https://policies.emory.edu/2.119) (https://policies.emory.edu/2.119)

## Contact Information

Subject	Contact	Phone	Email
Procurement and Payment Services	Customer Care	404-727-5400	actspay@emory.edu

## Revision History

- Version Published on: Feb 28, 2013 (*Added "Travel" to title*)
- Version Published on: Feb 28, 2013
- Version Published on: Feb 13, 2013
- Version Published on: Mar 31, 2010 (*Original Publication*)

*Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit [policies.emory.edu](http://policies.emory.edu) to ensure that you are relying on the current version.*