

Princeton University Travel Policy Guidelines

These guidelines are a compacted version of the university travel policy. For full policy, see <https://finance.princeton.edu/policy-library/travel-entertainment/travel-policy/>.

Planning your trip

- The traveler is responsible for ensuring that their advisor has approved the trip and budget. See your Faculty Assistant to alert them of your plans.
- You must use the [Enroll my Trip](#) tool to download details of all domestic and international travel details for all university-sanctioned travel.
- Please read [Permissible Travel Guidelines](#) to see which forms, certifications and approvals are needed for your trip.
- For international travel, make sure that you are compliant with the Fly America Act. If you are not, your trip may not be paid for.
- Use your [Travel and Expense](#) card or use your adviser's purchasing card to book your travel. If you don't have a T&E card, you must pay expenses with your own funds. You will be reimbursed for your hotel and any other out of pocket expenses when you return.
- Use Concur to book all transportation: airfare, car rental, etc.

General travel card usage and comments

- You must claim your actual meal expenses (per diem is not allowed). Check with your adviser for how much you can spend per day on meals. Keep all receipts. Your PI may require them, even if the University doesn't require them.
- You cannot claim duplicate meals; i.e. Conference registration automatically included lunches, but you opted to have lunch at a restaurant because it had better options
- You cannot charge the university for alcoholic beverages. If you charge alcohol on the T&E card, you'll need to deduct that amount from your reimbursement.
- The T&E cards should be used responsibly. If there are repeated inappropriate expenses, the department and/or the university will take the card away.
- **Do not** purchase lab supplies on your T&E card. You should continue to use the Marketplace or your adviser's Purchasing card for lab supplies.
- Only pay for your own expenses when purchasing meals (ask for split bill)
- Tipping should not exceed 20%.
- Only pay for your portion of the hotel when traveling (ask them to split the bill)
- Travel insurance is not reimbursable unless required by your VISA.
- Make sure to save your receipts for airfare, hotels, trains, taxis, etc.
- As a general rule, you are allowed to travel up to a day before a conference and return up to a day after the conference and be eligible to be reimbursed by the university. If you elect to stay longer than a day on either end of the trip, this may constitute personal travel and may not be reimbursed by the university. The exception is if you can justify that airfare is significantly cheaper by staying the extra day. In that case you should provide a copy of the airfare that proves the justification.

Car rental

- Rental cars should be used when they are less expensive than alternative means of transportation or where there are convenience or safety issues that justify the additional cost. **Students should NOT use their personal car for travel.**
- Reservations should be made through Concur Travel or by contacting World Travel, Inc. to ensure that travelers receive the negotiated rate, insurance and other benefits.
- Undergraduate students are prohibited from renting cars in international locations.
- If you are going through tolls, read all of the fine print before opting to use EZ Pass through the rental car agency. They often charge daily administrative fees that could be 5 times as much as the tolls.
- Before returning your rental car, fill it with gas. If the rental car agency fills the car, the charge is much higher than the average cost of gas.

Creating an Expense Report in Concur

- Concur is the online website to book travel and create expense reports. Below are some general rules about using your card or your adviser's purchasing card.
- A Concur expense report should be submitted within 30 days of incurring expenses.
- This link explains how to [manage expense reports](#) in Concur.
- **Do not submit your report** – send your faculty assistant an email when you're ready to complete your report. We will get the appropriate approvals, allocate your expenses to the correct chartstrings, itemize hotels, etc. You will then receive a Concur notification for you to submit the report.