

# Travel Policy

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Policy owner: Executive Vice President and Provost

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## SECTION I. PURPOSE

This policy is intended to:

- establish clear standards to guide individuals who engage in St. Thomas business travel or other St. Thomas-sponsored travel, whether travel is domestic or international;
- support the safety of those traveling for St. Thomas business or participating in other St. Thomas-sponsored travel;
- manage the university's financial resources in a responsible manner; and
- ensure compliance with external and internal requirements and laws, including federal and state tax laws.

## SECTION II. SCOPE AND APPLICABILITY

This policy governs any travel (as defined below) that is sponsored by St. Thomas or undertaken as part of an individual's St. Thomas role and responsibilities.

The expectations set forth in this policy apply to all St. Thomas employees (faculty, staff and student workers), students, student clubs and organizations, contractors and volunteers and external participants in St. Thomas-sponsored travel.

## SECTION III. DEFINITIONS

When used in this policy, the following terms have the following meanings:

- a. **Business** means conducting any work for the benefit of St. Thomas using St. Thomas resources.
- b. **Domestic** means travel within the 50 states of the United States and the District of Columbia, but not including territories or U.S. property in other countries.
- c. **External Funds** means all funds made available to St. Thomas for use by the university or any of its employees for a specified purpose, from any external funding source, including but not limited to grants, sponsored research funding, private donations, and government appropriations.
- d. **High-Risk Areas** means countries or locations within countries, including within the United States, which carry U.S. federal, state or local governmental warnings advising against travel.
- e. **International** means travel that is not Domestic. International travel includes travel to U.S. territories and U.S. sovereign areas such as military bases outside the 50 states.
- f. **Reasonable Expense** means an expense that is incurred in the ordinary and routine course of St. Thomas operations and is in an amount that is not extreme or excessive and reflects a prudent decision to incur the expense in light of St. Thomas budgets, resources and priorities.

- g. **St. Thomas Resources** means St. Thomas financial assets, physical assets (such as St. Thomas-owned vehicles), personnel time or external funds.
- h. **Travel** means university-sponsored trips of any duration and any distance from the St. Thomas campuses in St. Paul, Minneapolis or Rome that involve air travel or overnight accommodations for one or more nights.
- i. **Group Travel** is university-sponsored travel involving more than one student.

#### **SECTION IV. RISK MITIGATION**

Prior to travel, St. Thomas faculty, staff and students must:

- For domestic group travel (such as a St. Thomas athletic team, choir or orchestra), the group leader must submit the itinerary to Public Safety (publicsafety@stthomas.edu).
- For international travel, register their travel through the St. Thomas international travel registry or, for group international travel led by a St. Thomas faculty or staff member such as a St. Thomas athletic team, choir or orchestra), the group leader must register the travel.
- Obtain all approvals required by St. Thomas policies. Travel to or in high-risk areas requires advance review by the Travel Risk Advisory Committee and is subject to approval by the Executive Vice President and Provost for student and faculty travel, and by the President's Senior Staff member with the most direct supervisory responsibility for other travelers. Additionally, employees must obtain any approvals required by their supervisors. Students must obtain any required approval from their St. Thomas travel sponsor.
- Obtain all necessary travel documents, including a passport, appropriate visas and other entry requirements and documents, and proof of any required vaccinations or other medical approvals if required for international travel.

#### **SECTION V. ACCOMMODATIONS**

St. Thomas faculty, staff, contractors and volunteers are not permitted to share hotel rooms or private sleeping quarters with students unless they have a family relationship. Additionally, no St. Thomas faculty, staff, contractors or volunteers are permitted to share hotel rooms or private sleeping quarters if one individual sharing the space is in a position of authority with respect to another individual sharing the space. This would include, for example, supervisors and employees, contractors or volunteers for whom the supervisor has decision making responsibility or influence for personnel or contract matters, including work assignment or direction.

#### **SECTION VI. CONDUCT**

The same conduct expectations that apply to employees, students, contractors and volunteers on campus also apply throughout the duration of business travel or other St. Thomas-sponsored travel. Throughout the period of travel, all persons covered by this policy are expected to comply with the St. Thomas community standards. These standards include the university's mission, convictions, policies and applicable law.

Faculty, staff, contractors and volunteers who travel with St. Thomas students have a responsibility to respond appropriately to student health, well-being and emergency needs that may arise, regardless of timing. Accordingly, faculty, staff, contractors and volunteers traveling with students

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are expected to conduct themselves with professionalism and maintain on-call availability throughout the period of travel.

Programs may have additional conduct requirements. Participants are expected to know and abide by program requirements.

## **SECTION VII. FISCAL STEWARDSHIP**

All persons covered by this policy are expected to be good stewards of St. Thomas resources, making reasonable and economical choices when traveling for St. Thomas business or when utilizing St. Thomas resources. Individuals who are traveling for St. Thomas business are expected to follow the principle that they should neither gain nor lose personal funds as a result of their business travel.

### **A. Use of External Funds**

Travel supported by external funds (such as grants or sponsored projects) must comply with the St. Thomas Purchasing and Payables Policy. If external funding arrangements impose stricter requirements than

St. Thomas policy, the stricter requirements must be followed. When travel is funded by external funds, travelers are expected to be aware of applicable restrictions and acknowledge that expenses submitted for reimbursement and charged to the grant, sponsored project or other funding account are in full compliance with the requirements of the external funding arrangement.

### **B. Use of St. Thomas Vendors and Purchasing Procedures**

Unless an exception is available under the St. Thomas Purchasing and Payables Policy, travelers are required to use St. Thomas-contracted travel vendors, procurement cards and booking and expense management tools. All travelers are required to comply with the terms of the St. Thomas Purchasing and Payables Policy.

### **C. Accompanying Persons**

St. Thomas will pay the reasonable expense associated with the business travel of St. Thomas employees in accordance with the St. Thomas Purchasing and Payables Policy. St. Thomas will not pay for travel-related expenses (including accommodations expenses) for family members or other external persons accompanying St. Thomas employees on business travel, unless such travel is determined by St. Thomas to serve a business purpose and is approved in advance by the president or the president's designee.

### **D. Post-Travel Documentation**

Travelers must report all travel expenses, including purchasing card accounting, in a timely manner, in accordance with the Purchasing and Payables Policy.