

Rule R3-030B: Group Travel

Revision 0. May 20, 2025

I. Purpose and Scope	1
II. Definitions	2
III. Rule.....	2
A. Booking Group Travel.....	2
B. Group Travel Purchases.....	2
C. Group Travel Ground Transportation.....	2
D. Group Travel Meals	2
E. Reconciling Group Travel Expenses	3
IV. Policies/ Rules, Procedures, Guidelines, Forms, and other Related Resources	3
V. References	3
VI. Contacts	4
VII. History	4

I. Purpose and Scope**A. Purpose**

This rule establishes the process for booking Group Travel for official university business travel.

B. Scope

II. Definitions

The definitions provided in Policy 3-030 apply for this rule. In addition, the terms below apply for the limited purpose of this rule.

- A. "Group Travel" means 10 or more students, employees, or non-employees traveling to the same location for the same official university business.

III. Rule

A. Booking Group Travel

- 1. For a group of 10 or more travelers traveling on the same flight to the same destination, the group leader should contact the Contracted Travel Agency or other reputable firm providing group travel services.

B. Group Travel Purchases

- 1. An employee who is the group leader may make pre-trip arrangements and in-travel purchases related to group travel using their Travel Card. Examples of these purchases are: cost of conference registrations, hotels, ground transportation, and group meals. All expenses related to Group Travel should be claimed on the group leader's expense report.
- 2. If a group of employees is traveling to the same event but will be submitting individual travel expense reports (meaning there is no group leader covering costs), each employee should pay for their own expenses. In this case, each expense report should be a record of one Traveler's University Travel and one Traveler's university issued Travel Card.

C. Group Travel Ground Transportation

- 1. Shuttle, charter bus, or other forms of ground transportation may be purchased on the group leader's Travel Card.

D. Group Travel Meals

- 1. The group leader may use their Travel Card to purchase food directly for the group. The group leader must include an itemized receipt along with a list of

group members in their expense report. Meals provided by an event and included in the cost of the event may not be reimbursed using per diem and must be excluded from any expense reports for the trip.

2. The group leader may provide group members with cash so that the group members may purchase their own meals. In this case, the group leader may request a cash advance prior to travel. A list of group members, along with the total amount of per diem paid each day, must be included in the group leader's expense report.

E. Reconciling Group Travel Expenses

1. A group leader must use the Travel and Expense System to reconcile expenses related to group travel.
 - a. A group leader must reconcile all Group Travel expenses in the Travel and Expense System as described in Rule R3-030A.

Sections IV- VII are for user information and are not subject to the approval of the Academic Senate or the Board of Trustees. The Institutional Policy Committee, the Policy Owner, or the Policy Officer may update these sections at any time.

IV. Policies/ Rules, Procedures, Guidelines, Forms, and other Related Resources

A. Policies/ Rules

1. Policy 3-030: University Travel Policy
2. Rule R3-030A: University Travel Payment and Allowable Expenses

B. Procedures, Guidelines, and Forms [*reserved*]

C. Other Related Resources. [*reserved*]

V. References

A. [*reserved*]

VI. Contacts

The designated contact officials for this regulation are:

- A. Policy Owner(s) (primary contact for questions and advice): Associate Director of Travel Services
- B. Policy Officer(s): Chief Financial Officer

See Rule 1-001 for information about the roles and authority of policy owners and policy officers.

VII. History

Revision History.

- A. Current version. Revision 0
 - 1. Presented for the information of the Academic Senate on April 28, 2025.
Effective May 20, 2025.
 - 2. Legislative History
 - 3. Editorial Revisions
- B. Previous versions.
- C. Renumbering
 - 1. Not applicable