

Travel Policy on Frequent Flyer Coupons

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Applies to:

Any School of Medicine employee who travels for business related to his or her employment or in any other capacity on behalf of the School of Medicine, the University, and/or an affiliated foundation.

Reason for Policy:

Clarifies that frequent flyer miles and other benefits earned on University related business travel should be used for University related business purposes and are not to be used for personal or non University business travel.

Policy Statement:

Any special privileges received in connection with travel (e.g., frequent flyer coupons, reduced rates, free services, free trips, free gifts, etc.) that is undertaken in connection with an individual's capacity as an employee of the University and/or one of its affiliated foundations, belong to the University unless the individual has paid for said travel entirely with personal funds and has not been reimbursed for same. Likewise, any unused portion of any air, rail, or other ticket purchased through the University and/or an affiliated foundation belongs to the University.

These special privileges/unused tickets should be reported to the traveler's department and must be used to reduce other appropriate business travel expenses. Failure to report such privileges, or use of such privileges for non-University purposes, could result in disciplinary action by the University.

It is a violation of University policy to use frequent flyer miles earned on University travel to upgrade personal travel. The miles may be used to upgrade business travel if the funding source for travel permits first- or business-class travel. If the funding source permits only economy class travel, the miles cannot be used for an upgrade.

Definition of Terms:

University travel – Any travel that is paid for with institutional funds via the University and/or an affiliated foundation and is undertaken on behalf of or as a representative of the University and/or one of its affiliated foundations.

Related Policy:

Financial and Administrative Policy VI.G.1, "Travel Expenses"

<http://www.virginia.edu/finance/polproc/pol/vig1.html#air>

Procurement Services, "Travel Basics"

<http://www.procurement.virginia.edu/main/travel/TravelBasics.html>

Next Scheduled Review: February 2010

Revision history: This is the first version of this policy.