



GUIDELINES FOR TRAVEL BETWEEN DULUTH AND TWIN CITIES' CAMPUSES FOR COLLEGE-RELATED ACTIVITIES

Approved by Central Council, 10/25/04

Additions

approved by Deans, 10/24/07

Faculty and staff are encouraged to travel between the two campus locations for meetings and other activities which help to develop and maintain strong mutual relations among colleagues. Travelers should schedule multiple activities, if possible, during their visits so as to make the best use of their time at the other location as well as to make efficient use of travel funds.

Also, faculty who are teaching PDI, II, and III students will need to travel between the Duluth and Twin Cities' campuses to teach their courses as well as to meet with students and colleagues. This travel is essential toward providing a quality classroom experience for the students and is encouraged by the College.

The following guidelines apply:

- **Budget #:** Charge **EFS account 1805-11392-20037** for business travel between the two campuses. **The # of miles each way has been established as 158 or a total of 316 miles roundtrip.**
- **Carpool:** If there is a need for more than one person to travel to the other campus, please carpool.
- **Vehicle Rental:** *Departments are encouraged to use University-owned vehicles whenever possible in conducting University business.* U of M–owned vehicles carry full coverage, including liability, Personal Injury Protection (with uninsured motorists protection), and across-the-board physical damage coverage.
 - **Twin Cities** - University vehicles may be rented through the **University's Fleet Services, 625-3033, <http://www1.umn.edu/fleetsrv/>**. Fleet services vehicles can be charged directly to an EFS account and reservations can be made on-line.
 - **Duluth** – Travelers have the option of traveling via the department's own leased vehicle; or, if that is not available, via UMD's fleet. PPPS support staff can assist with reservations in either case.
- **Mileage Reimbursement:** The College will reimburse for mileage at the approved U of M rate should you use your own vehicle for transportation (see <http://travel.umn.edu/after.php>). **As noted above, the mileage between campuses has been established at 158 with a roundtrip of 316 miles.** Faculty, staff, and student employees who use their own vehicles on University business should be aware that the owner's liability insurance, not the University's, would

be the primary insurance if an accident occurs. The University does not provide physical damage insurance (comprehensive or collision) on vehicles it does not own.

- **Parking:**
 - **In Twin Cities** – Three options exist: 1) sign out the PPPS parking charge card, which is accepted at a number of parking facilities on the Twin Cities campus, 2) make an advance reservation for a specific parking facility at www1.umn.edu/pts/deptsrvcs.htm, or 3) have someone in the CoP Dean’s Office stamp your parking stub upon arrival. Call 612-624-1900 for any questions about TC travel.
 - **In Duluth** – For a free parking pass on the Duluth campus, please go to 5-110 Weaver-Densford Hall and get a pass from the reception desk. Call 218-726-6000 for any questions about Duluth travel. For parking suggestions and directions to the Duluth campus, see <http://www.d.umn.edu/maps/>
- **Overnight Accommodations:** If it is necessary to stay overnight at the other campus location, please arrange in advance. In the event of inclement weather, use your judgment about the need to stay overnight.
General guideline: It is expected that for meetings beginning at 10 a.m. or finishing by 5 p.m., the travel will be for that day only.
- **Meals:** Standard College and University policies apply regarding reimbursements for business-related meals, hotels, hospitality, and other expenses. (Normally, meal and hospitality expenses will be charged to the appropriate departmental account. Only expenses directly related to travel should be charged to the 1805-11392-20037 account.) Please note that the U of M policy provides that “the University will reimburse employees for certain meal expenses incurred during “extended same day” travel but only under the following circumstances:

The extended day is at least 12 hours. (For example, an employee of UMD who departs Duluth at 7 a.m. for a meeting in the Twin Cities and returns home at 7 p.m. is considered to have worked an “extended day.”)

Such reimbursements are made to an individual employee on an occasional basis. For purposes of this policy, the University interprets “occasional” to mean no more than once every two weeks on average. For extended day travel, an employee may be reimbursed the actual expense for DINNER ONLY up to but not exceeding University prescribed limits. See <http://travel.umn.edu/>

- **Travel Arrangements:** Contact your department administrator to arrange for vehicle rental, hotel reservations, to process reimbursements for mileage, and other expenditures.
 - Please note that U of M per diem guidelines apply. Government General Services Administration (GSA) rates determine reasonableness of hotel rates (<http://www.gsa.gov>). The U of M guideline for lodging is 150% of GSA rate.
- **Faculty Office:** Room 105 Life Sciences is designated as the “Visiting Faculty Office” on the Duluth campus. This office has a telephone (218) 726-6037 and a computer with the capability of logging into Novell and accessing CoP shared drives.

The “Visiting Faculty Office” in the TC is located in 5-110H Weaver-Densford Hall. Keys can be signed out in the Dean’s Office, Room 5-130 WDH. The telephone number is 612-626-6536. Wireless connection is available throughout the building.

The Senior Associate Deans will review these expenditures periodically and will make recommendations to the Dean on the amount to be budgeted each upcoming fiscal year for this purpose.